

# Important Information for Seniors and Their Parents

In an effort to better prepare students for the rigors of college and a career, we have instituted strict policies for walking at graduation. The policies are listed below, and can also be found in the student handbook. The senior year should be a fun and enjoyable experience, but it is important not to lose sight of why we are here. After all, next year at this time, seniors will no longer be high school students; they will be college students or full time employees. They need to start preparing for that fact now. Key provisions of the policy are bolded and highlighted.

**GRADUATION CEREMONY/HONORS CONVOCATION:** Participation in the Graduation Ceremony is a privilege, not a right. Students must be at Gold Level to participate in the Graduation Ceremony. Appropriate dress should be worn to both the Honors Convocation and Graduation Ceremony. Blue jeans, shorts, work boots and tennis shoes are not acceptable. Students are encouraged to wear appropriate clothing and shoes. The graduation gown must be worn during Honors Convocation and Graduation Ceremony. **Students must meet the requirements listed below and miss no more than three (3) days of school during the 4<sup>th</sup> term to participate in commencement.** The attendance requirement may be waived in emergency situations with approval from the principal.

#### In addition:

1. Any senior student who becomes credit deficient as of the end of Term 3 of their senior year will need to see their Counselor to make arrangements to recover the deficient credit. **All credits must be completed by the Friday before commencement to take part in the ceremony, unless special permission for emergency situations is granted by the principal. \***
2. Students who fail to earn enough credits to graduate will be required to make up the credit deficiency prior to September 1 following their class's graduation in order to receive a diploma for that year. The diploma will not be released to the student until all graduation requirements have been successfully completed.
3. Students may not apply more than a total of three (3) credits earned outside of the regular school day toward graduation requirements. This includes courses taken in summer school, correspondence classes, after school work experience, or online courses.
4. All correspondence course work (including final exams) being completed after Term 3 must be submitted to the correspondence school no later than August 15th. Upon confirmation of satisfactory correspondence course completion Charlotte High School will award credit. Students assume full responsibility for successful completion of correspondence courses.
5. After a student starts high school they are expected to graduate in a four (4) year period. If a student is unable to complete their graduation requirements within a four year period and needs to make up more than the three (3) credits allowed through the Credit Recovery options noted above, Guidance Counselors and Administration will work with the student to chart the best course for completing high school. The plan will be consistent with the student's post-secondary plans and their history of school progress. Options to explore will include a fifth year at Charlotte High School, the G.E.D. process, EISD/LCC Vocational Courses, and Co-op, in combination with credit recovery options listed above. In most cases it is expected a fifth year student will complete within one additional semester.

\*If you are in a situation now where you know that you cannot complete your credits in just two semesters and will need to take classes next summer, you need to schedule an appointment with Dr. Barnes before the end of September to discuss your options. If this meeting is not scheduled, you may not be allowed to walk at graduation.