

## **Sparta Area School District**

### Article 404 – Procedures for Senior Failures and Participation in Commencement Exercises.

All students participating in commencement exercises must have met the high school credit requirements. It is ultimately the students' responsibility to receive passing grades and meet the credit requirements for graduation.

The following procedures will be followed for any senior that could possibly fail a course for the second semester of their senior year, if failure of the course would prevent them from graduating.

The teacher must notify the parents with a progress report listing specific academic deficiencies by the middle of the fourth quarter (approximately four and one half weeks into the quarter). A progress report must be sent out for any senior who has any possibility of failing for the semester.

If any senior rapidly declines academically and is headed toward failing the class for the semester after the progress reports have been sent home, notification of parents, counselor, and administrative personnel by the teacher will occur immediately. Steps outlined below will commence for all senior students that are failing at progress report time or that have rapidly declined academically after progress reports have been sent out.

The teacher will follow the progress report with a phone call and letter at the beginning of the week following the issuance of the progress report. The date and time of the call and letter must be recorded in the teacher's grade book.

The guidance department will follow up for those senior class failures that will prevent a senior from graduating. A certified letter, with a return receipt, will be sent requesting a conference with the parents, the student, the teacher, and the counselor. At this conference academic expectations for the rest of the school year will be written, and all attending the conference will sign indicating their attendance and knowledge of the expectations for the student in order to achieve a passing grade for the semester. A copy of the certified letter and of the academic expectations needed to graduate will be sent to the high school principal.

Every Friday, the student will circulate a weekly grade report which is completed by the teacher. The circulation of this form will begin with the fifth week of the fourth quarter, and the form will be taken home by the student to the parent/guardian to sign. The student needs to return the signed form to their teacher(s). The final determination whether or not a student will graduate will be made after the finals are graded and the semester grades are calculated.

Students who do not meet the academic requirements needed to graduate, prior to the date of graduation, will not be allowed to participate in the graduation ceremony, unless specified otherwise in their IEP.

The school administration and the school board will only support a teacher who has followed these procedures for senior failures.

Legal Reference:

Cross Reference: Article 401 – Graduation Requirements

Approved:

Revised: September 27, 2005