

## INSTRUCTIONAL SERIES

### Series 300

Policy Title . . . EARLY GRADUATION

Code No. 345.61

The high school experiences which are both educational and social are to be valued. They serve as stepping stones to further education and civic participation for our students. Most students will take four years to finish this phase of their educational career. Some students may, however, require less than four years to meet their personal goals and the district graduation requirements.

The four year attendance requirement may be modified by the administrative staff, based upon the following criteria:

1. Students must complete the graduation requirements as prescribed by the Board and set forth in Policy 345.6.
2. Courses taken through the Post Secondary Option programs, transfer credits or the student-at-risk program may be counted to meet graduation requirements, provided the conditions of those programs, as stated in this policy, are met.
3. An early graduation plan must be submitted to the high school principal by the student and the parent(s)/guardian(s). The plan shall contain:
  - a.) The reasons for requesting early completion of the four year course of study;
  - b.) A detailed description of post high school plans;
  - c.) The schedule of subjects both required and elective to be completed during successive school terms.
4. The early graduation plan must be submitted to the high school principal consistent with the following deadlines:
  - a.) May 15 for graduation at the end of term 1 of senior year
  - b.) October 15 for graduation at the end of term 2 of senior year
  - c.) December 15 for graduation at the end of term 3 of senior year.
5. A staff conference, convened by the principal/designee, will determine the advisability of recommending early graduation which will be discussed with the student's parent(s)/guardian(s). The staff conference will be composed of a minimum of the principal/designee and at least two faculty members or other community resource persona (clergy, employer, etc.) as mutually determined by the principal/designee and student and parent(s)/guardian(s).
6. Students meeting the above conditions to the satisfaction of school officials may be permitted to leave school before completing four years attendance. A transcript will be given to each student showing the credits earned and the conditions under which a diploma will be granted in the future. In any event, there will not be a special diploma order and the diploma will be transmitted no earlier than the day of regular graduation or during the regular commencement of their graduating class or the next graduating class.

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