



ORLAND HIGH SCHOOL

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July 16, 2018

Dear Orland High School Graduating Class of 2019 and Parents/Guardians:

Below is a review of Orland High School's Senior Attendance and Academic Requirements for the 2018-19 school year that directly affects 12th grade students:

A. Attendance Requirement

As of August 18, 2014, all seniors must meet the minimum period threshold of 92% attendance for the current year enrolled to participate in graduation ceremonies. Both excused and unexcused absences as well as tardies factor into this minimum period attendance percentage. Absences due to school-sponsored trips and/or activities and college placement exams do not factor toward the 92% attendance requirement. Student visits to an accepted college campus must be approved by administration to not factor toward the attendance requirement. The 92% attendance rate for a 180-day school year means that seniors must not miss more than the equivalent of **15 school days** which is equal to 75 class periods to be eligible to participate in graduation ceremonies. Two total tardies will count as one period absence, meaning that 10 tardies is the equivalent of one full school day.

Students who have missed days during the year will be allowed to makeup missed days during Saturday school. Saturday School will be offered on the following days for the 2018-19 school year from 8:00am-12:00pm:

| | | | |
|--------------------|-------------------|-------------------|----------------|
| September 8, 2018 | December 1, 2018 | February 16, 2019 | April 6, 2019 |
| September 22, 2018 | December 15, 2018 | March 2, 2019 | April 27, 2019 |
| October 13, 2018 | January 12, 2019 | March 16, 2019 | May 4, 2019 |
| October 27, 2018 | January 26, 2019 | March 30, 2019 | May 11, 2019 |
| November 3, 2018 | February 9, 2019 | | |

One day of Saturday school is the equivalent to one school day.

Seniors who are deemed ineligible to participate in graduation ceremonies may appeal the decision in writing. The appeal must be submitted to the Principal. The appeal procedure will be as follows:

1. A panel that includes two teachers, one classified staff member, and one counselor.
2. The Principal (or designee) shall serve as the committee chair and will have the fifth vote.
3. The Assistant Principal (or designee) shall present an overview of the case to the committee, but will not be a voting member.
4. One of the two teachers shall be one appointed by the student appealing his/her privilege to participate in the graduation ceremony.

5. The committee's decision shall be binding with a majority vote.
6. No further appeals will be accepted after the appeals committee has made its findings.
7. The committee will convene as soon as possible after receipt of an appeal request.
8. The five-day requirement may be waived by the Principal or the Superintendent.

Written Appeals for Attendance

1. All appeals must be in memorandum/formal letter format.
2. The memorandum/formal letter shall state the reason the student was denied participation in graduation ceremonies.
3. The memorandum/formal letter must contain reasons for mitigating the denial.

There will be several warnings and reminders throughout the year given to students and parents by school staff if they are in danger of reaching the 15-day limit.

B. Academic Requirement

A student may not be allowed to participate in the graduation ceremonies should he/she receive more than two semester F's during their senior year (**semester F's**). If he/she receives **more than two semester F's** their senior year he/she will be subject to the following two criteria to determine whether he or she will be allowed to participate in the graduation ceremonies, but will still receive a diploma providing he/she has completed the remaining graduation requirements.

1. No less than a 2.0 their senior year—they may walk... if less than a 2.0 their senior grade year...
2. If lower than a 2.0 their senior year—their cumulative GPA for grades 9-12 is a 2.0 or higher—they may walk in graduation.

There will be warning letters sent out to students and parents at the end of the 1st quarter and 3rd quarter if the student is failing one or more classes. We also strongly encourage parents to check the parent portal daily.

We are looking forward to speaking to every soon-to-be graduate once school begins. We will be your biggest fan this year, supporting you in any way we can. We realize that graduation is a day all of you are anxious to experience, but let's make sure we do everything we need to do to ensure your participation in Graduation Ceremonies.

Sincerely,

Victor Perry
Principal

Joe Gallaty
Assistant Principal