July 1, 2019

Dear Wheatland Union High School Graduating Class of 2020 and Parents,

There are two requirements that you need to be aware of for the coming school year that directly affect 12th grade students:

1. **Attendance Requirement**

   An attendance rule for all 12th graders will be implemented beginning August 14, 2019. 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. Verified school activities such as FFA events, athletic events, administrator discretion, etc. do not factor in as well. The 92% attendance rate for a 180-day school year means that seniors must not miss more than the equivalent of **14.4 school days** which is equal to 100 class periods to be eligible to participate in graduation ceremonies. Two total tardies will count as one period absence, meaning that 14 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 throughout the 19/20 school year from 8:00 am-12:15 pm. One day of Saturday school is the equivalent to 1 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/Superintendent. The appeal procedure will be as follows:

   1. A panel that includes two teachers, one classified staff member, and one counselor.

   2. The Principal/Superintendent (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. All appeals must be delivered to the Principal/Superintendent at least FIVE DAYS prior to graduation ceremonies.

8. The committee will convene as soon as possible after receipt of an appeal request.

9. The five-day requirement may be waived by the Principal/Superintendent.

Written Appeals for Attendance

1. All appeals must be in letter format.

2. The letter shall state the reason the student was denied participation in graduation ceremonies.

3. The letter must contain reasons for mitigating the denial.

There will be warnings and reminders throughout the year given to students and parents by school staff if they are accumulating excessive class period absences and tardies.

2. Academic Requirement
A student will 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 not be allowed to participate in graduation ceremonies, but will still receive a diploma providing he/she has completed the remaining graduation requirements. For example, a senior may earn an F for the first semester in one class and another F at the end of the second semester and still participate in the graduation ceremonies as long as the F’s were not in a class needed for graduation such as (Civics, Economics, and English). However, if a senior receives two F’s in his/her first semester grades and another F for the second semester grades, he/she will not be allowed to participate in graduation ceremonies.

There will be warning letters sent out to students and parents at the end of each grading report 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.

Educationally yours,

Nicole Newman
Superintendent/Principal