

**SOUTH PASADENA UNIFIED SCHOOL DISTRICT  
HIGH SCHOOL GRADUATION CEREMONY PARTICIPATION CRITERIA  
CONTRACT AGREEMENT  
2019-2020**

**It is MANDATORY that both the student and their parent/guardian sign this Contract Agreement. This form MUST be received in order that each student is initially eligible to participate in the graduation ceremony.**

**CRITERIA:**

In order to participate in the graduation ceremony, I/we clearly understand, accept, and will adhere to the following standards:

1. Complete 220 credits, including all required courses.
2. Complete 45 hours of community service (22 hours if you enter in the junior or senior year).
3. Have no more than ten (10) absences (either excused or unexcused, 3 lates/tardies = 1 absence) per period per class per semester of the senior year.
4. Have no more than one (1) suspension during the senior year.
5. Have no more than two (2) failing (F) semester grades during the senior year.
6. Be in the 8<sup>th</sup> semester of high school unless there are extenuating circumstances that prevented me from completing high school within the traditional four years.
7. Clear all obligations by 4:00 p.m. on **Friday, May 1, 2020.**

If a student is in violation of any of the criteria listed above, an appeal process is available. All appeals will be made to a committee comprised of the Principal, the Assistant Principal, and the student's counselor. **All decisions from the appeal committee are final.**

**APPEAL PROCESS:**

1. All appeals must be submitted, in writing, to the Assistant Principal of Student Services, no later than two days after the notification of violation.
2. All circumstances that affected this student and caused the infraction should be clearly stated in the letter of appeal. Students should attach pertinent doctor's notes and any other explanatory materials.
3. The appeal committee will review all written appeals.
4. After the written appeal has been reviewed, a response will be forwarded to the student in writing; no verbal responses will be delivered during the appeal process.
5. If the appeal is granted, the student will be allowed to participate in the graduation ceremony given no violations of the attendance contract agreed upon in the appeals meeting.
6. If denied, the pupil will not participate in the ceremony and no tickets to the graduation ceremony will be issued to non-participating seniors. This does not mean that a senior pupil who has met the graduation requirements will not receive the high school diploma, only that actual participation in the ceremony will be denied.

I/we clearly understand, accept, and will adhere to the graduation ceremony participation standards.

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Contact Information: Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_