



1. **Number of Days Absent and Tardy to Prohibit Participation in School Activities**
 - A. Senior status is defined as those students who have earned at least 170 credits at the beginning of the 2018-19 school year.
 - B. School Activities include, but not limited to, Homecoming, Winter Formal, Picnic, Prom, and **Graduation Ceremonies**.
 - C. **ABSENCES (excused or unexcused) cannot exceed TEN (10) full days or 40 class periods.**
 - D. **TARDIES (unexcused) cannot exceed TWENTY-FIVE (25) in a school-year.**
 - E. Students with fewer than 170 credits at the beginning of Fall Semester and have not earned "senior" status must be present to take the State Standardized Tests at the end of the school-year.
 - F. Students **must** be present all day on all District, State and Federally-mandated testing dates for the PSAT, NAEP, CAASPP, SBAC, and all other State and Federally-mandated tests.
 - G. Students **must** be present all day on all Senior or School-wide Activities.
 - H. If for any reason the student is over the amount of absences and tardies specified above, the student's name will appear on the Non-Participation **STOP CLEARANCE LIST**.
 - I. Students on the **STOP CLEARANCE LIST will be prohibited from participating in all Senior Activities.**
2. **Appeal Process**
 - A. All requests for appeals will be submitted to Mr. Brownfield/Ms. Argandona
 1. **Health-Related Absences:** Extended absences due to hospitalization, chronic illness, or extended care treatments may be appealed. Health-Related appeal must be accompanied by original physician's note or hospital release form clearly stating the date of hospital stay, and must have been on file at the Nurse's Office for clearance immediately upon return from extended illness absence.
 2. **Bereavement:** Absences due to death of an immediate family member may be appealed. In alignment with LAUSD bereavement policy, students may be granted leave of absence, not to exceed three (3) days, or five (5) days if out-of-state travel is required, on account of death of any member of his/her immediate family.
 - B. Teacher sign-off to recover absences will not be permitted.
3. **Notification Process**
 - A. Senior Letter/Attendance Policy, Flyers, Daily Bulletin Announcements, Senior meetings, and Posting of Non-Participation List
 - B. Students who do not return this Signed Contract by November 30, 2018 will be placed on Non-Participation **STOP CLEARANCE LIST**.
4. **Mandatory Senior Dues:** The senior dues this year are \$75.00 and include, but not limited to, senior week activities, tassel, medallion, (2) senior luncheon meals during graduation practice, mini diploma, and 5 graduation notifications. You must pay your dues Mondays & Wednesdays before January 31, 2019. From February 1st to March 31st, 2019, dues will increase to \$95.00. Dues will again increase to \$110.00 from April 1st, 2019 to May 31st, 2019. **After May 31, 2019, ALL Seniors who have not yet paid dues will be placed on STOP CLEARANCE. To be cleared from STOP CLEARANCE, students will have to pay \$110.00 for dues.**
5. **Service Learning Project:** All seniors are required to complete a service-learning project to graduate.
6. **Graduation: Will be held on Friday June 7, 2019 at 4:00 pm.** Along with passing all the required courses, clearance cards need to be completely filled out for students to participate in the graduation ceremonies. This includes signatures from the bookroom, dean's office, attendance office, student store, counselor, Testing Coordinator, etc. Cards will be distributed the week after Memorial Day.
7. **Process:** An attendance check is part of the Graduation Clearance Process for all Potential Graduates. Non-Participation Lists will be posted in classrooms, offices, and display cases. Return completed tear-off below to Mr. A Vargas' Mailbox or designated Senior Contract Box in Room 325 by **November 30, 2018**. Failure to do so will result in a Stop Clearance.

Approved by: Mr. Brownfield, Assistant Principal: _____ Arnoldo Vargas, Senior Sponsor: _____

Return Signed Senior Contract to Mr. Arnoldo Vargas' Mailbox in the Main Office by November 30, 2018

Senior Student Name (Print) _____ Date _____

Senior Student Signature _____ Phone # _____ Birthdate _____

Parent/Guardian Name (Print) _____ Phone# _____

Parent/Guardian (Signature) _____ Date _____