

## SENIOR INFORMATION

***This section is for your information ~ Senior students will receive these pages as a separate pack to be reviewed, signed and returned the first week of school***

### COMMENCEMENT AND GRADUATION REQUIREMENTS:

Students shall be allowed to participate in Commencement Exercises at East Nicolaus High School after successfully completing the following graduation requirements:

1. Eight semesters of high school attendance with good citizenship.
2. A minimum of 240 credits of required subjects and electives, counting ten credits per year for each subject.
3. No more than one failing grade during the senior year. (Semester F)
4. The failing grade (s) cannot be in any course required for graduation
5. Forty credits of English.
6. Twenty credits of physical education.
7. Thirty credits of social science.
8. Thirty credits of mathematics (10 of which must be in Algebra I or Integrated Math I).
9. Ten Credits of Computer Literacy/Health
10. Twenty credits of science, includes physical and life science.
11. Ten credits of fine arts or foreign language.
12. Agree to and abide by the Senior Attendance and Behavior Contract.
13. Senior Project (see official guidelines)
14. No outstanding fees or fines.

A student may receive a Diploma of Graduation from East Nicolaus High School should he/she fail more than one class during the senior year, providing he/she has completed the remaining requirements. If he/she receives more than one F during either semester of the senior year he/she will not be allowed to participate in Commencement Exercises. Commencement participation will be denied to any student who does not achieve a passing grade or the required amount of credits in any course required for graduation.

The number of credits earned determines student progress through high school. For each semester (half year) passed, he/she receives five credits for each subject passed. No credits are given for "F" grades or "NM", (no mark). With a seven period day, it is possible to earn a maximum of 280 credits during the four years he/she is enrolled. Students must meet all minimum graduation requirements within the four years of high school beginning with their freshman year ending with the conclusion of a four-year progress to the completion of their senior year. Students who fail to or who are unable to may be denied the privilege of participating in commencement exercises.

All outside final course grades (college or independent study) intended for diploma credit must be submitted one-month prior to the end of the grading period.

### SENIOR ATTENDANCE, ACTIVITIES, AND SENIOR SNEAK AGREEMENT

All seniors shall abide by the following terms and conditions while attending school functions. Seniors and their parents are to read, sign and return this agreement during the first two weeks of the school year.

#### **Attendance at Prom, Senior Sneak, etc :**

Seniors will ensure that all rules and regulations required of any student attending East Nicolaus Joint Union High School District will be followed.

Seniors will be in good academic and disciplinary standing..

Seniors will be fully responsible for the actions of their guests who are not members of the East Nicolaus Joint Union High School District Student Body.

Students are required to attend all classes all day on the day prior to Senior Sneak and Prom.  
\*\*\* Should the prom be scheduled on a non-school day, all students are required to meet the minimum attendance requirement on the day prior to the dance.

Each senior **MUST** meet the following eligibility requirements:

- Each senior is required to maintain strict adherence to the discipline policy committing no serious offenses.
- Each senior is required to maintain at least a 2.0 grade point average in **EACH** of the following grading periods:
  - 1) First Quarter (Ends 10/13/17)
  - 2) Second Quarter/Fall Semester (Ends 12/21/17)
  - 3) Third Quarter (Ends 03/16/18)
  - 4) Fourth Quarter/Spring Semester (Ends 06/01/18)
- Any senior who is failing a class at the time of senior trip will not be allowed to participate and will lose all money paid towards the trip.
- Each senior is required to attend all classes the day prior to Senior Sneak and Prom.
- Each senior is required to adhere to the senior attendance guidelines.
- Each senior must complete a Senior Project with a passing grade.

#### SENIOR GRADUATION PARTICIPATION AND DISCIPLINE AGREEMENT

All seniors who wish to participate in graduation ceremonies and receive a printed diploma, must meet the following criteria:

- Intra-District and Inter-District Transfer seniors must have enrolled at East Nicolaus High School no later than the beginning of the last semester of school attendance.
- Graduation credit requirements are 240 semester credits at East Nicolaus High School. Credits earned from another high school or from approved college course work shall be calculated considering District policy.
- All seniors must pass the Senior Project.
- Any senior who has been suspended 3 or more days during the school year will not be eligible to participate in graduation ceremonies.
- **All seniors must meet the minimum period attendance threshold of 92% for the current year enrolled. Both excused and unexcused absences (e.g. funerals, bereavement, doctor/dentist, suspension(s), 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 two weeks prior to the day of the visit. Students are allowed up to **3** college visits a year. to not factor toward the attendance requirement. 92% attendance for a 180-day school year means that seniors must attend 1159 out of 1260 scheduled periods. **Seniors may not miss more than the equivalent of 15-school days to be eligible to participate in graduation ceremonies and receive a diploma.** *Those students attending a zero period or 8 periods daily will need to attend 1324 of the 1440 periods to be eligible to participate in graduation ceremonies and receive a diploma. Attendance for all seniors will be calculated on the number of FULL TIME classes in which they are enrolled.*
- Illness where home-hospital study is required may constitute an allowance.
- A senior must not be under suspension at the time of graduation rehearsals and ceremonies.

- A senior on contract in lieu of expulsion or on a stipulated expulsion, with a condition of no extra-curricular activities for 30 days, shall not participate if the activities and /or ceremony fall within the 30-day period.
- All seniors must have outstanding bills cleared (lunch charges, lost locks, missing books.)
- A senior must attend all graduation rehearsals and must behave in an appropriate manner during rehearsals and the graduation ceremonies.
- Failure to follow the rules established for graduation will result in the withholding of the student's diploma.
- ENHS values the traditions and symbolisms previously established for graduation ceremonies; therefore, as such, mortar boards will remain undecorated.

***It should be noted that parents and relatives wait many years to see and hear their loved one's name called during graduation from high school. This is a once in a lifetime event and those seniors whose behavior disrupts this opportunity may be asked to leave the ceremony.***

***Behaviors such as excessive talking, throwing objects, beach balls, possessing or using noise makers, expelling accelerants, such as silly string are examples of behaviors that will not be tolerated during the graduation ceremonies. Graduates who participate in such behavior may be asked to leave the ceremony.***

Specific contract rules of conduct will be provided in writing by the senior advisors, approved by the Superintendent/Principal, and provided to each graduating senior prior to graduation (see below). These rules are to be strictly followed and will be rigidly enforced.

Seniors who are deemed ineligible may appeal the decision in writing. The appeal must be submitted to the Superintendent/Principal. The appeal procedure is located with the forms at the back of this handbook.

SENIOR SNEAK BEHAVIOR CONTRACT

The Senior Sneak is a school-sponsored activity. All students will be held to the standards of conduct required by the Education Code for regular school attendance and school level attendance requirements for seniors.

Every student participating in the Senior Trip must abide by all of the rules and requirements stated below. Each student understands that once the student and parent sign this contract, the rules and requirements will be in effect throughout the entire Senior Trip. Parents and their senior students are to initial that they have read and understand each rule listed below.

Parent                      Student

\_\_\_\_\_                      \_\_\_\_\_ **General Behavior:** Students at East Nicolaus High School are expected to conduct themselves in a manner that will not discredit himself or herself or the school. It is further understood that any such behavior WILL affect my participation in the graduation ceremonies. Simply stated, my behavior shall not bring embarrassment, dishonor, or discredit to my class or my school.

\_\_\_\_\_                      \_\_\_\_\_ **Alcohol and Drugs:** Absolutely no possession or use of alcohol, drugs or tobacco products will be tolerated. A violation of this rule will result in my removal from the trip and the loss of the privilege of participating in graduation ceremonies (legal action may also be taken per education code).

\_\_\_\_\_                      \_\_\_\_\_ **Tobacco:** There is to be no use of tobacco in any form. This includes chewing, vaping and smoking.

\_\_\_\_\_                      \_\_\_\_\_ **Before boarding the bus at school, all students, their luggage and person will be searched for contraband. Canine searches may also be utilized.** Should contraband be located, the student will be immediately sent home and no refund will be granted for loss of the activity.

\_\_\_\_\_                      \_\_\_\_\_ **Students who violate any** of the above rules and conditions may be sent home immediately from the trip and will be subject to normal school discipline including suspension from school.

\_\_\_\_\_                      \_\_\_\_\_ **Students who pay but become disqualified, choose not to attend, or become unable to attend the senior trip will lose all** the funds paid by the student. Once the trip is booked with the travel company and the fees have been sent, it is beyond the control of the school to refund money for this trip. The travel company's policy for refunds will be strictly enforced.

\_\_\_\_\_                      \_\_\_\_\_ **I have read and understand** all of the above rules and requirements and agree to accept the consequences as stated. I further understand that the chaperones are in charge and I will accept their authority during the entire course of the trip.

\_\_\_\_\_                      \_\_\_\_\_ **I have reviewed the above rules** and requirements for my son/daughter on the Senior Trip and should my son/daughter violate any of the above, I agree to the consequences as stated. I further agree that should the school call me in the event my son/daughter violates the above rules, (a) I will bring my son/daughter home; or (b) I will authorize the school to send my son/daughter home on the earliest bus and I will pay all transportation costs.

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date



**EAST NICOLAUS JOINT UNION HIGH SCHOOL DISTRICT**  
**GRADUATION CEREMONY CONTRACT**

I, \_\_\_\_\_  
(Printed Name)

wish to participate in the East Nicolaus High School Class of 2018 Graduation Ceremony that will be held on Friday June 1, 2018 on Wahl Field beginning at 7:00 p.m. I agree with the following rules and regulations and understand that if I do not comply with them, I will be removed from the ceremony. Granting of my diploma will then be subject to a conference held with an administrator and my parent/guardian. I further understand that I am expected to behave courteously and conduct myself in an acceptable manner during the entire evening.

I understand that I must attend **all rehearsals** in order to participate in the ceremony.

- I will not engage in disruptive activities during the rehearsals or ceremony.
- I will not carry anything onto the field nor adorn my cap and/or gown with any decorations.
- I will be dressed according to the guidelines set forth by the school: dress, skirt or skort and blouse, long, dress pants, light colored shirt, and proper shoes.
- Behaviors such as excessive talking, throwing objects, and beach balls, possessing or using noise makers, expelling accelerants, such as silly string are examples of behaviors that will not be tolerated during the graduation ceremonies. Graduates who participate in such behavior may be asked to leave the ceremony.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

**This contract must be signed by your parent/guardian even if you are 18 years of age. You will not be issued your cap and gown if you have not returned your completed contract.**

## Graduation Ceremony Appeals Process

A panel that includes a Governing Board Member, administrator, student advocate, and teacher (chosen by administration) will hear the appeal.

The Superintendent/Principal (or designee) shall serve as the committee chair and will have the fifth vote.

The Assistant Principal (or designee) shall present an overview of the case to the committee, but will not be a voting member.

One teacher shall be one appointed by the student appealing his/her privilege to participate in the graduation ceremony, and one appointed by the committee, the other teacher will be appointed by the administration.

The committee's decision will be made by secret ballot and shall be binding with a majority vote.

No further appeals will be accepted after the appeals committee has made its findings.

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

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

The five-day requirement may be waived by the Superintendent/Principal or upon request of the Governing Board.

### **Written appeals:**

All appeals must be in memorandum format.

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

The memorandum must contain reasons for mitigating the denial.

I have read and I understand the terms of this contract. I understand that if I do not follow the rules set forth by this contract that my privilege of participating in graduation and receiving a diploma will be denied to me.

\_\_\_\_\_  
Senior (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior (Print Name)

As a parent of a senior at East Nicolaus High School, I understand the terms and conditions placed on my Senior by this agreement. I hold harmless the East Nicolaus Joint Union High School District, the Staff and Faculty for any violation of this agreement committed by my Senior.

\_\_\_\_\_  
Parent (Print)

\_\_\_\_\_  
Parent (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (Sign)

\_\_\_\_\_  
Parent (Sign)

# ENJUSD Handbook – Parent and Student Signature Page

This form must be completed, signed and returned to the front office at the beginning of each school year.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Please Print

I acknowledge that the ENJUSD Student Handbook is available online at [www.eastnicolaus.k12.ca.us](http://www.eastnicolaus.k12.ca.us) or that I have requested and received a paper copy, and understand it is my responsibility to read the Discipline Policy, Internet Use Policy. Please acknowledge that you and your student have read the following forms by signing where indicated. Your signature indicates your understanding and adherence to these policies.

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

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the ENHS DISCIPLINARY POLICY & DISCIPLINE MATRIX pages 8-18**

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

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the Internet Use policy notice pages 22-23**

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

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the ENHS Publicity Authorization and Release form (pages 25) and I agree to accept the provisions.**

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

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the ENHS Technology Use Policy, page 27)**

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

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the ENHS Textbook Replacement Policy, pages 27**

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

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**I understand that outstanding fines will roll-over until cleared into subsequent years. I also understand that any student with outstanding fees owed will not be allowed to participate or attend any extra-curricular activity e.g., school dances, sporting events, club activities, co-curricular activities. As a senior with outstanding fines will not be able to participate in seniors activities, commencement ceremonies.**

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Student Signature

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Date

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Parent Signature

