

CABELL COUNTY SCHOOLS EARLY GRADUATION POLICY



The Cabell County Board of Education does not encourage attempts to complete a course of study for high school graduation in less than four full academic years. However, the Board will accept modification of the four-year attendance requirement for high school graduation provided the student has satisfactorily completed the requirements for graduation as set forth by the State Board of Education and the Cabell County Board of Education. Students planning to graduate early must notify their school counselor by the first day of the first semester of their senior year. Making this decision earlier than this deadline will permit the student to work with his/her counselor to develop a plan.

In order to graduate early, a student must complete six (6) semesters or three years of high school attendance and have successfully completed the terms of the Cabell County Schools Graduation Requirements.

The following procedures must be followed when a student requests early graduation:

- The student and parent(s) set up a conference with the student's counselor at or before the required time limit (the first day of the student's first semester as a senior) to do the following:
 - Academic credit check: A cumulative GPA of 3.0 is required to apply for early graduation, with no lower than a "C" on any course listed on the high school transcript to date.
 - Document reasons for early graduation that align with post-high school plans
 - A "5-year plan" outlining the student's educational and/or employment goals for the next five years. This plan may be part of the student's formal letter.
 - Documentation that the student has been in contact with a post-secondary institution if the student is planning to continue his/her education immediately upon graduation, or a letter from an employer stating that the student is or will be employed immediately upon graduation.
 - Set up a tentative final schedule
 - Give parental/guardian permission form for early graduation, which must be completed by the first day of the student's first semester as a senior. This form is returned to the principal.
 - Instruct the student to have parent/guardian and student request a conference with the counselor, principal, student and parent/guardian after the permission form is completed.
- Following the conference with the student, parent/guardian(s), counselor, and principal, the student's request to graduate early will be forwarded to the superintendent for final approval following a recommendation by a committee comprised of the following:
 - Two designees of the superintendent
 - The student's high school counselor
 - The student's principal
 - One of the student's current teachers
- The student's counselor will notify the student and parent/guardian(s) of the final decision of the superintendent's committee.

Remaining Eligible Once Approved

- Once approved for early graduation, the student must maintain a minimum "C" average in the remaining courses and no lower than a 3.0 cumulative GPA. Failure to do so will result in the student being required to remain enrolled with a full schedule through the end of their fourth year. This does

not preclude taking some courses on campus at Marshall University or Mountwest Community Technical College during their fourth year.

- Once approved for early graduation, the student must meet with his/her counselor twice each year to monitor progress. A student's plan may be terminated or adjusted at any meeting if criteria are not being met.
- A student will be declared ineligible to graduate early if he/she does not meet the graduation proficiency requirements.
- If an early graduate intends to participate in the graduation ceremony, they must indicate that intention on their final checkout form completed the last day of attendance, if not sooner. Early graduates' names will be included on the graduation program. Class rank is commensurate with class level, as is the current practice.

Opportunities for Earning Credit for Early Graduation

- Virtual School (Must be assigned to a teacher; tests taken at school.)
- Marshall University or Mountwest Community Technical College courses may be taken for elective credits (already available: 3-hour course=1 credit) Question: Could we offer any MU or MCTC courses for *required* courses? Central Office personnel will examine alignment potential between MU/MCTC courses and those required by WVDE.
- Students may take English courses simultaneously (i.e., English 11 and 12 in the same year)
- Students may take any course in any grade level (currently, students must take English 12 and Civics in their senior year; some prerequisites will need to be waived, other may need to remain intact)
- Extended Learning Opportunities (ELOs)
- Embedded Credit
- Early Start Classes with Virtual School—come in at 7am in a VS lab
- Late Finish Classes with Virtual School—stay until 4:10pm in a VS lab
- PLATO or a similar online course delivery program (i.e., MOODLE)
- Summer School will not be considered at this time

Evaluation Criteria for the Recommendation

- Student does not intend to graduate prior to completing at least six semesters of high school. (After 11th grade)
- Student is declaring no later than the first day of the student's first semester as a senior.
- Student must have no lower than a "C" in any course prior to the time of application.
- Social and emotional maturity of the student.
- Student's attitude toward early graduation and post high school plans.
- Evidence of a well-planned post-high school program within the student's ability to achieve.
- Evidence that the high school program has prepared the student for post-high school opportunities.
 - Such preparation includes: academic standing, extracurricular activities, regularity of attendance, etc.
- Parent/Guardian support.

Additional Issues to Consider

- Prom—if a student graduates in December, he/she may attend their school's prom in May.
- Students must be currently enrolled and adhere to WVSSAC guidelines to participate in sports.

**CABELL COUNTY SCHOOLS
EARLY GRADUATION REQUEST FORM**



To the Principal of _____ High School:

Regarding the early graduation of _____, we, the parent/guardian of the student named above, have discussed the pros and cons of early graduation from high school. After discussing this issue with our child and reviewing the requirements, we request that our student, named above, be allowed to graduate early, upon completion of all requirements.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

I, _____, hereby request the privilege of graduating from high school after three years (six semesters) of attendance. I assume full responsibility for meeting all the requirements and deadlines. My parent/guardian approves my plan and will set up a conference with my counselor.

Signature of student: _____ Date: _____

NOTE: It is the parent/guardian's responsibility to contact the student's counselor to schedule this conference.

**THIS DOCUMENT WILL BE PLACED IN THE
STUDENT'S PERMANENT FILE**

CABELL COUNTY EARLY GRADUATION CONFERENCE FORM

Prior to this conference, the student should have met individually with their counselor to discuss the possibility of graduating early. At the conclusion of the meeting, the student will be given an **Early Graduation Request Form** to return during an upcoming conference.

Conference including student, parent(s), counselor, and principal must occur by the first day of the student's senior year.

Requirements:

- _____ Credit Check
- _____ Document reasons for how early graduation fits into post high school plans
- _____ Set up a final tentative schedule
- _____ Submit completed student Early Graduation Request Form
- _____ Instruct student to have parent/guardian set up conference with principal

Conference Decision:

Signatures Indicating Approval of Decision:

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Counselor: _____ Date: _____

Principal: _____ Date: _____

Executive Director of Secondary Ed: _____ Date: _____

NOTE: Any changes in this plan must be approved by the principal. Changes made without this consent may result in the Early Graduation Request being denied or voided.

Final approval of the student's request to graduate early will be made by the superintendent's committee on early graduation. This committee includes the school principal, the student's counselor and one teacher, and two Central office persons designated by the superintendent.

Superintendent Conference Date: _____

Superintendent's Final Decision: _____

Superintendent's Signature: _____