

ALBENA LAKE-HODGE COMPREHENSIVE SCHOOL GRADUATION POLICY

Preamble

Graduation is an accomplishment. It is the highest honour an institution can bestow on its students.

The Albena Lake-Hodge Comprehensive School has therefore taken the position that wearing of its colours at the School's Annual Graduation Exercise is an honour and a privilege rather than a right.

With this in mind, the following criteria for participating in the school's Annual Graduation Exercise have been set in respect of the conduct and performance of students in their final year:

- (1) The student generally conducts him/herself in a positive manner as befitting a good representative of the school.
- (2) The student has settled all outstanding debts/fees with the school for examination fees, the cost of any damage to school property and any other expenses that might have been incurred.
- (3) The student has been present for ninety-five percent (95%) of **ALL** Form class registration and punctual for eighty percent (80%) registration. Official/authorized absences (certified illness, pregnancies, field trips, family business) will NOT be held against the child.
- (4) The student has attended a minimum of ninety-five percent (95%) of **ALL** classes, including Physical Education (P.E) and Personal and Social Education. Official/authorized absences (certified illness, pregnancies, field trips, family business) will NOT be held against the child. **N.B Attendance to planned workshops and/or seminars during normal school hours is compulsory.**
- (5) The student has pursued the course of study he/she has been assigned at the end of Year 4. (**NB** A student can **ONLY** drop a subject if he/she has written consent from the respective Head of Department who would have consulted with the relevant parties (HOY, subject teacher, parent).
- (6) The student has completed the required School Based Assignments.
- (7) The student has attended all examinations registered for unless otherwise exempted.
- (8) The student has attained a minimum of fifty percent (50%) subject passes (CCSLC, CSEC, BTEC, AB, Local).
- (9) The student has generally demonstrated compliance with ALL school rules.
- (10) The student has served no more than one suspension in the final year.

.....
Parent's Name

.....
Student's Name

.....
Parent's Signature

.....
Student's Signature

.....
Date

.....
Date

2020