

### **Requirements for Minimum Day:**

**Applications for all juniors who request to have minimum day for the senior year must obtain the Minimum Day request document. Interested on-track juniors MUST have an application on file by 4:00 PM on the last day of school. The Minimum Day ledger in the Counseling Office at the local high school must be completed which indicates that the application form has been submitted. If a student does not follow these procedures, he/she will not have the opportunity to participate in Minimum Day for the following school year.**

High School seniors (only fourth year students) may qualify for minimum day according to the following provisions:

1. Students must have earned enough credits to have senior status by the close of the junior year. Per board policy 17 credits must be earned.
2. Students must have passed or be enrolled in the specified courses for high school graduation noted on the IC MYAP Progress and Academic Planner information as well as Senior Letter requirement page.
3. Students must have participated in an advisement conference with the school counselor to discuss important topics/opportunities such as, but not limited to Dual Enrollment Move on When Ready, Work-Based Learning, the importance of rigorous courses including full time student and admission requirement topics, Academic, Fine Arts, CTAE or World Language course pathways and pathway completion information, HOPE eligibility, etc.
4. Students may be released for one (1) BLOCK class period (90-minute) per day only.
5. Students must meet with the Athletic Director to discuss the impact of minimum day on eligibility.
6. Students must request either a.m., BLOCK 1, or p.m., BLOCK 4, Minimum Day (or 'no preference')
7. Minimum day will NOT be granted when: (a) a scheduling conflict occurs with a course needed for graduation, and/or (b) courses cannot be rearranged in the student's schedule

Students must understand that participation in this program is a **privilege** for seniors (4th year students) and such privileges may be revoked at the discretion of the school administration at any time. Participating students are subject to the same rules and regulations as full time students, including disciplinary actions and extra-curricular eligibility. Students granted this privilege must meet all parking regulation requirements and leave campus immediately after his/her dismissal (or come to class on time for his/her first course in the daily schedule). Students cannot be on campus during their minimum day period and must provide their own transportation.

**Minimum day for second semester will be re-evaluated after first semester grades are posted.** If a requirement on the second page of the senior letter makes it necessary for the student to attend all four block segments of the school day, then, minimum day will not continue for the second semester.