

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED: June 16, 2015

217-AR-0. GRADUATION/COMMENCEMENT

In order to graduate from the district, students must meet all graduation requirements established by the Board.

The academic progress and achievement of state academic and common core standards by individual students will be continually monitored by guidance staff at the high school throughout the student's years of attendance.

The high school principal will direct the guidance and teaching staff to compile a list of students who meet all graduation requirements and a list of students who do not meet graduation requirements. The principal will review the lists, and his/her determination will be final; however, a student does have a right to due process procedures regarding his/her graduation status.

The principal will forward the list of graduating students to the Superintendent, who will submit the list to the Board.

Commencement Ceremony

Acting on the recommendation of the Superintendent, the Board will set the date of the school commencement ceremony and approve necessary expenses.

The commencement program must be secular in nature and will be arranged under the direction of the senior high school principal or designee and approved by the Superintendent.

A student must complete the following in order to participate in the commencement ceremony:

1. Meet the state and school district graduation requirements and have this verified by the principal by the date established for teachers for submission of senior grades.
2. Attend school sessions scheduled after final exams, when required.
3. Return all school district materials and property.
4. Satisfy all financial obligations.
5. Complete all disciplinary obligations.

6. Attend all commencement practices and rehearsals, unless excused by the principal.
7. Conform to school-sanctioned standards and expectations for behavior and attire during all related ceremonies.

The administration reserves the right to deny student participation in the commencement ceremony based on unacceptable behavior or attire.

Presenting Of Diplomas

The Superintendent or designee will preside over the commencement ceremony.

The high school principal will verbally verify that all the students who will be receiving diplomas have met all requirements for graduation. The graduating class will be presented to the Board by the Superintendent.

The responsibility of the Board President to present diplomas to graduating seniors will be shared with other Board members. Each member will present diplomas to a portion of the seniors in an equal fashion as scheduled by the principal.

The opportunity to present a diploma to a graduating relative will be made available to all Board members, including former Board members.

Students who choose not to participate in the commencement ceremony may obtain their diploma at the high school office after commencement night.