

GRADUATION EXERCISES

Introduction

The commencement ceremony is the culminating event in secondary education. The school board recognizes the significance of the event for the seniors and the community. The board also acknowledges the importance of maintaining an atmosphere appropriate for such an event.

Although the high school principal and the school board provide oversight for aspects of the commencement ceremony as detailed in the guidelines, the senior class advisor and members of the senior class are responsible for planning and organizing the commencement exercise. Wisconsin Statute 118.33 sets minimum graduation requirements and assigns school boards with the authority for awarding high school diplomas. In addition the school board retains authority to review and revise any and all aspects of the commencement exercise.

Guidelines

Senior Class Responsibilities

1. Members of the senior class will select the class motto, colors and flowers. These selections must be approved by both the class advisor and the high school principal.
2. Senior class members will select style and cost of their caps, gowns, and announcements.
3. Class members will design and organize the commencement program.
4. Prepare a preliminary list of potential commencement speakers.
5. Select a commencement speaker from the school board approved list of potential speakers.

Senior Class Advisor Responsibilities

1. Review and forward to the high school principal for final approval the senior class selection of a motto,

- colors, flower, caps, gowns, and announcements and commencement program format.
2. Organize, plan, and direct the commencement ceremony including practice sessions.

High School Principal Responsibilities

1. Approve senior class selection for a motto, colors, flower, caps, gowns, and announcements and commencement program format.
2. Review academic record of candidates for graduation and recommend list of graduates to school board for approval.
3. Monitor conduct of senior class members including up to and during the commencement ceremony and exclude or remove any students from the commencement ceremony who violate school policy.

School Board Responsibilities

1. Set the time, date and location of the commencement exercise.
2. Approve list of commencement speakers presented by senior class.
3. Designate a board member to speak at the commencement ceremony.
4. Approve the list of graduates.

Legal References: Wisconsin Statutes 118.33

Cross References: Policy IKF-Graduation Requirements
Policy IKFA-Early Graduation

Approved: March 15, 2004

Revised: