


ADMINISTRATIVE MANAGEMENT GUIDELINE

 DEER VALLEY <i>Unified School District</i>	Process Name:	Graduation Commencement Exercises & Program Standards
	Key Strategic Priority:	1
	Reference:	Not Applicable
	Reference Link:	
	Function:	Administrative Leadership & Services

Overview

All high schools plan and conduct a ceremony each year to recognize students who graduate from high school.

Board & District Members Attendance: Facilitated by Superintendent's office in April

1. The superintendent and board members are to attend high school graduation ceremonies and be seated on stage (stage seating explained below).
2. Board members will be invited in April to the high school ceremonies.

Ceremony:

1. Ceremonies should not last longer than 1 hr. 15 minutes and must start on time.
2. Stage seating for board members and superintendent will be determined by the superintendent and communicated to the district graduation coordinator who will notify each school. Basic seating would follow this order:

From Stage Right to Left-Faculty Speaker, Assistant Principal, President of the Board, Superintendent, Principal, Vice President of the Board, Assistant Principal, Member of the Board, Member of the Board, Member of the Board, assistant principal. During the awarding of diplomas, the faculty speaker, board members and superintendent will move to the second row so that they will not be in the picture or video of the graduates as they receive their diplomas.


 - Order is subject to change by the principal with the superintendent's approval.
 - No other district officials sit on the stage.
 - Faculty having stage parts sit behind the tables.
3. Band plays "Pomp and Circumstance" for processional.
4. The ceremony begins with the Posting of the Colors by either DVHS or SDOHS AFJROTC (DVHS and SDOHS will determine who will service the three schools who do not have a ROTC program), National Anthem (instrumental or vocal via audition) and Pledge of Allegiance. The Posting of Colors, National Anthem and Pledge of Allegiance may be introduced by student government senior officers or the principal.
5. Individuals should be introduced in this order: governing board president, governing board vice president, board members in alphabetical order, superintendent, school administration and faculty speaker (if there is one). No district officials other than those on stage are introduced.
6. Schools should limit speeches to:
 - Senior Address: 3 minutes (open to all seniors by auditions)
 - Inspiration/Poem: 1 minute (reserved for St. Gov. Senior)
 - Farewell: 1 minute (reserved for St. Gov. Senior)
 - Message or Additional Speech (Optional): Schools wishing to add speeches and/or include speeches presented by district and/or non-district employees will need to seek approval from the District Graduation Coordinator in consultation with the Superintendent.
7. Optional music/song: A school may determine the musical performance(s) with a limit of not more than two musical selections plus the Alma Mater.
8. Principal remarks should address the accomplishments of the graduating class.
9. The top ten students should sit in the front row in their rank order. The principal may introduce each student or have them stand as a group.
10. Principals may determine what other groups will be asked to stand and if any other groups will sit in the front row (e.g., students who earned Certificates of Academic Distinction, participants of Global Studies, etc.)

DATE ADOPTED: 9/21/15

LAST REVISION: 1/16/24

CONTACT: Deputy Superintendent, Administrative Leadership & Services – ext. 54951

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11. The top ten students receive their diplomas first in rank order, followed by student government senior officers, and the rest of the front row students.
12. All schools will have their choir sing their Alma Mater.
13. The wording for the Presentation and Acceptance of the Class is standard for all schools. The governing board president accepts the Class:

Principal: “President of the Governing Board, [Insert Name], on behalf of the entire [Insert Name] High School staff and administration, we present to the Governing Board the Class of [Insert Year] graduates who have met the standards set forth by our state and district.”

Governing Board Representative: “On behalf of the governing board and its president, it is my pleasure to accept this class of graduates from [Insert Name] High School for the year [Insert Year].”

14. Principal closes the ceremony by having the class stand and move their tassel from right to left. Students may throw their hats up after the tassel move.
15. Optional recessional determined by school.
16. Band will play a recessional or the fight song as determined by each school.

Program:

1. All schools should use glossy white hard stock for their programs.
2. Schools may choose their program design and font.
3. Programs should be entitled "Commencement Program" with the date.
4. No dots should be used between the left column and the right column.
5. Presentation of Colors should be listed as "Deer Valley High School or Sandra Day O'Connor High School AFJROTC".
6. Use the term: "National Anthem" and "Pledge of Allegiance".
7. Use the terms: Presentation of the Class of XXXX and Acceptance of the Class of XXXX. Include the Board President's name next to Acceptance of the Class of XXXX.
8. Use the term: "Awarding of Diplomas/Certificates".
9. All schools need to list the top ten students using the heading:

Class of XXXX Honor Students
Based on Top Ten GPA's at 7th Semester (in alphabetical order)
10. Use the heading: "Class of XXXX", then list names
11. Use "*" to denote students in National Honor Society. Additional symbols may be used to denote other groups.
12. Use this format to list school administration, district administration and governing board.

(Centered)
 [Name of high school] Administration
 Name of Principal
 Name of Assistant Principals in alphabetical order
 Name of Teacher on Assignment or Athletic Director

(Column Left Side)
 Governing Board of Education
 President
 Vice President


(Column Right Side)
 District Administration
 Superintendent
 Deputy Superintendent names in

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Member names in alphabetical order

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13. Include this statement in the program:

“Graduation from high school is a milestone in the life of a student and his/her family. The dignity of the occasion can best be observed by refraining from using noisemakers, whistling, yelling, or applauding for any one student. Your congratulations can best be shown by applause for the total group after the last graduate has been awarded his/her diploma/certificate. To preserve the dignity of this occasion, please turn off cell phones. Thank you.”

14. Listing of the faculty is optional.

15. Listing of the student government seniors is optional.

Diplomas/Certificates

1. Diplomas are awarded to those students who have met the state requirements.
2. No other students may be allowed to participate in the graduation ceremony. Foreign exchange students/foreign students may not participate in the ceremony unless they have met the state requirements.

Student and Faculty Dress

1. Graduates will wear school approved cap, tassel medallion and gown without alterations or additional decoration.
2. School administration may approve graduates to wear additional regalia that meet the following criteria:
 - a. Awarded by an organization with academic association affiliated with a DVUSD high school
 - b. Awarded by an organization associated with a national honor society which has a minimum GPA requirement or some other academic criteria
 - c. Stole provided by the school or district for the senior officers of the student government body of the school or district designating their position of office
 - d. Medallion provided by the school for the students in top 1% of the graduating class
 - e. Provided by a United States military branch
 - f. Per A.S.R.S. 15-348, schools must allow tribal regalia or objects of cultural significance provided by members of the Tribal Nation, which can include an eagle feather or eagle plume. Objects, other than the eagle feather or plume, should be reasonable in size and not exceed 6 inches in length. The graduation cap may have the eagle feather or plume attached. No other alternations to the graduation cap are permitted.
No other regalia may be worn over the graduation gowns.
3. All faculty participating in the graduation ceremony will wear a school-approved black gown. Faculty may wear a hood representing any earned college degree but may not wear any other décor such as cords or stoles

Student Participation in the Graduation Ceremony


1. Students must have met all graduation requirements set forth by the Governing Board and the State of AZ to be eligible to participate in the graduation ceremony.
2. Participating in the graduation ceremony is a privilege. Any off-campus suspension during the senior year excludes the student from participating in the graduation ceremony.

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3. For medically fragile students, notify the district as early as possible if graduation credits are a concern. District personnel will work with the campus administration, counselors, and teachers to create an action plan.

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