

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: January 10, 2017

REVISED:

217-AR-0. GRADUATION/COMMENCEMENT

In order to graduate from the District, students must meet all graduation requirements established by the Board and provided in the Program of Studies.

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. This includes students with disabilities who have completed his/her IEP or have attended four (4) years of high school and will be receiving a certificate of attendance.
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.

The Principal or designee will work to ensure that students attending an alternative placement and eligible for graduation are included in the Centennial School District graduation ceremony.

Awarding Of Diplomas

The Superintendent 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 or High School Principal.

The Superintendent, High School Principal, Board President, or any other Board members, will award a School District diploma to each individual graduating member of the senior class. The participants awarding diplomas will be decided by the Superintendent and Board President by April 15 of each school year.

Sitting Board members, Board members emeritus, the Superintendent and High School Principal may present diplomas to their immediate family members. Immediate family members include son, daughter, grandson and granddaughter (as well as step-children and step-grandchildren). These individuals should be aware that the presentation will consist of just the diploma and should not include any other congratulatory tokens (gifts, flowers, balloons, memorabilia, etc).

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

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217-AR-1. COUNSELING FOR SENIOR STUDENTS

Each student's academic progress and achievement of state academic and common core standards and graduation requirements will be continually monitored by guidance staff at the high school.

Throughout the entire senior year, the seniors' school counselor will meet with students whose graduation status is uncertain. The counselor will maintain contact with the parents/guardians of the student by mail, telephone and email to keep them informed of the student's academic progress and graduations status.

Timeline

May	Junior students and parents/guardians are notified of possibility student will not graduate at the end of senior year; students who will need to pass all senior courses to graduate are notified.
September	Senior counselor contacts all seniors and parents/guardians who may not be able to graduate.
First Semester	Senior students who may not graduate are continually monitored and counseled throughout the semester.
January	Notice is given to parents/guardians of senior students who are failing courses and may not graduate.
February	Notice is given to parents/guardians of senior students who are failing courses and may not graduate.
April	Notice is given to parents/guardians of senior students who are failing courses and may not graduate.
May	Two (2) weeks prior to final exams, teachers of senior students submit to school counselor a list of potential failures.
Upon Completion Of Final Exams	Teachers of senior students submit grades of borderline students to the school counselor. School counselor, teachers and principal establish a list of non-graduates; notify students and parents/guardians by letter.

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217-AR-2. EARLY GRADUATION

A student who meets all established state academic and common core standards and graduation requirements may request early graduation from District schools. In no case will any academic or graduation requirements be waived.

The following procedure will be followed by all students requesting early graduation:

1. Student must apply for early graduation one (1) full semester prior to the requested date of graduation.
2. Student must complete the required application form and submit it to the guidance counselor, with the required signatures.
3. Student and parents/guardians will meet with guidance counselor to develop a graduation plan that includes graduation requirements and related implications regarding the student's future plans.
4. Student's application and academic records will be evaluated by the principal and guidance counselor.
5. Principal will make the final recommendation, based on recommendations of the guidance counselor and appropriate teachers, when necessary.
6. Principal will forward the request and recommendation to the Superintendent, who will forward it to the Board.
7. Board will approve a request for early graduation at regular Board meeting.

Exceptions will be made at the discretion of the administration.

Students graduating early from District schools will receive a School District diploma and will be eligible to participate in graduation and commencement ceremonies with their class.

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217-AR-3. APPLICATION FOR EARLY GRADUATION

To be completed by the student:

Date: _____ Present Grade Level: _____

Student's Name: _____

Student's Signature: _____

I hereby request permission to complete my studies at the school district. (check one)

The end of the second semester of my junior year.

The end of the first semester of my senior year.

State below the reason(s) for requesting early graduation. Be very specific in your application, including your plans for the future and how early graduation will help you achieve your goals. Attach additional page(s), if necessary.

To be completed by applicant's parent/guardian:

We have discussed early graduation with _____ and hereby
(Student's Name)
agree with his/her request.

Parent/Guardian Signature: _____

To be completed by a counselor:

1. Number of credits at the end of the present semester _____
2. Number of credits anticipated at the time of early graduation _____
3. Please indicate what needs to be completed to satisfy graduation requirements _____

4. A review of the permanent record indicates that _____ will
(Student's Name)
be able to satisfy graduation requirements, and I hereby recommend approval of his/her
request.

Counselor Signature: _____

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217-AR-4. APPLICATION FOR DIPLOMA FOR ELIGIBLE VETERANS

Name of Veteran: _____

Current address: _____

Name and address of high school attended: _____

Dates of attendance: _____

Year veteran would have graduated: _____

Date entered military service: _____

Branch of service: _____

I verify that the above information is accurate.

Veteran's Signature

Date

If veteran is deceased, please also fill out below

I _____ (applicant name) am applying on behalf of _____
(veteran's name), who is deceased.

I verify that the above information is accurate.

Signature

Date

Relationship to Veteran

"Operation Recognition" authorizes school districts to grant a high school diploma to any honorably discharged veteran who served in the United States military during World War II, Korean Conflict or Vietnam War.

In order to recognize and honor veterans who left high school prior to graduation to serve in World War II, Korea or Vietnam, the Board will grant a diploma to a veteran who meets the following requirements:

- Was honorably discharged from the Armed Forces of the United States of America.
- Served in the United States military between September 16, 1940 and December 31, 1946 or between June 27, 1950 and January 30, 1955 or between February 28, 1961 and May 7, 1975.
- Attended high school between 1937 and 1946 during WWII or between 1947 and 1955 during the Korean Conflict or between 1958 and 1975 during the Vietnam War.
- Would have been a member of a graduation class during 1941 through 1950 for WWII or 1951 through 1957 for Korean conflict and 1961 through 1975 for Vietnam War but did not graduate due to entry into military service.

Upon proper application, the Board may award a diploma posthumously to a veteran who has met the stated requirements.