

SERIES 300 – INSTRUCTION

Academic Achievement (345)

Graduation Exercises – 345.62

Graduation exercises shall be held each spring for the graduating class of Brookwood High School. Only students who are enrolled in sufficient and approved coursework to meet the credit requirements for receiving a diploma from Brookwood High School will be eligible to participate in graduation exercises. Exceptions can be made by the High School Principal under one of the following scenarios. Students who qualify to attend graduation ceremonies under one of the following scenarios will have their Brookwood diploma withheld until all requirements are completed.

- A prolonged illness or severe accident occurred during the senior year of a student with a passing scholastic record who needs more time to complete coursework.
- Students who may have to complete no more than one credit worth of distance learning classes, virtual classes or correspondence classes through the district's youth options program. These students must also have a passing scholastic record.
- Other extreme circumstances with the approval of the High School Principal.

Students who simply do not meet the minimum credit requirements of the Norwalk-Ontario-Wilton Board of Education will not be allowed to attend graduation exercises.

Only students who meet attendance requirements will be eligible to participate in the graduation exercises. The graduation ceremony shall be reserved for those students (no matter their age) who attend a minimum of 90% of their class periods (missing no more than 140 class periods in a school year; 70 class periods per semester) on their schedule, including Falcon Time, student aide, etc. for the entire school year. This does not include verified medical appointments, court dates, or other excusable absences as deemed by the high school office. If a student does miss more than 10% of their classes and still want to participate in the graduation ceremony that student must make up the time missed with approval from the high school principal.

NOTES:

1. This rule also applies to early graduates at semester.
2. A full block class will count as two class periods.
3. 4 tardies equals a missed period.

Students must have served all detentions, and paid all fees, fines, debts and lunch balances owed to the district in order to participate in graduation ceremonies.

Students who participate in graduation exercises must follow all dress and grooming guidelines established by School District Administration.

Appropriate attire will be worn at the graduation ceremony by seniors who will be participating in the exercise.

For Females- A dress or dress slacks or skirt with an appropriate blouse or shirt and dress shoes.

For Males – Dress slacks with appropriate shirt and dress shoes.
(NOTE: Dress shoes do not include sneakers/or tennis/athletic shoes.)
Mortarboards and robes will remain on during the entire graduation ceremony. Other than authorized accessories (i.e. honor cords), there will be no decorating of the gown.

Decorating graduation caps is at the discretion of the District Administrator and must meet the guidelines established by the District Administrator. If the District Administrator approves, graduating students may be allowed to decorate their graduation caps if students and their parents/guardians read and sign the *Student and Parent Cap Decorating Contract* and submit an image of the intended design for principal permission before the deadline.

If there is inappropriate behavior by one or more students during the graduation exercises, that student will be asked to leave, or if a group, the graduation exercise will be terminated at that point and the students may pick up their diplomas at the District Office.

Legal Reference: Section 118.33, 120.13(1)(a),121.02(1)(p) Wisconsin Statutes
 Administrative Rule, PI 18

Cross Reference: 345.6 – Graduation Requirements
 345.61 – Early Graduation

Adopted: 9/13/10

Revised: 11/14/2022