

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy 3310 (Students)
Regarding Graduation Exercises**

- I. The Calvert County Public Schools Board of Education recognizes that students, patron guest and the community at large view graduation exercises as an important event in the public education process. In order to ensure proper decorum for the occasion, it shall be the procedures of the Calvert County Public Schools to have high school graduation exercises with the following guidelines:
 - A. Maryland High School Diplomas will be awarded to those students who have met all state and local requirements by that date. Students who have not met the requirements shall not participate in graduation exercises. Participation in graduation exercises is at the discretion of the Calvert County Board of Education.
 1. Each student is responsible for obtaining and wearing dress clothes appropriate for a graduation ceremony.
 - a. Athletic attire and shoes are not permitted.
 - b. Students must wear the designated cap and gown without personal ornamentation.
 2. In order to participate, each student must have met all school obligations.
 3. No student under suspension or expulsion at the time of graduation exercises shall be allowed to participate in the graduation exercises.
 4. Students must conduct themselves in a dignified manner appropriate for these exercises. Students may be removed from participation in the exercises if they engage in any behavior that is disrupting to the event or which causes un-necessary distraction to other students, parents or patrons.
 5. The parents will be provided with the rules and regulations pertaining to behavioral expectations for the event.
 6. The student must participate in all scheduled practices unless pre-approved by the principal or his/her designee.
 7. All students remain under the jurisdiction of CCPS and school policies, procedures, rules and/or regulations through the completion of all graduation exercises.
 8. Student-led prayer during graduation exercises is prohibited by law.
 9. A scheduled moment of silence or reflection, unless led by the school principal and offered to remember a deceased classmate, is also prohibited.
 10. Graduates with Distinction will be recognized during the Graduation Ceremony as follows:

Students 3310.1

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- a. The five students with the highest GPA will be introduced during the graduation ceremony.
 - b. The two students earning the class rank of 1 and 2 will be introduced as the valedictorian and salutatorian.
 - c. Students with a weighted GPA of 3.9 and above will be recognized as a Graduate with Distinction.
 - d. Graduates with Distinction will be noted in the graduation program and will wear a designated enhancement to the traditional cap and gown.
11. Stoles, cords, and medals worn at graduation reflect school-based leadership and academic recognitions and/or honors.
 12. Schools shall have two student speakers to include the class president and a speaker chosen by the Graduates with Distinction. The Senior Sponsor and the principal and/or 12th grade administrator will count the ballots. All Graduates with Distinction who express interest in speaking will be considered in the vote. Any member of the Graduates with Distinction may decline to speak prior to the vote.
 13. Speeches will be reviewed in advance by the principal and/or his/her designee for appropriate content. Personal references to religion during the presentations are permitted, but any effort to lead the entire graduating class and/or the audience in a prayer or religious activity is prohibited by law.
 14. If a school principal is approached with an interest in a baccalaureate service for the graduating class, the principal shall refer him/her/them to the local Clergy Council. Any planning for a baccalaureate that may involve students shall occur outside of the instructional day. Calvert County Public Schools shall not be identified, explicitly or implicitly, as sponsoring or endorsing such services. If the planning committee wishes to use school facilities for the activity, a Use of Facilities form must be submitted for consideration. Calvert County Public School funds shall not be used for baccalaureate services. Attendance at such services shall be entirely voluntary with students and school personnel acting as private individuals.
 15. Each principal shall have the responsibility for the planning and development of his/her school's graduation exercises within these procedures.
 16. A student may participate in a graduation exercise only one time.
 17. Students must participate in the entire graduation exercise. Early departures will not be allowed without permission from the school principal.
 18. Any additions, deletions or modifications of these procedures must have the written approval of the Superintendent.
- B. Foreign exchange students should be granted an opportunity to participate in graduation exercises. However, CCPS will not award a Maryland State High School diploma to exchange students. (see policy and procedures 3160 regarding acceptance and enrollment of foreign exchange students)

- C. Students are not required to participate in graduation exercises and may receive an earned diploma independent of such participation. Participation in graduation exercises is an opportunity and not a protected right. Participation in graduation exercises may be denied if a student fails to comply with participation standards as outlined above.