

## Kingsway Regional School District

### Administrative Regulation – Presentation of Diplomas

[Policy Reference: 5460.1 – Presentation of Diplomas](#)



The awarding of high school diplomas during commencement exercises is a ceremonial function governed by [Board Policy 5460.1 – Presentation of Diplomas](#). Per policy, diplomas shall be distributed by the **Board President and/or his/her designee, who is the Superintendent of Schools**.

To ensure the ceremony maintains its **dignity, focus on students, and connection to Kingsway**, the Superintendent may authorize others to present diplomas under the following guidelines.

---

#### Authorized to Present Diplomas

With prior approval of the Superintendent, and only when the graduating senior is their child, the following individuals may be permitted to present a diploma:

- Current **Kingsway Regional School District employees**
- Current **Kingsway Board of Education members**
- Former Kingsway employees **in good standing**
- Former Kingsway Board of Education members **in good standing**

In limited circumstances, the Superintendent may approve a **Kingsway employee or Board of Education member** to present a diploma to a **family member**, provided that:

- The individual maintains a professional connection to the Kingsway Regional School District; and
  - **Written permission** is provided by the **graduating senior's parent or legal guardian**
- 

#### Special Military Exception

A parent/guardian or sibling actively serving in the **United States Armed Forces** may be permitted to present a diploma under the following conditions:

- The sibling appears **in uniform** at the ceremony
- The sibling is on **official military leave** or recently returned from deployment
- A **formal request** is submitted in writing to the Superintendent
- The request is **approved by the Superintendent**

This exception is made as a sign of honor and respect for military service and does not extend to siblings not serving in the armed forces.

---

## Limitations & Prohibited Requests

To protect the formality and focus of the ceremony, the following are **not permitted** to present diplomas:

- Kingsway alumni who are **siblings or extended family** of a graduating student
- Employees or Board of Education members from **non-Kingsway K–6 sending districts**
- Students may **not select “favorite” employees** to present their diplomas unless that individual is their **parent or legal guardian**

---

## Superintendent’s Discretion

The **Superintendent of Schools retains full authority** to approve, deny, or revoke the privilege of diploma presentation. This may occur at any time, including during commencement season, if an individual’s behavior, conduct, or involvement—**alleged or otherwise**—is deemed to:

- Distract from the ceremony
- Undermine the decorum of the event
- Compromise the focus on graduating students

Graduation is a **sacred and dignified milestone**. It is the right of every student to experience the ceremony without disruption or controversy. The Kingsway Regional School District will not tolerate behaviors that risk diminishing the importance or integrity of this momentous occasion.