

SMYRNA SCHOOL DISTRICT

POLICY

Section:	1000 Community Relations	Office Responsible:	Superintendent
Policy:	1390 Diploma Presentation		
Related Policies:	N/A		

I. Purpose

To establish consistent procedures for the presentation of diplomas at the Smyrna School District high school graduation ceremony.

II. Authority

*Delaware Code, Title 14**

III. Definitions

Immediate Family Member: Children (biological, adopted, or legal ward) and grandchildren of the requestor.

District Employee on Official Assignment: A Smyrna School District employee present on the graduation field or floor in a capacity assigned by the district.

IV. Policy Statement

The Board President, or a designee, shall present all diplomas at the high school graduation ceremony.

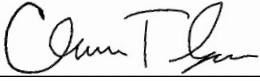
Former Board Members: Former Board members may request to personally present a diploma to an immediate family member. Requests must be submitted in writing to the Board President no later than thirty (30) calendar days prior to the ceremony. The Board President has final approval authority.

District Employees on Official Assignment: District employees present on the graduation field or floor in their official capacity may request to present a diploma to an immediate family member. Requests must be submitted in writing to the Board President no later than thirty (30) calendar days prior to the ceremony. Employees attending solely as guests are not eligible. The Board President has final approval authority.

**Italics indicate Delaware Regulation Administrative Code Title 14 wording*

Board Approval Acknowledged by:

SMYRNA SCHOOL DISTRICT *POLICY*



Smyrna School District Board of Education

Policy Actions

Adopted: July 7, 2026

Revised: