I. **PURPOSE:** To provide guidance to administrators concerning appropriate ceremonies to be held at the completion of grades 5, 6, 8 and 12.

II. **PROCEDURES:**

1. Principals are prohibited from scheduling graduation exercises, awards assemblies, or recognition ceremonies at churches or other religious institutions.

2. High Schools
   a. Appropriate graduation exercises are planned for and held, under the direction of the Chief Executive Officer (CEO), or the CEO’s designee, and the local high school principal.
   b. Awards assemblies or recognition ceremonies are also appropriate, to recognize outstanding student achievement.
   c. Students must meet all financial obligations prior to participating in any graduation.
   d. Only those students who have met the graduation requirements as specified in COMAR and are enrolled in Prince George’s County Public Schools at least one semester prior to the commencement exercise (i.e. summer graduation participant must be a student in PGCPS during the spring semester) will be permitted to participate in the graduation ceremony.

3. Middle Schools and Elementary Schools
   a. Graduation exercises are not appropriate for either the middle schools or the elementary schools, and principals will refrain from scheduling this type of exercise at the completion of either grade 8, grade 6 or grade 5.
   b. Awards assemblies or recognition ceremonies are appropriate for both the middle schools and the elementary schools, and may be scheduled to recognize outstanding student achievement.
   c. Under no circumstances will the middle or elementary schools’ awards assemblies or recognition ceremonies be held in a non-school facility. Since space may be a factor for many middle and
elementary schools, the local high school may be utilized with the approval of the Associate Superintendent.

III. RELATED PROCEDURES AND REGULATIONS: Administrative Procedure 6161.1, Issuance and Return of Textbooks and Other Educational Materials and Code of Maryland Regulations (COMAR) 13A.03.02.

IV. MAINTENANCE AND UPDATE OF THESE PROCEDURES: The Office of the Chief Academic Officer will be responsible for updating these procedures, as needed.

V. CANCELLATIONS AND SUPERSEDURES: This Administrative Procedure cancels and supersedes Administrative Procedure 5127, dated July 1, 2013.

VI. EFFECTIVE DATE: July 1, 2015.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10