

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 6150-3
SUBJECT: HIGH SCHOOL COMMENCEMENT EXERCISES	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 02/07/97; 02/17/06; 02/02/12 <hr/> PREPARING OFFICE: ADMINISTRATION

I. PURPOSE:

To establish procedures for the high school commencement exercises.

II. PERSONNEL AFFECTED:

- A. Board of Education Members
- B. Superintendent
- C. Executive Director of Administration
- D. High School Principals

III. PROCEDURES:

A. Schedule

- 1. The three high school commencements will be conducted at different times on the same day.
- 2. The high schools will rotate commencement times each year.
- 3. The music prelude will be scheduled for 30 minutes prior to the processional.

B. General Instructions for Platform Guests

- 1. Arrive backstage in Landon Arena 30 minutes prior to the processional.
- 2. Platform guests will be given specific instructions just prior to the processional.

C. Mechanics of the Program

- 1. The principal will preside.
- 2. The superintendent will introduce the speaker.

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3. The president of the Board of Education will make a presentation to the graduating class.
4. The principal will explain the procedure for handing out diplomas and presenting the class.
5. In the event of a tornado warning during the program, the activity will be adjourned by the principal and not reconvened.

D. Change of Date in the Event of Tornado Warning or Watch

1. The decision to postpone may be made up to one hour prior to the processional.
2. The following persons will be involved in the decision to postpone:
 - a) Superintendent
 - b) Executive Director of Administration
 - c) High School Principals

3. Notification Responsibilities

Board of Education Members	Superintendent
Speaker	Principal
Expocentre	Executive Director of Administration
Newspapers, TV, and Radio	Director of Communications
Ministers.....	Principal
High School Staff	Principal
Organist.....	Executive Director of Administration
Police Department.....	Director of School Safety
Operation/Maintenance Personnel.....	Gen Dir of Central Services

E. Procedure in the Event of a Tornado Warning

1. The school involved will cancel the ceremony and reschedule on the alternate date.
2. The commencement speaker will not be scheduled for the alternate date unless mutually agreed upon by the school district and speaker.
3. In the event of a tornado warning on the alternate date, any commencement exercise(s) rescheduled for that date will be cancelled and not rescheduled.

F. Schedule of Commencements on the Alternate Date

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Commencements postponed due to a tornado warning will be scheduled on the alternate date with the time to be determined by the principal(s), superintendent, and Executive Director of Administration.