



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

GRADUATION EXERCISES ADULT STATE CORRECTIONAL FACILITIES	Section	Programs and Services
	Number	4.17
	Effective Date	05-01-16
	Revision Date	07-01-16
	Revision No.	1
	Approval:	<i>Jack C. Allen</i>

1.0. PURPOSE:

The purpose of this procedure is for the WV Schools of Diversion and Transition (WVSDT) to recognize student educational achievements.

2.0 APPLICABILITY:

Procedure applies to all Diversion and Transition Programs located in adult state correctional facilities.

3.0 POLICY STATEMENT:

In keeping with the educational program traditions of honoring the recipients of diplomas and certificates, each Diversion and Transition Program in an adult correctional institution holds graduation ceremonies. Members of the local community, family and friends of the graduates, school and correctional staff may participate in the ceremonies.

4.0 DEFINITIONS:

None

5.0 PROCEDURES:

- 5.1 The WVSDT principal and/or lead teacher and educational staff plan and conduct the graduation ceremonies.
- 5.2 Graduation ceremonies are held, at a minimum, on an annual basis.
- 5.3 Graduates of the following programs are recognized in the ceremonies: Adult Education; High School Equivalency; High School Diploma; Career and Technical; Transition; Apprenticeship and College.
- 5.4 Graduation ceremonies are scheduled with the prior approval of the Superintendent of WVSDT or his/her designee.
- 5.5 Guest speakers for the ceremonies shall be approved by the Superintendent of WVSDT or his/her designee.
- 5.6 Ceremonies include student participation and student speakers.

6.0 AUTHORITY

Employee Handbook for the WV Schools of Diversion and Transition.