

Administrative Procedure 375

GRADUATION CEREMONIES

Background

The Division's core purpose is to inspire all students to explore, develop and celebrate their unique gifts and abilities. The Division expects that students will complete a program of studies and fulfill a set of graduation criteria as defined by Alberta Education in order to graduate and complete their educational career in the Division. The recognition of students who are graduating from Division schools is supported.

Procedures

1. The Executive Assistant to the Superintendent will share the previous year's high school graduation ceremony information with high school Principals who are to update the information by March 1.
2. In recognition of National Indigenous Peoples Day, graduation ceremonies shall not take place on June 21.
3. The following information is to be provided:
 - 3.1 Date
 - 3.2 Time
 - 3.3 Location
 - 3.4 Theme
 - 3.5 Number of graduates so Division graduation pins can be sent to the school in advance for presentation to graduates
 - 3.6 Who is to attend the ceremony and/or banquet: Trustee, Division Office Administrator or both.
 - 3.7 Are speeches to be provided? If so, by the Trustee, Division Office Administrator or both. Identify time limits of speech.
4. Once the Board and Division Office Administration have determined who will be attending the graduation ceremonies, a schedule will be shared with all high school Principals to confirm the Trustee and representative from Division Office Administration.
5. A Division graduation pin is given to each graduate from Division Office.
6. Principals will provide complimentary tickets to the Trustee Representative and Division Office Administrator who are representing the Division at the graduation ceremony/banquet.
7. If the Division Office Administrator or Trustee brings a spouse/guest to the graduation ceremonies, the school will not be responsible for the cost of this ticket.

8. No alcohol is to be consumed, served or sold at school sponsored activities, or school graduation banquets and ceremonies.
9. Refer to Appendix for information regarding diploma covers.

Reference: Section 31, 32, 33, 52, 53, 55, 197, 222 Education Act
AP 163 Alcohol Prohibition