

## **HIGH SCHOOL GRADUATION**

### **Background**

All Division grade 12 students who wish to participate in a Division graduation ceremony must meet certain minimal requirements.

### **Definitions**

Graduation Activities shall mean all graduation related activities occurring before or after the graduation ceremony, including any events where alcohol is served or available for consumption.

Graduation Ceremonies shall mean the event where students are recognized for completing their high school education which may include a formal ceremony and dinner and dance provided no alcohol is served during any of these events.

### **Procedures**

1. To take part in the graduation ceremonies the student must be enrolled and have a satisfactory level of achievement in the courses necessary to satisfy the requirements for an Alberta Education High School Diploma or Certificate of Achievement.
2. Students must have a minimum of seventy-five (75) credits by February 1 of the student's graduating year and be registered by March in any other courses necessary for graduation.
3. Students may participate in only one (1) graduation ceremony in the Division.
4. The Principal has the authority to make decisions for the eligibility of students in extraordinary circumstances.
5. To provide graduation information to grade 12 students and then to parents, the Principal shall:
  - 5.1 Review this Administrative Procedure by November 1 with all grade 12 students.
  - 5.2 Send a copy of this Administrative Procedure to all parents of grade 12 students by March 1.
6. It is the responsibility of a graduation committee in consultation with the Principal and School Council, to plan and organize the graduation ceremonies.
  - 6.1 The local trustee will be invited to participate in the graduation ceremonies.

7. Neither the Board nor the school is responsible for any financial costs associated with graduation or for any financial liability that may arise as a result of the graduation ceremonies or graduation activities.
8. Executive staff, managers, certificated teachers and executive secretaries shall not participate in graduation activities involving alcohol whether planned or otherwise.
  - 8.1 In a community where both graduation ceremonies and graduation activities have been planned, the Principal shall ensure that all those attending the graduation ceremonies are advised when the graduation ceremonies end.
  - 8.2 Principals shall also, as much as is practical, take steps to distinguish and separate the graduation ceremonies from the graduation activities.

Adopted/Revised: JUN 2016

Reference: Section 12, 20, 22, 60, 61, 113 School Act