



ADMINISTRATIVE PROCEDURE 370

GRADUATION

Background

Graduation in GYPSD schools is the public, ceremonial recognition of those students who have demonstrated that they are prepared for lifelong learning, work and citizenship and are therefore able to contribute to a democratic, knowledge-based and prosperous society.

Procedures

1. A graduate will be defined in Grande Yellowhead Public School Division as a student who at minimum has the potential to qualify for a School Leaving Certificate.
 - 1.1 For students disciplined by an Individual Education Program, the minimum evidential requirement for graduation is to clearly demonstrate the potential to meet the requirements of the Individual Education Program
 - 1.2 For students not having an Individual Education Program, the minimum evidential requirement for graduation is to clearly demonstrate the potential to meet the requirements for a High School Diploma or Certificate of Achievement.
 - 1.3 Additional evidential requirements to participate in a graduation ceremony in a specific community shall be established through the collaboration of staff, parents and students of that community.
2. All graduation exercises or activities shall have the prior authorization of the Principal.
 - 2.1 The school shall plan and organize the graduation ceremony using procedures developed by the school, ensuring appropriate consultation with students, staff and parents.
 - 2.2 The criteria for participation in graduation ceremonies shall be established through the collaboration of staff, parents and students in each GYPSD community. The criteria established shall include deadlines for meeting the criteria and the provision that any decision made relative to the criteria may be appealed under the provisions of Administrative Procedure 380 - Appeals Concerning Student Matters.
 - 2.3 Rules and criteria for participation in graduation ceremonies shall be forwarded to the Superintendent.
 - 2.4 All students registered in the school and their parents or guardians shall be made aware of the criteria.

- 2.5 Grade 12 student progress shall be monitored and students who are at-risk, and their parents or guardians, shall be notified that the student is not meeting the criteria for participation in graduation.
 - 2.6 The school shall invite the Local School Trustee(s) and the Superintendent or designate to the graduation.
 - 2.7 All funds raised for graduation activities shall be accounted for in the school's annual school generated funds report. School procedures shall be established for funding graduation activities. Such procedures shall include the authorization of fund raising activities, the approval of expenditures and the disbursement of any surplus funds.
3. High school proms or similar year-end celebratory dances or events will be identified separately from graduation ceremonies.
- 3.1 When a high school holds a Prom or similar year-end celebratory dance or event the school shall separate and distinguish between the Prom and the school's Graduation Ceremony.
 - 3.2 When a high school Prom or similar year-end celebratory dance or event is to be an event held in the name of the school and sponsored by the school, the Principal shall clearly identify those activities that he/she approves and authorizes.
 - 3.3 The Principal of the school shall clearly identify to students, staff and parents the Prom or similar year-end celebratory dance or event that is approved and sanctioned by the Principal and Division.
 - 3.4 When the Prom or similar year-end celebratory dance or event is identified as a school sponsored activity the Principal shall develop and communicate the approval process for the events.
 - 3.5 The Principal shall ensure that no use of the school's staff, space or time shall be used in planning or executing any Prom or similar year-end celebratory dance or event that is not approved and sanctioned by the Principal and Division.
 - 3.6 A separate set of rules and criteria for participation in a High School Prom or similar year-end dance or event shall be developed through the collaboration of staff, parents and students. The criteria established shall include deadlines for meeting the criteria and the provision that any decision made relative to the criteria may be appealed under the provisions of Administrative Procedure 380 - Appeals Concerning Student Matters.
 - 3.7 All students registered in the high school and their parents or guardians shall be made aware of the rules and criteria.
 - 3.8 Rules and criteria for participation in a High School Prom or similar year-end dance or event shall be forwarded to the Superintendent.

Reference: Section 60, 61, 113 School Act
 Developed: November 2005