

---

## SVRSS GRADUATION PROCEDURES

### PURPOSE AND PHILOSOPHY

Graduation is a significant celebration of the completion of public education and the beginning of new life chapters for students. The planning of graduation events must respect community interests, history, and traditions while ensuring equal opportunity for all students to participate by keeping costs reasonable.

### GRAD STEERING COMMITTEE

**Coordination:** The Steering Committee initiates and coordinates the entire planning process.

**Membership:** Chaired by the Principal (or Vice Principal). It includes staff advisors and student representatives from the Ceremony, Banquet, and the Awards Committee.

**Timeline:** The Chair will call a general meeting for all prospective graduates prior to the end of October to provide an overview. Committee formation commences at the start of semester 2.

**Mandate:** Ensure all activities are consistent with the aspirations of the graduates and established Divisional guidelines in terms of theme, activities and graduate participation.

### SAFE GRAD COMMITTEE

Safe Grad is a provincially recognized, parent-led graduation celebration model designed to promote a safe, supervised, and incident-free conclusion to high school graduation activities. Developed through the Manitoba School Boards Association, Safe Grad emphasizes planning, parent-led supervision, and risk-reduction strategies related to alcohol, drugs, transportation, and student safety.

The Swan Valley School Division endorses the Safe Grad concept as a means of supporting student well-being. However, Safe Grad is not a School nor a Division sponsored activity. Planning, organization, supervision, and liability rest solely with the parent Safe Grad committee and participants. The Division does not assume financial, legal, or operational responsibility for Safe Grad events.

Schools may provide limited support, such as sharing information or identifying a staff liaison, but this does not imply divisional oversight or responsibility.

---

## **CEREMONY COMMITTEE**

The graduation ceremony is the most important event of the graduation season.

**Committee Roles:** Composed of a staff advisor and interested students who manage the theme, music, performers, valedictorian, guest speakers, and ushers.

**Program and Tickets:** The committee sets the program order and manages ticket distribution. Each graduate is initially allowed up to six guests, with remaining tickets distributed based on family size and need.

**Gowns and Decorum:** Graduation gowns are used to ensure all graduates are dressed equally at no cost. Graduates must wear their gowns for the entire duration of the ceremony.

**Decorations:** Moderation is required for decorations to manage costs and time.

**Ceremony Fee Costs:** The committee establishes a budget for gown rentals, decorations, pictures, programs, and tickets. The SVSD Board of Trustees supplements this budget line annually to the amount of \$4800 to ensure there are no costs for graduating students related to gowns and pictures.

## **AWARDS COMMITTEE**

**Composition:** Comprised of teacher volunteers and chaired by the Counselor responsible for student award information.

**Timeline:** Final decisions regarding awards are made following the conclusion of exams.

**Acknowledgements:** Award sponsors will be recognized on the Graduation Program and identified verbally during the Graduation Ceremony.

## **OPTIONAL ACTIVITIES**

**Banquet/Grand March:** If students choose to hold this event, a committee of a staff advisor and students will secure a location and caterer. The Principal will monitor student Graduation Banquet and Grand March participation percentages to decide if it is an appropriate event that represents all graduates. If barriers are identified that negatively impact graduate participations, the Principal will take actions to remove said barriers.

## **FINANCIAL MANAGEMENT**

**Authorization:** Every financial transaction and purchase must be authorized by the Principal.

**Fundraising & Accounting:** All funds must be channeled through the SVRSS School Funds Account, which may be subject to an annual financial review. Fundraising is discouraged in favor of moderation, which has proven to still provide a meaningful and elegant graduation.

---

**Surplus and Bursaries:** If carryover dollars result after all invoices are paid, the graduating class will support the next year's graduating class with seed money of \$500 and additional surplus dollars will be donated to a pre-existing school division project, momentum (ex. Class of 2026 bench on school grounds), or program. These dollars will be approved via consensus of the graduating class, School Administrative approval, Divisional Administrative approval and the Board of Trustees will be informed of the decision

### **EXTERNAL PARTICIPATION**

**Political Aspects:** Current M.L.A.s or M.P.s may present certificates or scholarships, but they are not permitted to speak during the ceremony.