

SWAN VALLEY SCHOOL DIVISION

SVRSS GRADUATION POLICIES AND PROCEDURES

POLICY 9.30

Graduation is a very significant event in the lives of students of the Swan Valley School Division. It is a celebration of not only completion of public school education but also a celebration of new beginnings for each student whether it be further education or entry into the work force.

The community strongly supports graduation, as manifested by the overwhelming attendance at the ceremony; generous financial contributions to awards, scholarships and bursaries and support to related activities.

In planning the various graduation events and activities, it is important to give consideration to the tremendous community interest and support, the history, traditions and significance of graduation.

Grad Steering Committee

The Steering Committee will initiate and coordinate the graduation planning process. The Committee will be organized and chaired by the Principal (or designate) and will consist of staff and student representatives from the ceremony, safe grad, banquet/reception and souvenir committees. The chair of the Awards Committee will serve on this committee. Prior to the end of October, the Principal will call a general meeting of all prospective graduates. A general overview of graduation will be given. Students will be given an opportunity to volunteer to serve on the various committees. Committees will elect student representatives to the Grad Steering Committee. Staff volunteers will serve as advisors to the various committees and will be on the Steering Committee.

In all planning, consideration must be given to minimize costs so that all students have equal opportunity to participate, as maximum participation is desirable for all events. Fund-raising for graduation is discouraged. Experience has shown that a very nice and meaningful graduation is possible at reasonable costs to each student.

The Steering Committee will coordinate the graduation activities within established guidelines and policies and the theme as chosen by graduates. The Committee will ensure that the interests of all graduates are given consideration and that graduation activities are consistent with the aspirations of the graduates, in general.

Awards Committee

The Committee will consist of teacher volunteers and be chaired by the Counsellor who has been assigned the responsibility of providing students with information on awards.

Banquet/Reception

This is an optional activity. Should students choose to have such an event, a Committee will consist of a staff advisor and interested students.

The Committee will arrange for the event by securing a location, caterer and selling tickets. The Committee will determine the number of tickets for each graduate according to the size of the facility.

The use of the school cafeteria may be considered, with provision made for cleanup, as the facility needs to be readied for the summer. If it is to be used, permission must be obtained from the Board of Trustees.

Grad Souvenirs

This is an optional activity. Should graduates choose to purchase souvenirs, a Committee will be constituted. It will consist of a teacher advisor and interested students. Graduates are reminded to minimize costs.

Ceremony Committee

The graduation ceremony is the single most important event of graduation and all planning should facilitate the participation of all graduates. The Committee will be comprised of a staff advisor and interested students.

Ceremony Design

The Ceremony Committee will arrange for all graduates to be involved in the selection of:

- graduation themes
- music and performers
- valedictorian
- guest speaker
- master of ceremonies
- ushers

Graduation Program

The Ceremony Committee will set the order of the graduation program and arrange for the printing of the program.

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Graduation Ceremony Tickets

Because seating is limited, the Committee will arrange for printing and distribution of ceremony tickets. The seating capacity is such that each graduate will be allowed up to **six guests**. After each graduate has claimed the desired number of tickets, the remainder will be given to students who may require more because of family size, etc.

Graduation Gowns

The Committee will arrange the order of graduation gowns. Gowns are used to give every graduate an equal opportunity of participating in the ceremony at minimal cost.

Decorations

The Committee will arrange for decorating of the platform and gym. Students should exercise moderation in decorations as they can become expensive and time consuming.

Awards

Awards are an integral part of the graduation ceremony. Final decisions on awards are made at the conclusion of exams.

Ceremony Fee

The Committee will plan a budget to cover costs of the ceremony, which includes gown rentals, decorations, program printing and tickets for seating. The Committee will set the ceremony fee and arrange to collect it from each graduate.

Decorum

The graduation ceremony is a celebration of the culmination of students' education in the Swan Valley School Division. It is a highlight for the community and is always well attended by parents, grandparents, friends of the graduates and the many benevolent sponsors of awards, scholarships and bursaries.

The wearing of graduation gowns is an established and honoured tradition at the Graduation Ceremony. In addition to adding to the splendor of the ceremony, the gowns provide an equality of opportunity for all grads to be dressed up without the expense of formal wear.

The required decorum for graduates at the ceremony is to wear the gowns for the entire duration of the ceremony.

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Accounting

All financial transactions, purchases and payments must be authorized by the teacher advisor and must be channelled through the student accounts treasury, which is subject to an annual audit.

Fund-raising is discouraged because of the hectic pace of year end and the need to exercise moderation in planning all events.

After all accounts have been paid, and money remains, a carryover for the committees will be maintained.

Annually, a bursary in the amount of \$2500 may be presented to a deserving student in the name of that year's graduating class. These funds come from any surplus from graduation activities. If significant surpluses accrue, they will be used to purchase something for student use in the school or to support student activity.

Political Aspects of Graduation

The practice of presenting a certificate of congratulations to graduating students by the current M.L.A. or M.P. is acceptable. However, they will not be permitted to be part of the speaking portion of the graduation ceremonies but will be allowed to pass out certificates or scholarships.

Safe Grade Event

The Division and SVRSS will cooperate with parents and students who plan a Safe Grad Event.

Adopted: R7 - 2014 01 13

Reviewed and Revised: R4 - 2003 03 10

R7 - 2001 02 26

R15 - 1995 06 12

R8 - 1988 10 24

Regulations: R9.30.1

Exhibits:

Cross Reference: