

---

## **GRADUATION**

### **Background**

Graduation ceremonies are the public recognition of students who have achieved the requirements outlined by Alberta Education to receive either a Certificate of School Completion or a High School Diploma.

### **Procedures**

1. A graduate will be defined in the Division as a student who, at minimum, has the potential to qualify for a Certificate of School Completion at the end of the school year.
  - 1.1 For students supported by an Individual Student Program (ISP), the minimum evidential requirement for graduation is to clearly demonstrate the potential to meet the requirements of the Individual Student Program (ISP).
  - 1.2 For students not having an Individual Student Program (ISP), the minimum evidential requirement for graduation is to clearly demonstrate the potential to meet the requirements for a High School Diploma or Certificate of High School Achievement at the end of the school year.
  - 1.3 Additional evidential requirements to participate in a graduation ceremony in a specific community will be established through the collaboration of staff, parents and students of that community.
2. All graduation exercises or activities will have the prior authorization of the principal.
  - 2.1 The principal will 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 will be established through the collaboration of staff, parents and students in each Division community.
    - 2.2.1 The criteria established will include timelines for meeting the criteria and the provision that any decision made relative to the criteria may be appealed under the provisions of Administrative Procedure 390 – Appeals Concerning Student Matters.
  - 2.3 Rules and criteria for participation in graduation ceremonies will be forwarded to the Office of the Superintendent.
  - 2.4 All students registered in the school and their parents will be made aware of the criteria.
  - 2.5 Grade 12 student progress will be monitored and students who are at-risk, and their parents, will be notified that the student is not meeting the criteria for participation in graduation.

- 2.6 The principal will invite the local trustee(s), the Superintendent and Mayor or Councillor, local Member of Legislative Assembly (MLA), and local Member of Parliament (MP) to the graduation.
- 2.7 All funds raised for graduation activities will be accounted for in the school's annual school generated funds report.
  - 2.7.1 School procedures will be established for funding graduation activities.
  - 2.7.2 Such procedures will 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 principal will 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 will clearly identify those activities that they approved and authorized.
  - 3.3 The principal of the school will 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 the Division.
  - 3.4 When the prom or similar year-end celebratory dance or event is identified as a school sponsored activity the principal will develop and communicate the approval process for the events.
  - 3.5 The principal will ensure that no use of the school's staff, space or time will 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 will be developed through the collaboration of staff, parents and students.
    - 3.6.1 The criteria established will include timelines for meeting the criteria and the provision that any decision made relative to the criteria may be appealed under the provisions of Administrative Procedure 390 – Appeals Concerning Student Matters.
  - 3.7 All students registered in the high school and their parents will 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 will be forwarded to the Office of the Superintendent.

Reference: Section 31,32,33,52,53,55,197,222 Education Act

Approved: November 2005  
 Amended: March 21, 2018; July 1, 2018; May 22, 2020