

GRADUATION CEREMONIES

Background:

The Division aims to inspire all students to explore, develop and celebrate their unique gifts and abilities. The Division expects students shall complete a program of studies and fulfill a set of graduation criteria as defined by Alberta Education in order to graduate and complete their educational career in the Division.

Procedures:

1. High school Principals shall provide the following information regarding graduation ceremonies to the Executive Assistant to the Superintendent by March 1:
 - 1.1. date;
 - 1.2. time;
 - 1.3. location;
 - 1.4. theme;
 - 1.5. requested attendance of trustees and the Superintendent at the ceremony and/or banquet; and
 - 1.6. whether speeches are requested.
2. Once the Board and Division office administration have determined who shall attend the graduation ceremonies, a schedule shall be sent to all high school Principals to confirm the Trustee and Division representation.
3. Principals shall provide complimentary tickets to the Trustee and administrator representing the Division at the graduation ceremony.
4. Principals are encouraged to review [Administrative Procedure 155: Event Protocol](#) and [Administrative Procedure 156: Visit Protocol](#) and check with the Director of Communication Services regarding protocol when elected officials and special guests are invited to graduation ceremonies and when planning the event program.

Reference:

Section 52, 53, 55, 58, 197, 222 *Education Act*