

School Administration

Administrative Procedure: Graduation			
EFFECTIVE DATE: February 11, 2004	R E F E R E N C E S	ADMINISTRATIVE PROCEDURE CODE: 1.A.170	
AMENDED DATE:		Policy Reference	
		Legal Reference	

The Border Land School Division expects all high schools to set graduation requirements and to hold a graduation ceremony. The purpose of this ceremony is to celebrate and recognize all students who have met the local school graduation requirements. Schools in consultation with the Board may set graduation requirements beyond the provincial minimums, issue special diplomas, and recognize individual student achievements.

Whereas the ceremony is considered a school event, the related costs will be supported by the Division as outlined in Procedures.

In addition to the school graduation ceremony, the school community may plan related activities such as banquets and after-grad celebrations. It is expected that parents, along with representation from administration and/or school staff, will be responsible for planning, organizing, financing, and supervising these events. The Division strongly encourages compliance with the **Safe Grad** program as developed by MAST.

If a school graduation planning group adopts the **Safe Grad** program which conforms to the MSBA guidelines, the Division is prepared to include this event under the general liability insurance program.

Whereas the high schools in Border Land School Division may have different graduation requirements, it is expected that students will graduate from their home school, thus preserving the integrity of the diploma program of each high school. In the event of a transfer, any difference in graduation requirements would be pro-rated in terms of total study hours.

Safe Grad

High school administrators shall acquaint the parents of graduating students with the **Safe Grad** program, as developed by MAST. Application to the program must be made each year, in order to qualify for general liability insurance coverage (as the event involves alcohol and is held in a public place). The Division will supply school busses and drivers as outlined in the Safe Grad program.

Hutterian graduation celebrations, if they are held within their community, and with divisional support, are covered under the Division's general liability insurance. Any non-school graduation celebrations, held without the support of the Division, are entirely the responsibility of the organizers.

Graduation requirements and diplomas:

Each school will present the Board with the graduation requirements and the types of diplomas to be presented. Following this, the school will be responsible for informing students and parents of these requirements and for publishing them in their school handbooks.

Divisional Support for graduation ceremonies:

- Border Land School Division shall develop a school graduation budget.
- Each school will plan a graduation ceremony and submit purchase orders for diplomas and gown rentals.
- The schools will also qualify for a special decoration support of \$200 per graduating class and \$500 for a guest speaker if needed. Costs in excess of these amounts will be the responsibility of the individual principal through his/her school budget and/or school committee.
- Any costs relating to the attendance of trustees or divisional personnel at such events will be a divisional expense.

Student transfers:

- If students switch schools with different graduation requirements, the credits required for graduation will be adjusted according to the hours of study. E.g. school requiring 34 credits, 95 hours per course for a total of 3230 ($95 \times 34 = 3230$).

- And schools with 115 hrs per course and 28 credits for graduation total 3220 hours of study. ($115 \times 28 = 3220$).