



High School Graduation Exercises Administrative Procedure 1.B.197

1.0 School Administration
1.B. Students

Board Governance Policy Cross Reference:**Legal Reference:**

Date Adopted: June 2019

Date Amended: June 2022, November 2022, **February 2026**

Evergreen School Division supports schools and families in acknowledging graduates at year end celebrations.

1. Definitions

Convocation: This ‘cap and gown’ ceremony, which may include the awarding of scholarships, and recognition of every student who receives a diploma, is planned by the school in consultation with parents and graduates. There is no cost to any student to attend convocation.

Dinner and Safe Grad™: This event is organized by student and parent/caregiver volunteers, in consultation from school staff.

2. Graduation Dates

2.1 Graduations will occur on weekdays, as close as is reasonable to the last date of school. The day of the week assigned to each school for graduation will rotate amongst the schools.

2.2 These dates will be posted on the Evergreen School Division Calendar (which is distributed to schools in the spring for the following school year).

2.3 Schools may be required to switch days pending local needs.

3. Expectations for Evergreen Convocation/Scholarship and Award Ceremonies

3.1. If awarding/presenting scholarships and bursaries:

- a) External organizations and individuals offering scholarships may be encouraged to share criteria with the school and consider having the school committee identify a worthy recipient as part of the annual committee activity of identifying recipients for a variety of internal and external scholarships and bursaries.
- b) External organizations and individuals offering scholarships are asked to submit a brief (3-4 sentence) summary to the school. School staff will read key elements regarding the scholarship at the ceremony. A representative

from the organization offering the scholarship may be asked to hand the item to the recipient and pose for a photograph.

- c) Presenters will not publicize/announce criteria related to “financial need” for scholarships and bursaries.

3.2. Commentary on individual students:

- a) Principal/designate will review statements which will be read aloud for each student to ensure equity of recognition and to ensure that commentary is appropriate. Example – schools may need to select one, not several statements provided by students (e.g. on future plans/“known for”/favorite quote.)
- b) Schools will aim to keep the commentary on students to similar length.

3.3. Student speeches:

- a) Principal will review student speeches (‘valedictorian’ or similar addresses) and approve a script, giving consideration to appropriate content and length.
- b) The division will provide a scholarship for each student ‘valedictorian’ (or similar address) who offers a speech at the graduation ceremony (\$150 – max of two per school). The principal reserves the right to withdraw this scholarship if the speech varies from the one submitted for review.

3.4. Evergreen awards:

- a) These prestigious awards may be presented as significant acknowledgements given the criteria includes academics, athletics and citizenship.

4. Expectations for Evergreen Dinner and Safe Grad™ events

4.1 Information / Rules re: Planning a Safe Grad™ event:

- a) Grad heads and parent/caregivers who volunteer to engage in planning this event will be directed to the Safe Grad™ information sessions and resources provided by the Manitoba School Board’s association.
- b) No alcohol will be served at the Grad dinners.

4.2 Fundraising

- a) Fundraising under the auspices of a school graduation will be limited to the dinner and Safe Grad™ (no private events) that occur on the designated graduation date.
- b) An account for fundraising will be provided for volunteers to manage (deposit funds / write cheques).
- c) Annually, the signing authority for this account will be transferred by letter to the volunteers (students, parent volunteers) who accept responsibility for this, **with continued oversight by the Principal.**
- d) In the event a bill is late and/or must be reconciled and those with signing

authority on the account are not available to do so, the Principal and/ or Secretary Treasurer will have the authority to write a cheque to pay the outstanding invoice.

- e) There will be no cash withdrawals from the fundraising account. The cheque book will remain at the school.
- f) Funds raised will not offset the cost of alcohol at Safe Grad™
- g) Unspent funds will be directed by the graduates to a school project(s). The Principal will suggest a few initiatives from which the students will choose.