

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Graduation Ceremonies & Activities

Procedure Type:	School Operations	Implementation Date:	SEP 1, 2025
Procedure Number:	4.51	Last Approval Date:	APR 16, 2025
AP Owner:	Superintendent of Learning	Last Reviewed:	APR 16, 2025
Legal Reference(s):	<i>The Education Act, 1995, s 85, 87, 175, 231</i>		

Background

Living Sky School Division (LSKYSD) supports and acknowledges the high school graduation ceremony as an important celebration of students' successful completion of their high school education. All graduation ceremonies are to be held in accordance with this administrative procedure, which considers the importance of student safety, as well as current insurance considerations.

Scope

Starting in the 2025-26 school year, this procedure will apply to all schools in the LSKYSD offering high school programming.

Definitions

Graduation Ceremony refers to the school-led event where students are recognized for completing their high school education. They may include the presentation of diplomas as well as the presentation of scholarships, bursaries, and awards.

Sanctioned Graduation Activities refer to graduation-related activities occurring directly before or after the graduation ceremony co-planned with parents and led by the school.

Non-Sanctioned Graduation Activities refer to graduation related activities occurring directly before or after the graduation ceremony planned and led by students, parents or community groups. They are separate from the school.

High Risk Activities refer to those deemed to pose a high level of potential harm to students. Activities involving potentially hazardous environments may also fall under this category.

Roles & Responsibilities

Principal

- approving details of graduation ceremonies and sanctioned graduation activities
- ensuring compliance with LSKYSD policies, procedures, and protocols, and with relevant municipal codes
- ensuring details of graduation ceremonies and sanctioned activities are communicated to students, families, and invited guests
- communicating expectations of conduct at graduation ceremonies and sanctioned activities
- as much as practical, taking steps to distinguish and separate the graduation ceremony from graduation activities

Staff Advisor



- working with a committee of grade 12 students to plan the school graduation ceremony according to the guidelines outlined in this procedure

Procedures

Graduation Ceremonies

1. Each high school shall plan and organize a graduation ceremony.
 - a. Organizing is the responsibility of a school-based graduation committee consisting of staff advisor(s) and grade 12 students to plan and organize the graduation ceremony.
 - b. Details of the graduation ceremony must be approved by the principal.
 - c. After approving the dates of the graduation ceremony and sanctioned activities, the principal shall submit this to the director of education or designate by the end of the first semester.
2. Graduation ceremonies shall comply with all school and division values, board policies, administrative procedures, and protocols.
 - a. These expectations shall be clearly communicated to all invitees including specific references to the prohibition of alcohol, drugs, and other prohibited substances at these events.
3. Facilities used for graduation ceremonies shall comply with the appropriate safety standards, including fire and capacity regulations.
4. The graduation ceremony is intended for students who have completed or are eligible to complete the requirements for graduation in accordance with the Ministry of Education.
 - a. Students shall be eligible to participate in the graduation ceremony of a school if they are enrolled in courses at that school.
 - b. Full-time students of the Saskatchewan Distance Learning Centre shall be included, at their request, in their designated school's graduation ceremonies and included in all communications to parents.
5. To provide graduation information to grade 12 students and then to parents, the principal shall review this procedure with all grade 12 students and send a copy of this procedure to all parents by November of the school year of their graduation.
6. Students may invite a limited number, as determined by the school, of guests/family to the ceremony to share in the occasion at no expense to the invitees.
7. There are to be no formal banquets as part the graduation ceremonies

Scholarships and Bursaries

8. Criteria for scholarships and awards shall be clearly communicated and available to students and families by November of the school year in which the student intends to graduate.
9. The process for LSKYSD board of education scholarships is outlined in *4.07 Student Awards*.
 - a. Criteria shall be established by each school.
 - b. The local trustee shall be invited to participate in the graduation ceremonies.

Sanctioned Graduation Activities



10. High schools may plan and organize sanctioned graduation activities outside of the graduation ceremony.
11. Sanctioned graduation activities shall comply with all school and division values, board policies, administrative procedures, and protocols.
 - a. These expectations shall be clearly communicated to all invitees including specific references to the prohibition of alcohol, drugs, and other prohibited substances at these events.
12. Facilities used for sanctioned graduation activities shall comply with the appropriate safety standards, including fire and capacity regulations.

Non-Sanctioned Graduation Activities

13. LSKYSD and its schools assume no financial costs or financial or legal liability that may arise as a result of non-sanctioned graduation activities.
14. Fundraising and planning meetings for non-sanctioned graduation activities will be carried out separately from the school. They shall not to be planned on school or division property.
15. LSKYSD, its schools, and its staff shall not endorse, support, or encourage “after-grad” or “safe-grad” functions.
16. No LSKYSD employee shall be involved in the planning, supervision, or hosting of any non-sanctioned graduation activities where alcohol or prohibited substances are served or where there are high-risk activities taking place.

Related

- 4.01 Decision Making
- 4.07 Student Awards
- 4.10 Access to Schools
- 4.13 Student Safety