

ADMINISTRATIVE PROCEDURE 373	
SECTION: STUDENTS	
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Contact	Executive Council

GRADUATION EXERCISES

BACKGROUND

Our graduation exercises are important events for recognizing student achievement and the accomplishment of completing the requirements of an elementary or secondary school program. For families and students, graduation is a culminating celebration of many years of learning. These events are also an opportunity for Trustees of the Board to participate in recognizing our students, to celebrate what our schools have accomplished and to acknowledge in this setting the different district initiatives that support student success. The significance of this event in our communities also attracts elected officials and community members who seek to recognize the achievement of students and the contribution of the graduating class.

School graduations do differ from school to school and our system appreciates the “local flavour” (in the form of customs and traditions) that defines graduation exercises around the district. Within this diversity, there are practices relating to the protocol for the recognition of trustees and other public officials and expectations for decorum that are consistent for ceremonies of this nature.

PROCEDURE

1. Scheduling of the Graduation Exercise

- 1.1. Graduation exercises and the presentation of awards may be held at the discretion of the Principal, subject to the approval of the Director of Education or designate. The date of the graduation event shall be forwarded to the Director’s Office on or before May 1st.

2. Protocol for Graduation Exercises

- 2.1. When designing the agenda of the graduation event, the following speaking order is protocol:
 - a) Introductory remarks by the Principal/Master of Ceremonies, including:
 - i) the District territorial acknowledgement
 - ii) recognition of Trustees and other dignitaries in attendance
 - b) Greetings from the Board: Trustee(s) or designate (Board Chair, Vice-Chair) and/or Senior Staff

- c) Greetings from representative of (if in attendance):
 - i) Federal Government (Member of Parliament)
 - ii) Provincial Government (Member of Provincial Parliament)
 - iii) Municipal Government (Warden/Reeve/Mayor/Councillor)
- d) Principal's remarks
- e) Valedictorian address
- f) Closing remarks - Principal or Host

2.2. As a guide, all remarks or presentations must be prepared in advance.

2.3. All remarks, with the exception of the Valedictorian and Principal's address should be up to three (3) minutes and reflect the District's values as well as the purpose of the ceremony.

3. Multimedia Use

3.1. Video and audio presentations must be reviewed by the Principal prior to inclusion in the graduation exercise.

4. Acknowledgement of Provincial and/or District Certifications at Graduation Exercises

4.1. As the District implements a number of provincially endorsed certification programs and/or services, students who have completed the requirements for certification should be formally recognized at the graduation event, including: Diplôme d'études en français (DELFI) certification, Specialist High School Major (SHSM) Seal certification.

4.2. Awarding of the Renfrew County Medallions at Graduation Exercises.

4.3. As noted in Administrative Procedure 361, the District provides the Renfrew County Medallion in recognition of student achievement at an exceptional level. The area Trustee (or designate) would present the medallions to the recipients at the graduation event.

5. Decorum

5.1. Graduation ceremonies are to reflect the values of the Renfrew County District School Board. Therefore, the celebration of student achievement and accomplishments of the graduating class deserve to be recognized in a manner that is respectful of students, families, and members of the public who are in attendance at the graduation event. This outcome is achieved when students are provided with rehearsal opportunity(ies) to learn and practice the expectations for participating in a graduation ceremony. Principals would be expected to provide these opportunities for practice and review, well in advance of the event.

RCDSB REFERENCES

Policy 2 Board Job Description

Administrative Procedure 140 Code of Conduct

Administrative Procedure 361 Prizes, Scholarships, Awards, Bursaries

Procedure History

Approved:	2004; January 2012; May 2017; November 2019; June 2023
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