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**HORIZON SCHOOL DIVISION****Policy Code:** HKF  
**Policy Title:** High School Graduation Ceremonies**POLICY HANDBOOK****Cross Reference:**  
**Legal Reference:**  
**Adoption Date:** March 16, 1999  
**Amendment or Re-** December 13, 2001;  
**affirmation Date:** June 21, 2011

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SUPPORTS THE RECOGNITION OF GRADUATING GRADE TWELVE STUDENTS THROUGH SCHOOL-SPONSORED GRADUATION CEREMONIES. THE DIVISION ALSO SUPPORTS THE ESTABLISHMENT OF SCHOOL-BASED CRITERIA FOR PARTICIPATION IN GRADUATION CEREMONIES WHICH ARE INTENDED TO MOTIVATE STUDENTS TO MEET DIPLOMA REQUIREMENTS AND VALIDATE THE ACTIVITY.

**REGULATIONS** (FOR PARTICIPATION IN GRADUATION CEREMONIES)

1. Student participation in high school graduation ceremonies shall be a school-based decision determined by criteria established at the school level.
2. Criteria shall be established through the collaboration of staff, parents and students and shall include deadlines for meeting the criteria and appealing school decisions.
3. Criteria established by the school shall be available to the Superintendent of schools.
4. All Grade 12 students and their parents shall be made aware of the criteria near the commencement of the students' Grade 12 year.
5. Students' progress shall be monitored and at-risk students and their parents shall be notified by mid-year that the student is not meeting the school's criteria for graduation.
6. A reasonable effort shall be made by school staff to encourage and assist students to meet the criteria and participate in the ceremonies.
7. The criteria shall be applied fairly to all students without discrimination based on principles established in human rights legislation and the Canadian Charter of Rights and Freedoms.
8. Special needs students shall be provided with the opportunity to participate in ceremonies utilizing criteria based on the unique circumstances.
9. A student or parent(s) of a student who is denied participation in high school graduation ceremonies, may appeal the decision to the Superintendent of schools, who shall convene a committee established by the Board of Trustees through this policy to hear the appeal.

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10. The appeal committee shall hear the appeal within three days of the appeal being requested.
11. The appeal committee shall be composed of the Superintendent of Schools, a trustee or parent and an administrator from a school other than the one that the student is attending.
12. An administrator from the school from which the student is graduating shall attend the appeal hearing to provide relevant information to the committee.
13. The student, who may be accompanied by his/her parent(s), shall attend the appeal hearing and shall provide verification to the committee that graduation participation criteria have been met within established timelines, or that there has been a contravention of this policy, or shall provide other relevant information to the committee.
14. The appeal committee's decision is final and may not be appealed to the Board.

**REGULATIONS (FOR STAFF INVOLVEMENT IN ASSOCIATED GRADUATION ACTIVITIES NOT SPONSORED BY THE SCHOOL OR BOARD)**

1. Only graduation activities sponsored by the school shall be considered as school and/or Board sanctioned. Other activities, including after-grad parties are not considered as school or Board sanctioned and Horizon staff is advised that their participation is as private citizens and not as representatives of a school and/or Horizon School Division.