

Administrative Procedures

AP-441 GRADUATION	Date of implementation: August 27, 2026 Date of update:
	Related Administrative Procedures: AP-303 Protocol for Dignitary Visits AP-717 Fundraising Projects in Schools

Purpose: Prairie Spirit School Division (PSSD) recognizes grade 12 graduation as an important celebration of students' successful completion of their high school education.

Definitions:

Graduation ceremony: Event planned and run by school staff that includes recognition of grade 12 graduates. Typically involves the conferring of graduation scrolls/certificates, principal's message, congratulatory and valedictory addresses, awards, etc. These events may take place on or off school campus, and may occur during or outside of school hours, as determined by each school. Note: banquets are not considered part of the graduation ceremony.

Sanctioned graduation activities: *Optional* activities that are approved by the school principal, that align with PSSD values, follow all PSSD Administrative Procedures, and occur the same day and in conjunction with the graduation ceremony. An example of a typical sanctioned graduation activity is a banquet.

Non-sanctioned/community-planned graduation activities: Events related to graduation that are non-PSSD graduation activities (neither the graduation ceremony nor a sanctioned graduation activity). These events are typically planned by parent/community groups. These activities are not planned, promoted, or endorsed by PSSD staff.

Procedures:

1) Graduation ceremonies

- a) The principal of all PSSD K-12 and high schools shall ensure a school graduation ceremony occurs for all the school's eligible grade 12 graduates.
- b) Graduation ceremonies shall be planned so they are accessible to all students eligible to participate.
- c) Graduation ceremonies may occur during the school day. The school will remain open and regular classes will be in session the day of graduation, though programming may be altered. Ceremonies should be organized to minimize the impact on students/classes for those not participating in the graduation ceremonies. Students participating in graduation ceremonies and sanctioned graduation activities may have their attendance excused from their regular classes the day of graduation.
- d) All graduation ceremonies and sanctioned graduation activities must comply with appropriate safety standards, including fire and capacity regulations.

- e) Board members shall be invited to graduation ceremonies for schools within their areas. Schools shall follow the expectations in AP-303 – Protocol for Dignitary Visits.
- f) Schools shall not schedule graduation ceremonies and/or sanctioned graduation activities on National Indigenous Peoples Day, which falls on June 21 each year.

2) Eligibility to participate in graduation ceremonies

- a) Principals are responsible for establishing an eligibility policy that details criteria for participating in graduation ceremonies and sanctioned graduation activities.
- b) Full-time students of the Saskatchewan Distance Learning Centre who have met their designated school's graduation requirements may choose to participate in the school's graduation ceremony and sanctioned graduation activities. Notice of the student's intent to participate should be given to the school in accordance with timelines determined by the principal.
- c) For any school where the eligibility policy includes criteria that could limit participation in graduation ceremonies, the following must occur:
 - i) The graduation eligibility criteria must be shared with parents/caregivers and students at the start of the school year. These could be shared on the school website or handbook, for example.
 - ii) Starting in February of each school year, the school's administrators must ensure the school has a monthly process to monitor individual student progress towards graduation.
 - iii) The monitoring process will include communication with grade 12 students and the parents/caregivers of students who are not on track to meet the criteria for inclusion in graduation ceremonies. Wherever possible, an intervention plan to get back on track to graduate will be created and monitored at regular intervals.
 - iv) Before an exclusion from graduation is finalized, consideration should be given to the likelihood the student will earn the credit by the end of the year. This is especially important when graduation ceremonies occur a number of weeks prior to final assessments. Schools are expected to err on the side of inclusion in the ceremonies when there remains ample time for the student to provide the evidence necessary to earn the credit(s) required to meet eligibility requirements.
 - v) To be respectful of families and their plans related to graduation, the ultimate decision to exclude a student must be made and communicated a minimum of two (2) weeks prior to the graduation ceremony.
 - (1) The school may still include the student in the ceremony after the two-week period cutoff date (if required evidence was provided a few days before the ceremonies, etc.), but the initial decision to exclude cannot be made inside the two-week period prior to grad if it was not previously communicated.

- vi) Any decision to exclude a student from graduation ceremonies must also be communicated to the school's Learning Superintendent.

3) Sanctioned graduation activities

- a) Schools may choose to plan and include other sanctioned graduation activities as part of the graduation celebration. These activities will comply with all division and school values and expectations, including the prohibition of alcohol, drugs, and other prohibited substances/objects throughout the activity.

4) Non-sanctioned graduation activities

- a) No Division or school staff will explicitly plan, promote, or endorse any non-sanctioned graduation activities. Neither Division nor school shall be responsible for the outcome of any non-sanctioned graduation activities.
- b) Schools may share informational messages from a parent/community grad committee that informs the parents of graduates of the parent/community grad committee and provides a way for parents to opt in/sign up for notifications directly from the parent/community grad committee. These messages should happen very infrequently (once or twice) and clearly indicate that the parent/community grad committee is neither associated with the school, nor does the school endorse, monitor, or participate in the events of the parent/community grad committee.

5) Graduation Funds and Fundraising

- a) In accordance with AP-717 Fundraising Projects in Schools, school staff must follow standard fundraising procedures for all money raised for graduation purposes. This includes the requirement for all funds collected through graduation fundraising efforts to be used to support the graduating class for whom the funds were raised.

6) Privacy and Consent

- a) Graduation events are invitational, just as all other school events, and therefore schools can restrict who may attend. This understanding holds for graduation events held outside of the school (within reason).
- b) Information included in the graduation ceremony program does not require consent as the event is not public and the information is being used solely for school purposes.
- c) Requests for information shared beyond the program requires consent. Information that is posted online or requested by media, parent organizing committees, MPs, MLAs, and other politicians, requires consent before being released. Personal information includes, but is not limited to, names, photos, academic standing, awards, and scholarships.

7) Recognition of graduation extracurricular hours

- a) Staff that plan, provide support of, and participate in graduation ceremonies and sanctioned graduation activities outside of school hours can claim these hours for recognition of

extracurricular service, per the current LINC agreement. Planning, supporting, and participating in graduation ceremonies and sanctioned graduation activities that fall within instructional time is not eligible for extracurricular recognition.

References:

[The Education Act, 1995](#), Sections 85, 87, 175, 231