



Policies and Procedures

Section Four – Curriculum and Instruction

413 – GRADUATION ACTIVITIES

Part One - Introduction

Graduation from high school marks an important milestone in the lives of young people and should be celebrated in appropriate ways. All celebrations at Kelowna Christian School should reflect the mission, vision and core values of the school. Therefore, all those who are given leadership in the events surrounding graduation should ask the following questions:

- How does the event we are planning support the mission of the school?
- How does the event reflect the school's values?
- What are we communicating to our school community and the greater community through this event?
- Is the message in line with what we should be communicating?
- What do we consider to be important about our goals, and the way we go about attaining them?
- How do we balance thankfulness for God's blessings with grateful recognition of achievement?

Part Two - Appointments

- The Staff Sponsor(s) will be appointed by the High School Principal on an annual basis.
- Parent Committees will be set up by the Staff Sponsor or High School Principal from the parents of the graduating students.

Part Three - Authorized Events

1. Authorized events may include only the following:
 - Graduation Ceremonies
 - Graduation Banquet
 - Specified Social Events (i.e. White Water Rafting, Aftergrad)
 - Graduation Fashion Show
 - Fund Raising Events Authorized by Administration; (i.e. Pie Bake)
2. The School does not authorize any events associated with the celebration of graduation other than those specified in this policy.

3. Any employee of the School wishing to be involved in events other than those specified in this policy is required to:
 - declare to the Administration in writing, that the employee is participating as a volunteer only, and not as an employee of Kelowna Christian School.
 - declare to the organizer of the event that the employee is participating as a volunteer only, and not as an employee of Kelowna Christian School.
4. The High School Graduation Banquet and the Graduation Ceremonies are official school functions in which all grade 12 students (regardless of whether or not they will officially graduate) participate. A student who returns to school for a second year of grade 12 can only take part in the banquet and ceremonies once.

Part Four - Organization of Events

Graduation Ceremonies (Convocation)

1. The Graduation Ceremonies will be the responsibility of the High School Principal, who may delegate responsibilities to other staff members and parents.
2. The School will present each grade 12 student with a Bible at the Graduation Ceremonies.
3. Scholarships and bursaries will be given out at the Graduation Ceremonies. They will be awarded as detailed in the KCS Scholarship and Bursaries Policy.
4. The Superintendent will chair the Graduation Ceremonies.
5. The Staff Sponsor (or designate) will call out the names of the graduating students.
6. The Board Chairman will congratulate the students with a handshake.
7. The Superintendent will hand out the graduation certificates.
8. The High School Principal will hand out the Bibles.
9. The High School Principal will inform the graduates of the appropriate dress and grooming expected for the Graduation Ceremonies.
10. The student chosen to deliver the Valedictorian's address must meet the following criteria:
 - 10.1. Achieved Honor Roll/Principal's list for grades 11 and 12
 - 10.2. Been involved in school activities
 - 10.3. Fulltime student at KCS in grades 11 and 12 (preference will be given to students who have attended from grades 9-12).
 - 10.4. Lifestyle and goals must reflect the mission, vision and core values of the school.
 - 10.5. Must have the final approval of the High School Principal.

Graduation Banquet

1. The Graduation Banquet will be coordinated by a Parent Committee, and a Staff Sponsor(s), appointed on a yearly basis by the High School Principal.
2. The program to be presented at the banquet will be approved by the Staff Sponsor(s) and the High School Principal.

Grade 12 Social Events

1. Suitable social events will be planned and will receive initial approval at the fall meeting of the graduates and their parents, by the Staff Sponsor and the High School Principal. Final approval will come from the Staff Sponsor and High School Principal after detailed plans are submitted.
2. The School Administration will be informed of the details of all approved events.
3. Chaperones must include at least one male staff member and one female staff member, and enough parent representatives to provide adequate supervision for the specific event. All chaperones must be approved by the Staff Sponsor and High School Principal.

Graduation Fashion Show

1. The Graduation Fashion Show will be coordinated by a Parent Committee, which will be appointed annually by the Staff Sponsor(s) and High School Principal. A chairperson for this committee will be selected and will be the direct link between the Parent Committee and the Staff Sponsor and High School Principal.
2. The Graduation Fashion Show will reflect the mission and values of the school.
3. The clothing modeled will be appropriate.
4. All clothing modeled will be approved by the Committee chairperson.
5. The music chosen will be approved by the Committee chairperson.
6. The Parent Committee will arrange for supervision during the evening.
7. The program to be presented at the Graduation Fashion Show will be approved by the High School Principal.

Fund Raising

Fund raising will be decided by the graduates and parents, under the direction of the Staff Sponsor(s) and Parent Committee.

Part Five - Miscellaneous

1. All finances related to graduation activities will be administered by the Staff Sponsor(s) and overseen by the KCS Bookkeeper.
2. The Graduation theme and song must reflect the schools biblical values, and must be approved by the High School Principal.
3. Graduating students will not be allowed to miss any provincially examinable courses for any reasons related to graduation, unless prior approval has been granted by the High School Principal. Any students not adhering to this policy will receive appropriate consequences.
4. Dates and places for the Graduation Ceremony and Banquet will be set at least a year in advance by the Staff Sponsor(s) and High School Principal. Caution should be exercised with this booking as our experience has been that our “small” group can be “bumped” by local banquet providers.
5. Graduation photos will be administrated by the Staff Sponsor(s). This includes the pictures for the composite, yearbook, and newspaper.
6. The Staff Sponsor(s) will be in charge of setting up the grad/parent meeting in the fall of each year. The High School Principal will chair this meeting.

A copy of this policy and copies of the mission, vision and core values will be given to graduating students and their parents at the fall meeting, along with any other required documentation or information.