

Graduation Events Policy

J.M. Olds Collegiate

Reviewed, revised and approved by School Council

J.M. Olds Collegiate Event Policy

September 3, 2021

- Any school event is considered a school sponsored activity.
- An official school function must have teacher supervision.

Participation in Graduation

- Students must have a minimum of 22 credits entering Grade 12. All students should be able to graduate based on a 14 credit course load in their final year.
- Students must be in good standing at J.M. Olds Collegiate.
- The Administrative Team of J.M. Olds Collegiate, respective of the above guidelines and cognizant of mitigating circumstances, will make the final decision regarding a student's participation in grad ceremonies. Students will have the right to appeal the principal's decision in writing to the Director of the Newfoundland and Labrador English School District within three days of the decision.
- Based on reasonable grounds, school administration reserves the right to refuse any student or person to attend the prom ceremony.
- All graduates are expected to participate in any fundraising activities that take place to assist in the cost of the ceremony. If a graduate does not participate in the fundraiser he or she will be expected to contribute an equal portion of the fundraiser that's comparable to what the participating graduates fundraised.

Graduation Ceremony

- In the event that teacher advisors deem appropriate space is available for extra seating, extra tickets will be distributed equally among the graduating class. These extra tickets will be issued for family purposes primarily.
- If there is a graduate dating another graduate, they are still entitled to receive a ticket for family to replace the date ticket.
- The cost of extra tickets will be based on the price of the meal.
- If a graduate chooses not to use their extra ticket(s) he or she is to return them to the office to be declared void.
- Invitation to the grad ceremony will include members of the Ministerial Association, a School District representative, a representative of the Town of Twillingate and the Town of Crow Head, a member of the RCMP and our Member of the House of Assembly as well as other community members with a **close working relationship** with the school. (See attached list)
- If teachers and/or invited guests fall under the category of parents for the particular graduating year, they are only entitled to receive tickets as parents not as teachers or invited guests.
- The grad guest list must be approved by the Administrative Team.
- The grad dance will be open to all students.

Cap and Gown Ceremony

- Cap and Gown ceremony will take place during the same week as the grad ceremony.
- The Cap and Gown ceremony shall be a community event to be advertised a minimum of one week in advance.

Grad Committees

- All grad meetings must be supervised and directed by a teacher and/or the administrative team on staff at J.M. Olds Collegiate. It is recommended that several teachers and parents collaborate to supervise the grad process.
- In accordance with the Schools Act, the administrative team is responsible for the governance of school sponsored activities. The principal shall supervise the grad process and shall make necessary final and binding decisions in the event of a discrepancy or a conflict in the grad process.

Safe Grad Function

- The safe grad function must take place on Twillingate Island.
- A parent committee, with the support of a teacher sponsor, will be established to plan and organize Safe Grad night.
- The Safe Grad theme is to be determined by the graduates in consultation with the teacher sponsor.
- Safe Grad night must have adult and teacher supervision for the duration of the event.
- Graduates are only permitted to bring their grad date to the Safe Grad ceremony.
- Based on reasonable grounds, school administration reserves the right to refuse any student or person to attend the Safe Grad ceremony.
- Students are not permitted to bring vehicles to the Safe Grad and must be picked up in the morning by a parent.

Grad Fundraising

- The grad class is to submit a budget to the School Administration team, prior to any fundraising efforts.
- A parent committee, under the supervision of a teacher sponsor, will be established for the purpose of fundraising efforts.
- The parent committee is to submit a detailed fundraising plan to the school administration team prior to engaging in any fundraising activity.
- Any purchases for the grad must have the prior approval of administration. Upon approval, a signed copy of the invoice must be brought into the secretary immediately after purchase.
- Any excess money raised for grad becomes the property of J.M. Olds Collegiate.