



## **Background**

Calgary Girls Charter School honours the students who complete grade 9 by hosting a farewell graduation ceremony for students, their families, and staff. The purpose is to recognize in a public forum, the academic achievements and personal accomplishments of each student who is completing her final year at CGCS. The ceremony contributes to the culture of CGCS as it brings our school community together in celebration. All students in grade 9 are invited to participate in the graduation/farewell event.

## **Procedures**

1. The Principal or designate will establish a planning committee to include staff, parents, and students.
2. The Principal will determine the budget for graduation, which will include reasonable fees to cover costs.
3. The committee will:
  - 3.1 Organize the event and communicate details to staff, parents and students.
  - 3.2 Invite special guests including the Charter Board of Directors.
  - 3.3 Follow event protocols in planning the program (see AP155).
  - 3.4 Develop a program that includes valued traditions at CGCS – e.g., rhythmic wishes, confidence poses, book dedications, voices of graduates, and a video montage.
    - 3.4.1 The program will acknowledge the important role of the Charter Board by inviting representative(s) to participate in the formal ceremony.
4. After graduation, the committee will conclude its work by:
  - 4.1 Submitting a budget summary to the Principal;
  - 4.2 Formally, in writing, thanking the Board of Directors and special guests; and
  - 4.3 Summarizing the highlights of the event as well as any suggestions for future graduation planning committees.

### Reference:

Education Act, s. 19, 52, 53, 54, 55, 197, 222