

**SENIOR HIGH SCHOOL**

**GRADUATION PROGRAM**

**(Policy)**

**Approved by**  
**The Eric G. Lambert School Council**  
**2014 02 16**

**Ammended by**  
**The Eric G. Lambert School Council**  
**2015 10 22**  
**2016 02 18**

1. ***FUNDRAISING***

- (i) Budget: A budget, together with the list of fundraising activities, to be decided by the graduation advisors and the graduation class, and presented to school administration by the first graduation meeting in October.
- (ii) Funds to be used for graduation activities only.
- (iii) Each graduation class leave an amount of money equal to what was provided by the previous grad class; or at least \$1200. Any excess monies will be either donated to a charity of the graduation class choice and/or used to buy an item to donate to Eric G. Lambert School.
- (iv) A graduation class shall not be responsible for expenses left from previous class. If there are additional expenses, the grad class who incurred those expenses will be responsible to cover them (i.e., in May or June of a school year, the grad class may have to organize a fundraiser).
- (v) Fundraising activities are to be restricted to those not traditionally used by other fundraising groups in town.
- (vi) A service or product is to be provided in exchange for the financial contribution given by members of the public.
- (vii) A budget cap shall be set at \$8000.

The budget is to be used for the following items:

- (i) Decorations.
- (ii) Flowers for the church/dining room/theatre. Bouquets used for the presentation portion of the program.

Note: Corsages, boutonnieres, etc., if ordered, are to be paid in advance by the person who places the order. These items are not to be paid from the grad class funds.

- (iii) Carpentry, electrical, plumbing, painting supplies, etc.
- (iv) Grad memorabilia – required for the graduation ceremony (includes glasses, centerpieces, napkins, programs, grad caps, etc.)
- (v) Gift for guest speaker (between \$75 and \$100)
- (vi) Cake and Videography

## 2. ***CHURCH SERVICE***

An ecumenical church service will continue to be an integral part of our Senior High School Graduation. The program will be developed in cooperation with clergy from St. Mark's Congregation, the pastoral worker from St. Peter's Parish, and the Pastor of Glad Tidings Pentecostal Assemblies. It is our request that St. Peter's Parish, St. Mark's Congregation and Glad Tidings Pentecostal Assemblies continue to accept the role of the homilist on a rotational basis unless extenuating circumstances dictate otherwise.

## 3. ***GRADUATION DINNER***

- (i) Graduates and advisors may make suggestions regarding the menu. Cost per plate will be determined in consultation with the caterer for the meal.
- (ii) The funds provided by the school budget shall be used towards the cost of the dinner for the following: graduates, escorts, parent(s)/guardian(s), school staff, Principal and spouse, Vice-Principal and spouse, school board members and spouses, town manager, school council members, guest speaker, Nalcor Energy (CF) General Manager and spouse or designate, IBEW (Local 2351) President and spouse or designate, Lions Club President and spouse or designate, graduation advisor(s) and spouse(s), clergy, RNC, Public Health Nurse, MHA(Lake Melville District), and MP(Labrador). Extra ticket(s) shall be available to graduates on a pay basis, subject to available space. Extra ticket(s) must be pre-paid one week in advance of the graduation dinner.

- (iii) Messages to the graduates will not be read during dinner, but will be packaged together and given to each graduate at the head table by the grad advisors. An alternative to this may be to display the messages on a large screen for all to see throughout the dinner.

4. ***VENUE TICKETS(Church and/or Theatre)***

Due to limited space in the community church and/or theatre, and in accordance with fire regulations, admittance to the graduation activities occurring in these venues will be restricted to those guests holding a ticket.

The following will be the mandatory list of guests who will receive a ticket to each venue:

**Church:** Graduates, Escorts, Parent(s)/guardian(s), School Administration, High School teaching staff, guest speaker, Nalcor Energy(CF) General Manager and spouse or designate, graduation advisors, one kindergarten student and parents/guardians.

**Theatre:** Graduates, escorts, parent(s)/guardian(s), school staff, school board members, town manager, school council members, guest speaker, Nalcor Energy (CF) General Manager and spouse or designate, IBEW (Local 2351) President and spouse or designate, Lions Club President and spouse or designate, graduation advisor(s) and spouse(s), clergy, RNC, Public Health Nurse, MHA(Lake Melville District), and MP(Labrador).

The number of extra tickets available to each graduate will be determined by the number of available tickets once the guests' tickets have been distributed. This number may also include any tickets returned by guests who choose not to go to a particular venue. These extra tickets will be evenly distributed amongst the graduates.

5. ***VALEDICTORIAN***

- (i) Nominations from members of the graduating class shall be received by the teacher advisor(s) by mid-March.
- (ii) Election shall be by the majority of the class.
- (iii) All students shall be present for this election process to take place. Once the voting date has been set, a student(s) who will be absent on voting day will have the option to vote beforehand.
- (iv) The election process shall be conducted by two teachers.
- (v) To be eligible for nomination, a student shall be one who has (a) an academic average of at least 75%; (b) spent at least one full school year at our school previous to the graduation year; (c) a suspension-free senior year.

6. ***GUEST SPEAKER***

- (i) The guest speaker shall be chosen by the graduates by a majority vote from a list provided by the school staff, if necessary.
- (ii) The school budget shall cover the cost of travel, and any required accommodations, for the guest speaker up to an amount equal to an economy return airfare between St. John's and Churchill Falls.

7. ***PHOTOGRAPHY / VIDEOTAPING***

This aspect of the graduating program shall be determined by the graduating class no later than the end of January.

8. ***GRADUATION DATE***

The graduation date shall be the first Saturday in May.

9. ***CLEAN-UP***

Clean-up is to be the responsibility of parents. This includes, but is not limited to, the tearing down and removal of any decorations in the gym, theatre and/or curling club, and transportation of the items to the landfill and/or school storage.

10. ***FINANCIAL STATEMENT***

A complete financial statement showing revenue and expenses shall be available as early in September as possible. A copy will be given to the School Council chairperson, and parents may receive a copy upon request.

11. ***DANCE***

- (i) Graduating class shall decide whether there will be a dance or not, and whether that dance will be on graduation night or otherwise.
- (ii) Graduating class shall select the music.
- (iii) Graduates are expected to remain at this dance until midnight.
- (iv) Teachers shall chaperone this dance until midnight. If the students wish to have the dance past midnight, parents shall be responsible for chaperoning any time after midnight.

12. ***THEME***

The graduation theme shall be selected by the graduates as early in the school year as possible but no later than mid-February.

13. ***DECORATION PLANS***

These plans shall receive approval from the Fire and Security Chief or his designate. All materials ordered for decorations shall meet the specifications of the Fire Code. Any use of material that is not flame retardant shall be approved by the Fire and Security Chief or his designate. Decorations designated as flame retardant shall be checked with the Fire and Security Chief or his designate to ensure that it is indeed flame retardant.

The decoration plans shall be completed no later than mid March.

14. ***SAFEGRAD***

The decision to continue with the traditional safe-grad activities shall be determined by the parents at the first safe-grad meeting.

15. ***GRAD ROSTER***

Only students who can achieve the graduation requirements in June shall take part in the graduation program as a graduate.