

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Graduation Ceremonies for Sabtuan Adult Education Services' Students</h2>	
	<p><b>Department responsible:</b> Sabtuan Adult Education Services  <b>Effective date:</b> July 1, 2018  <b>Approved by:</b> EC 2018-335</p>	
	<p><b>References:</b></p>	<p>Council Policy Manual:</p> <ul style="list-style-type: none"> <li>▪ E-2 (<i>Qualifications</i>)</li> <li>▪ EL-1 (<i>Treatment of students &amp; parents</i>)</li> <li>▪ EL-4 (<i>Financial conditions &amp; activities</i>)</li> </ul>
	<p>Other related policies</p>	<ul style="list-style-type: none"> <li>▪ Business Travel (FIN-02)</li> <li>▪ Fund-raising (FIN-04)</li> <li>▪ Award of Supply, Services and Construction Contracts (ADM-05)</li> </ul>

### 1) General Provisions

Purpose

1.1. The successful completion of a program is an important step in a student's educational pathway and Sabtuan Adult Education Services (SAES) deems it important to recognize the achievements of its students by holding a graduation ceremony to honour their success.

The graduation ceremony also recognizes those who have contributed to the students' success (teachers, families, communities).

This Policy establishes the guidelines and standards applicable to these ceremonies in order to mark the occasion in a significant manner.

Statement of principle

1.2. Any ceremony held under SAES must reflect the Cree School Board standards and quality.

Definitions

1.3. For the purposes of this Policy, the following words or expressions mean:

- a) **Centre Director:** the Centre Director of the SRVTC or of any other SAES centres;
- b) **Committee:** the Organizing Committee as established under clause 2.2;
- c) **Graduate:** a student who has satisfied the requirements of a recognized program;
- d) **Local Education Consultant:** the professional responsible for the community of studies of the graduates;
- e) **SRVTC:** Sabtuan Regional Vocational Training Centre.

## 2) Organization

### [Frequency & location](#)

- 2.1.** Graduation ceremonies should be held as follows:
- a) in Waswanipi at the end of each program for SRVTC graduates;
  - b) once a year in the community of studies or in a location regrouping several communities for other graduates.

### [Organizing Committee](#)

**2.2.** An Organizing Committee must be formed for each of the graduation ceremonies. The Organizing Committee will comprise of, but is not limited to, the following:

- a) SRVTC:
  - Student Affairs Technician (lead event coordinator)
  - Local Education Consultant
  - Administrative Technician
  - Other persons as determined by the Centre Director
- b) Other communities:
  - Local Education Consultant (lead event coordinator)
  - Administrative Technician responsible for the community
  - Other persons as determined by the Director of SAES.

### [Budget](#)

**2.3.** The Committee must submit at least 30 days prior to the event, a budget proposal<sup>1</sup> for approval by the Centre Director for SRVTC graduations or by the Director of SAES for any other graduation.

## 3) Graduates

### [Validation](#)

**3.1.** The Coordinator of Administrative Services must validate and confirm that a student has satisfied all the requirements of a program.

Following a positive confirmation, the graduate will then be invited to attend the graduation ceremony.

### [In-house certificate](#)

**3.2.** SAES, through the Coordinator of Administrative Services, is responsible for issuing the official in-house certificate.

### [Attestation](#)

**3.3.** SAES, through the person responsible for the *Sanction des études*, will issue the attestation.

### [Ministry certification](#)

**3.4.** SAES, through the Coordinator of Administrative Services, is responsible for notifying the graduates that the Ministry of Education will issue the following official documents:

- Secondary School Diploma (SSD);
- Certificate of Equivalence of Secondary Studies (CESS);
- Attestation of Equivalence for Secondary V Studies (AESS);

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<sup>1</sup> The budget proposal covers expenses such as catering, facility rental, master of ceremony and gifts.

- Training Certificate for a Semiskilled Trade (TCST);
- Training Certificate in Sociovocational Integration for Adults;
- Diploma of Vocational Studies (DVS);
- Attestation of Vocational Specialization (AVS).

## 4) Guests

### Graduate's guests

**4.1.** The Committee will determine the number of guests a graduate may invite, depending namely on the capacity of the facility and the budget.

### Official guests

**4.2.** The Committee is responsible for the formal invitation of official guests, including the following persons<sup>2</sup> or entities:

- a) CSB Chairperson and Director-General;
- b) School Commissioner of the community;
- c) Regional Leaders:
  - Grand Chief
  - Deputy Grand Chief
  - Youth Grand Chief
- d) Local Leaders:
  - Chief
  - Youth Chief
- e) Partners/entities involved in the program.

### Teachers

**4.3.** The Committee may invite the teachers who taught the graduates to attend the graduation ceremony.

## 5) Travel and Accommodations

### Expenses

**5.1.** The Board assumes travel and accommodation expenses only in the following situations:

- a) to the graduate when the ceremony is held in a community other than the community of studies;
- b) to the teachers invited under clause 4.3.

The Board does not assume travel and accommodation expenses of any other guests.

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<sup>2</sup> Or their representative or delegate

## 6) Protocols

[Planning, communications & event program](#)

**6.1.** In order to assist the Committee in the planning of the ceremony, SAES management will provide the protocols and the various templates for the event (budget, invitations, etc.) which could be adapted by the Committee.

[Ceremonial attire](#)

**6.2.** SAES will provide caps and gowns to the graduates for the ceremony.

[Advertisement](#)

**6.3.** Any advertisement must be authorized by the Director of SAES or the Centre Director<sup>3</sup> and respect the requirements of any CSB communication policy.

[Gifts](#)

**6.4.** The Committee makes recommendations to the Director of SAES or the Centre Director<sup>4</sup> for approval of the gifts to be given to the graduates.

[Congratulatory letter](#)

**6.5.** Each graduate will receive a congratulatory letter from the Chairperson and Director General.

## 7) Application of this Policy

[Previous provisions](#)

**7.1.** This Policy replaces all other policies of the Board pertaining to this subject, if any, while respecting the *Council of Commissioners Policies/Ends* where applicable.

[Official version](#)

**7.2.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

**7.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Sabtuan Adult Education Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

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<sup>3</sup> For the SRVTC graduations

<sup>4</sup> Idem