



Convocation

Board Policy

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| POLICY SECTION: | Section E: Students | BOARD APPROVAL: | May 2024 |
| SCRIPTURAL FOUNDATIONS: | Deut. 6:5-9; Ps. 119:9-11; II Tim. 2:1-2; I Tim. 4:12-16; II Tim. 2:15; Jos. 4:7; I Cor. 15:10; Matthew 5:16; Rev. 5:9-10; Rev. 19:6-9; Deut. 12:7; Nehemiah 8:1-12; Mat. 10:24-25a; Luk. 6:40; Ps. 119:97-104; Mat. 10:24-25a; Luk. 6:40; Ps. 119:97-104; II Pet. 1:3-11; Col. 3:17; I Pet. 4:11; John 13:14-16; I Cor. 10:31-11:1 | REVIEW YEAR: | 2026-2027 |
| | | KCES ALIGNMENT: | N/A |

PURPOSE

A Christian school experience cultivates a distinct worldview where God's authority and grace are honored. School programs in the Koinonia Christian School Red Deer Society (KCSRDS) are designed by their parents and principals to nurture faith (Deut. 6:5-9), support discipleship (Ps. 119:9-11; II Tim. 2:1-2), academic excellence and achievement (I Tim. 4:12-16; II Tim. 2:15), school community accomplishments and student effort (Jos. 4:7; I Cor. 15:10). Celebrating milestones through fellowship with parents, grandparents, faculty, and other members of the Christian school community is an opportunity to glorify Christ as each student's journey in Koinonia comes to an end and they walk forward into the path God has for them as a light in the world. (Matthew 5:16; Rev. 5:9-10; Rev. 19:6-9).

DEFINITIONS

Banquet is a time of fellowship which celebrates student achievements and accomplishments and the family, friends, and community members who have supported them (Deut. 12:7; Nehemiah 8:1-12).

Convocation is a celebration of achievement of students' programs at the end of their full-time high school enrollment as designed by the institution they are attending in collaboration with their parents. Celebration ceremonies are opportunities for family, friends, faculty, and members of the Koinonia community to individually honor graduates.

Executive Principal is a certified teacher holding an Alberta Leadership Quality Standard certificate who is employed by the board and authorized to provide overall administrative and operational leadership for the organization.

Member in Good Standing refers to students, parents, volunteers, and employees whose conduct is consistent with the pledges and commitments outlined in the policies of the KCSRDS, including those made at the time of their current enrollment.

Graduation occurs upon completion of the requirements outlined by Alberta Education. Official documentation of student achievement is communicated to students directly from Alberta Education.

Senior Leadership Team refers to the employees hired by the school authority in supervisory positions, including office, financial and educational leadership positions that report directly to the Executive Principal.

Parent means, for the purpose of these policies, any individual who meets the definition as set out in the Education Act S.1(2)

School Principal(s) - are certified teachers holding an Alberta Leadership Quality Standard certificate employed by the Board as the leader of one or more of the schools operated by the school authority governed by KCSRDS.

Student means a person enrolled at KCSRDS and doing the academic work necessary to earn a diploma. But there is an added element at KCSRDS; each student is also expected to be a disciple of Jesus Christ, actively striving toward the character qualities that distinguish an intentional follower of Jesus. (Mat. 10:24-25a; Luk. 6:40; Ps. 119:97-104; II Pet. 1:3-11)

POLICY

1. All students who convocate must complete an approved Koinonia Religious Studies program of instruction for every high school year completed as a student in a Koinonia Christian School Red Deer program.
2. All students must have a reasonable expectation of completing their studies in the spring semester prior or the summer session following the ceremony at a date of review set by their School Principal who is primarily responsible for the supervision of each student's program.
3. Participation in convocation ceremonies and celebrations is a voluntary privilege, not a right. All students and parents must be Members in Good Standing to participate in the convocation and banquet ceremonies. All guests in attendance at the convocation and banquet must conduct themselves in a manner consistent with the Student Code of Conduct and Moral Conduct policies and associated Administrative Procedures (Col. 3:17).
4. All guests who are alumni, or previous staff, volunteers or employees of KCSRDS must receive approval of the Board to attend the convocation or banquet celebrations
5. Given the convocation and banquet celebrations are private events, the Board reserves the right to restrict attendance at these events.
6. All graduating students will prepare a short speech to address the community during the convocation ceremony. The speech may be delivered by a faculty member or pre-recorded at the discretion of the School Principal who primarily supervises each students' program (I Pet. 4:11).
7. Convocation ceremonies will be organized by faculty under the authority of the Executive Principal in collaboration with the Senior Leadership Team.
8. Banquet celebrations will be organized under the authority of the Executive Principal in collaboration with the Senior Leadership Team.
9. The Executive Principal, in collaboration with the Senior Leadership Team, may establish ad hoc committees to assist with planning, organization, fund-raising, and event production for the convocation and/or the banquet (Joh. 13:14-16).
10. All plans for the convocation and banquet must be approved by the Senior Leadership Team, including the convocation ceremony, banquet celebrations and recognition through gifts and awards.
11. The decisions of the Senior Leadership Team are final related to the convocation of students, including ceremonies, celebrations, and fundraising.
12. The decisions of the Senior Leadership Team are final related to every guest's attendance at the convocation and banquet.
13. The Senior Leadership Team will:
 - a. Approve all plans for convocation and related ceremonies.
 - b. Oversee and manage the events, including the allocation of:
 - i. fiscal resources
 - ii. staff supports
 - c. Delegate specific duties to staff and/or volunteer committees to help implement plans for the convocation and related ceremonies.
14. The School Principal(s) will:
 - a. Design and supervise each student's program to ensure all course requirements for graduation and convocation are included in a student's program.
 - b. Work with faculty to monitor student progress toward completion of course requirements.
 - c. Develop a plan with parents and students to support successful completion of requirements should challenges to completion occur.
 - d. Meet with parents and students, in the event a student is unlikely to fulfill requirements, to discuss possible participation options in the events for the student as a member of the school community. The School Principal's decision regarding participation is final.
15. Parents support convocation and graduation ceremonies by:

- a. Monitoring the educational progress of the student and supporting all efforts made to ensure successful completion of requirements for graduation and convocation as designed in each students' program plan.
- b. Staying informed of all requirements communicated by the convocation committee for participation in the events.
- c. Collaborating with school staff to participate in the event, respecting the limits of organizers to meet individual requests.
- d. Communicating with the Senior Leadership Team about any academic concerns as convocation approaches.

16. The students will:

- a. Meet with the School Principal who primarily supervises their program to plan requirements for convocation and work diligently to achieve them.
- b. Participate respectfully in the convocation ceremony.
- c. Participate in discussion groups and surveys to provide input into specific decisions requested by the Senior Leadership Team or committees.
- d. Stay informed about requirements for participation in the events and cooperate with all staff and volunteer organizers during the events related to convocation and related ceremonies and events.
- e. Provide timely information and pictures to staff and volunteers who are organizing the event.

ACCOUNTABILITY

The Senior Leadership Team will analyze the convocation and graduation banquet plan and event annually. Based on this analysis, including the input of the members of the school community involved as participants, volunteers or employees supporting the event, the School Leadership Team will present a report to the Board of Directors (I Cor. 10:31-11:1).

| REFERENCES | |
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| Legislative Connections | <i>Private Schools Regulation</i> |
| Board Policies | A-BP-Moral Conduct Policy B-BP-Parent Commitment Policy B-BP-Committees E-BP-Student Code of Conduct Policy |
| KCES Policies | CP - Student Code of Conduct CP - Moral Code of Conduct CP – Parent Commitment Policy |
| Resource Materials | Dress Code Guidelines Published in Learning Management System |