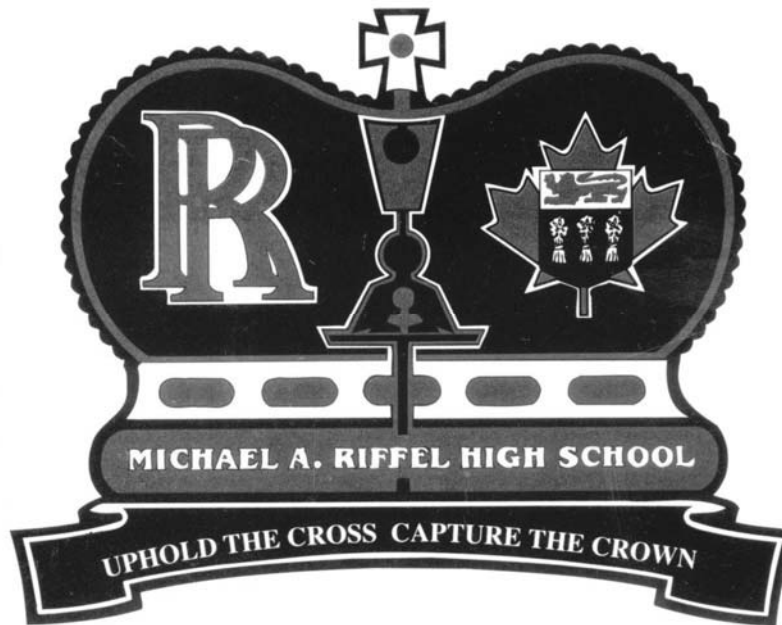


# MICHAEL A. RIFFEL HIGH SCHOOL



2011

## **GENERAL GRADUATION INFORMATION**

This booklet contains information pertaining to graduation. Please retain this document and refer to it as needed and follow the timelines as stipulated.

## MICHAEL A. RIFFEL HIGH SCHOOL POLICY

1. In order to participate in the graduation mass and exercises, a student attending a Regina Catholic High School must be deemed graduation eligible. Commencing in the 2010/2011 school year, graduation eligibility will be defined as a student who has the potential to earn a minimum of 24 credit units, including Christian Ethics 30 and the compulsory requirements outlined by the Ministry of Education, by June 30 of the 2011 school year. A determination of a student's eligibility will be made after Progress Report 7 and will be dependent upon a student having a passing grade in all required courses. Summer school will no longer be considered when determining graduation eligibility.
2. A potential graduation eligibility list will be posted shortly after the beginning of Semester II. It is the responsibility of each student to ensure his/her name is on the list, and to verify the spelling of his/her name.
3. In keeping with school division policy, we at Michael A. Riffel High School believe that a student's academic achievement should be recognized in a Catholic atmosphere. This belief will be manifested at the graduation mass and the graduation exercises.
4. If the students and parents wish to have a graduation banquet and dance, Michael A. Riffel High School will organize them to further recognize and celebrate student achievement. However, all after-grad activities are the responsibility of the parents.
5. We strive to keep costs reasonable and affordable for all graduands.

### TIMELINE

February	February 7, 2011 - Meeting with graduating students Period 2. February 22, 2011 - Meeting with graduation parents 8:30 pm. Initial meeting of Graduation Committee with student representatives.
March	February 28, March 1, 2, 3, 2011 – Graduation photos Potential Graduation Eligibility list posted. Valedictorian and Salutatorian selection.
April/May	Updated Graduation Eligibility list. April 15, 2011 and May 10, 2011 – Payment of Graduation Fees.
June	Mid-June – Students will receive tickets for mass, exercises and banquet June 16, 2011 – Period 2 – Rehearsal Assembly – All graduands <b><u>MUST</u></b> attend. This rehearsal is absolutely essential and its importance cannot be overemphasized. We will assume that students who do not attend the rehearsal will not be attending the graduation ceremonies. Any absence from this rehearsal must be cleared in advance with the vice-principal. June 25, 2011 – Graduation Mass Western Christian College 2:00 pm. Graduation Exercises Conexus Arts Centre 7:30 pm. June 27, 2011 – Graduation Banquet and Dance Credit Union Eventplex 6:00 pm. After Grad to follow dance.

## SATURDAY JUNE 25, 2011

### Graduation Mass

**Western Christian College ORR Centre 4400 4<sup>th</sup> Avenue – 2:00 pm**

- It is expected that all graduands will attend. Students dress in their graduation gowns. We ask that they wear appropriate clothing under the gowns – **no shorts or blue jeans**.

### Graduation Exercises

**Conexus Arts Centre – 7:30 pm**

- All graduands will report to the Conexus Arts Centre Jubilee Hall/Shumiatcher Room at 6:45 pm. No one, other than graduands, will be admitted back stage. Food and drinks are not allowed. Graduands should have their caps & gowns with them. They will then be arranged according to their seats in the Main Theatre. Graduands are encouraged not to bring any personal items such as hair dryers, curling irons, radios, money, phones, etc. There is no place to store these items and they will not want to be carrying anything with them. We cannot guarantee the security of these items during the ceremony.
- 7:00 pm – The main doors of the Conexus Arts Centre will open to the public. Admission to the exercises will be by ticket only (including children and babies). Seats are available on a first-come basis. Certain rows at the front of the theatre will be reserved for special guests and graduands.
- Parking is free.
- The Graduation Exercises will begin at 7:30 pm. All evening activities are expected to be completed by 10:00 pm.
- Graduands must return their gowns within 15 minutes following the ceremonies to the coat check at the front entrance of the Conexus Arts Centre. If the gowns are not returned to our staff on this day, all responsibility for shipping costs will be assumed by the student in question.

## ACADEMIC DRESS REQUIREMENTS (CAP & GOWN)

The academic dress worn by the graduand consists of a blue gown and a cap (mortarboard). The gowns are rented and the caps are purchased as a memento. The cost is included in the graduation fee.

**Caps and gowns will be worn during the graduation mass and exercises, and MUST be picked up at the school on Friday, June 24, 2011 between 1:00 pm & 3:00 pm. This is the last day of CFD's.**

The gowns must be returned to the coat check at the front entrance of the Conexus Arts Centre at the completion of the graduation ceremonies on June 25, 2011. Students will be responsible for gowns not returned at this time.

Dress clothing is required under the gowns. Boys may wear a shirt and tie, dress pants and dress shoes. Girls may wear either a dress, or a top and dress pants and dress shoes. **NO shorts of any kind may be worn.**

## MONDAY, JUNE 27, 2011

### Graduation Dinner and Dance

- Dinner at 6:00 pm at the Credit Union Eventplex – plan on arriving by 5:30 pm
- Dance to follow dinner
- After grad to follow dance – more details to follow

## GRADUATION BANQUET AND DANCE DRESS REQUIREMENTS

### Females

A semi-formal or formal dress is usually worn. Length is optional. Most graduation dresses are worn only once. You may want to consider this as a way to cut costs.

### Males

It is customary to wear a suit or to rent a tuxedo.

### Flowers & Limos

Although some students may wish to purchase a corsage or boutonniere for their escort, this is not necessary and may be a place to cut costs. The rental of limos is also an unnecessary cost. As previously stated, we strive to keep graduation affordable for all.

## PHOTOGRAPHY

### Cap and Gown Photographs at School

Graduation pictures will be taken at the school on **February 28, March 1, 2, and 3, 2011**. **You must have your picture taken for the yearbook and composite even if you are not purchasing a package.**

**Portraits** – Lifetouch will take the formal photographs of the graduands in cap and gown. The photos will be available by appointment on each day from 3:00 – 9:00 pm. Each appointment is 15 minutes in length. You must pre-register. Sign up will be done on-line this year, and an email will be sent to all graduands with directions as to how to register. The Riffel web-site will have this information on it as well. More information will be given to all graduands at grade meetings on February 22, 2011 and to the Graduation parents at the Graduation parents meeting on February 22, 2011 8:30 pm, Music Room. The cost to receive seven cap and gown proofs and three contemporary proofs (4" x 5") plus an 11" x 14" class composite is \$30.00. If you do not wish to receive a proof package, you must still have a photo taken free of charge, and it will appear in the yearbook and the graduation composite. If you do not purchase a proof package, you will not receive the complementary composite.

Graduation retake pictures will be taken on **Thursday, March 31, 2011**. You must make an appointment by signing up on line.

### Formal Photographs at the Graduation Banquet and Dance

There will be an opportunity to have formal pictures taken by a photographer at the banquet.

## **VALEDICTORIAN & SALUTATORIAN**

The role of the **VALEDICTORIAN** is to serve as the representative voice of the entire graduating class. This position should be looked upon as an honour. Each year, the eligible graduands choose a student to be their valedictorian. The valedictorian is a student with good academic standing who has contributed to the life of the school in many ways. The **SALUTATORIAN**, also an honoured position, has the responsibility of welcoming everyone to the graduation.

### **Procedure for selecting the Valedictorian and Salutatorian.**

#### **Eligible Candidates**

A student is eligible for nomination when he/she is an eligible graduand and has a minimum average of 75% in the following subject areas: **CHRISTIAN ETHICS 30, ENGLISH LANGUAGE ARTS A 30, ENGLISH LANGUAGE ARTS B 30, SOCIAL STUDIES 30** and the next best THREE taken in the Grade XII year.

#### **Nomination and Election**

Any student who is eligible to graduate in June may nominate candidates for the position of valedictorian. As well, only graduating students are eligible to participate in the voting procedures for these positions. The student receiving the most votes will be the valedictorian, whereas the student who receives the second highest number of votes will be the salutatorian.

The valedictorian and salutatorian must have their speeches approved by the school administration by Friday May 27, 2011. Otherwise, someone else will be selected. All speeches must be rehearsed with the appointed teacher.

## **OTHER SPEECHES**

The Graduation Committee will invite applications for speakers for the Graduation Banquet in March. If a graduand is interested in delivering one of these speeches, he/she must pick up an application form from Mrs. Orthner in Room 125 and bring it to the office by Wednesday, March 16, 2011. Speakers will be selected by an interview/audition in April. All speeches must be approved by the administration and rehearsed with the appointed teacher. We require speakers for the following:

#### **Toast to the Parents (a graduate)**

Reply to the Toast (a parent)

#### **Toast to the Faculty & Staff (a graduate)**

Reply to the Toast (a teacher)

#### **Toast to the Graduates (a parent)**

Reply to the Toast (a graduate)

## FEES

A Graduation fee of **\$100.00** includes:

Cap and gown rental, auditorium and hall rental, printing of programs, printing of invitations, printing of certificates, graduation exercise tickets, art legacy and miscellaneous/guests/liturgy

**\*\* Note: the \$100.00 Graduation Fee does NOT include a  
Graduation dinner & dance ticket for the graduate.**

**Fees for graduation will be collected Friday, April 15, 2011 and Tuesday, May 10, 2011.**  
Please make your cheque payable to **M.A. Riffel High School.**

### The fees are:

- 1) Graduation Fee – \$100.00 (one payment per student)
- 2) Graduation Banquet Tickets (include: meal, gratuity, taxes) \$45 (each)

<b><u>GRADUATION 2011 FEE SCHEDULE:</u></b>				
Grad Fee + 0	Banquet Tickets	.....		\$100.00
" "	+ 1	" "	.....	\$145.00
" "	+ 2	" "	.....	\$190.00
" "	+ 3	" "	.....	\$235.00
" "	+ 4	" "	.....	\$280.00

### Art Legacy

Graduating students contribute towards the purchase of a piece of art, which is donated to the school as their legacy. The works of art from previous years are displayed at the school with accompanying plaques indicating title, artist, year and contributor.

### Guests

Each year, special guests are invited by the graduating class to the graduation banquet. These invited guests usually include the celebrant, the homilist, a school board representative, etc.

### Liturgy

The cost in this category includes stipends for the celebrant and homilist at the graduation mass as well as flowers for the altar.

## GRADUATION – TICKETS AND RESERVATIONS

**All school fees must be paid before any seats will be reserved.**

PLEASE COMPLETE THE TICKET ORDER FORM. PLACE IT AND A CHEQUE (MADE OUT TO M. A. RIFFEL HIGH SCHOOL) IN AN ENVELOPE AND RETURN TO THE MAIN OFFICE ON **FRIDAY, APRIL 15, 2011** OR **TUESDAY, MAY 10, 2011**.

**DEPOSIT YOUR ORDER FORM AND CHEQUE IN THE BOX IN THE MAIN OFFICE.**



### TICKET ORDER FORM

Name of Student: \_\_\_\_\_  
(please print)

Number of Mass tickets required \_\_\_\_\_ (Maximum 4 including graduate)

Number of Exercise tickets required \_\_\_\_\_ (Maximum 8 including graduate)

Number of Banquet tickets required \_\_\_\_\_ (Including graduate)

- Graduate you would like to sit with:

\_\_\_\_\_  
(Tables are of 16 or 24)

- Others you would like to sit close to (if it is possible).

\_\_\_\_\_

**Requests for additional tickets please see Mrs. Orthner after May 16, 2011**

#### **For office use only:**

Graduation fee (\$100) received: \_\_\_\_\_ Date: \_\_\_\_\_

Banquet Tickets:            \$45.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

Total received:                            \$ \_\_\_\_\_