



St. James Catholic High School

www.stjameschs.com

Dear Parents/Guardians and Students:

Re: Graduation, June 2009

Graduation preparations are underway. This information package was prepared to assist you with planning and includes:

1. Important Dates and Timelines
2. Criteria for Graduation
3. Intent to Graduate Form
4. Community Service Hours Form

Each student and his/her parents/guardians are asked to review the material carefully. If you meet the criteria for graduation, an "Intent to Graduate" form will be signed and, along with payment of fees, given to the office by February 27, 2009. If you have any questions regarding the information in this package, please contact Mr. Capovilla (Vice Principal) or Mrs. Ballestrin (Head Secretary).

The Graduation Committee, consisting of teachers and students, will work hard to make your graduation a very special event. All the official graduation activities are outlined below.

Please visit the school website for an electronic version of this package and for regular updates on graduation activities throughout the school year – www.stjameschs.com

Best wishes for success this school year.

Mr. P. Ingram
Principal

Mr. B. Capovilla
Vice Principal

Important Dates and Timelines

| | |
|---------------------------------------|--|
| November 19, 2008 , per. 4 | Grad meeting #1 – Theatre Arts Room (rm. 209) |
| February 11, 2009 , per. 5 | Grad meeting #2 – Theatre Arts Room (rm. 209) |
| February 20, 2009 , 8:30 am | Grade 12 Conference - U of G |
| February 23 - 27, 2008 | Valedictorian Nominations |
| February 27, 2009 | a) Grad Fees Due: Males - \$75; Females - \$95 If you wish a CD - \$90 (Males), \$110 (Females) |
| | b) Intent to Graduate Form Due |
| March 11, 2008 | Valedictorian Selection (Advisors / Grad Committee / Administration) |
| April 1, 2009 | Final Date to Submit Community Service Hours Form (40 hrs) |
| March 30 – April 3 and April 6 | Grad Photos (Fees must be paid to have photos) |
| April 30, 2008 | All school debts finalized |
| April 30, 2009 , per. 2 | Grad meeting #3 – Cafeteria |
| May 1, 2009 , 7:00 pm | Grad Dinner Dance (Prom) |
| May 21, 2009 | Confirmation of Eligibility to Graduate |
| May 25, 2009 , per. 4 & 5 | Grad Practice #1 – Church of Our Lady |
| June 8, 2009 , per. 2, 4 & 5 | Grad Practice #2 am - St. John Church; pm - Church of Our Lady |
| June 11, 2009 , per. 1 | School Closing Graduation Mass – St. John Church |
| June 11, 2009 , per. 2 | Grad Brunch - ICC |
| June 11, 2009 , 7:00 pm | Graduation Ceremony followed by Reception in Church Basement Hall Grads must be at the Church by 5:30 pm |



Criteria for Graduation 2008

1. Behavioural

Student behaviour must conform at all times to the **expectations outlined in the Students/Parents' Agenda Handbook.**

We fully realize that Graduation is an emotional and exciting time but the expectations of St. James Catholic High School and the Wellington Catholic District School Board must be met, particularly prior to and during the rehearsals, the graduation ceremony, and the graduation dinner/dance.

To ensure the safety of our students, we must emphasize that students will NOT be permitted to leave the Graduation/Dance, and then return. Knowing the tragedies that can and have occurred (drinking and driving) around the province, this expectation is non-negotiable.

We also wish to inform you that annually social events at Graduation time are held that are NOT school sponsored, and therefore, not supervised by staff.

Failure to comply with the above expectations may result in removal from the Graduation Ceremony even though all requirements of the **Ontario Secondary School Diploma** have been met.

2. Financial

- a) All Graduation Fees must be paid in full by February 27, 2009. Students will not be permitted to book photos or gown fittings until all fees are paid.
- b) Any debts incurred during the previous school year (for texts, uniforms, library books, etc.) must be cleared by April 17, 2009.
- c) We realize that Graduation has necessary expenditures; but we encourage our students not to be "overly extravagant" in their spending.
- d) If any student is having financial difficulty with costs for graduation, please see Mr. P. Ingram - this information will be respected as "confidential".

3. Academic

(NOTE: The eligibility for participation in The Graduation Ceremony will be determined by **Thursday, May 21, 2009**)

- 3.1 Students must have:
- a) met all the requirements of the Ontario Secondary School Diploma by June 11, 2009.

OR

- b) are meeting all the requirements of the Ontario Secondary School Diploma by the eligibility date.
- c) completed 40 hours of community service by April 1, 2009.
NOTE: Community Service Hours Form (attached)

- 3.2 Students in 3.1 a) shall receive their Ontario Secondary School Diploma following the ceremony. All students will receive the school certificate at the ceremony.



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- 3.3 a) All students must have completed three theology courses (grades 9-11) and be successfully completing the grade 12 theology program by May 21, 2009.
- b) All students must attend and participate in the grade 12 Conference on February 20, 2009.
- c) Any concerns with this criterion are to be discussed with Mr. Ingram as soon as possible. Any exemption will be made by Mr. Ingram after evaluating the individual situation.

3.4 Confirmation of eligibility to participate - **May 21, 2009.**

4. **Graduation Fees**

| <u>Graduation Fees Cover the Following</u> | <u>Additional Costs Fundraising / Students</u> |
|---|---|
| Grade 12 Conference | Grad Activities planned by the Grad Committee |
| Invitations | |
| Ticket for Seating | |
| Programs | Grad Prom |
| Award Inserts | Hall Rental |
| Graduation Certificates | Meal |
| Certificate Folders | D.J. |
| Church Decorations | Ticket Printing |
| Reception Decorations | Decorations/Flowers |
| Reception Rentals | Formal Pictures |
| Flowers for Decoration | |
| Roses (Girls Only) | Class Gift to School |
| Gowns and Mortarboards | |
| Gifts and Awards | |
| Grad Practice and Meeting Costs | |
| CD (Optional) | |

5. **Graduation CD**

For the class of 2009 we are planning a professional CD of the graduation ceremonies. We hope to provide you with a treasured video of the main events of your graduation ceremony, which will include each grad a least twice – in the procession and receiving the diploma. The edited CD will be about 90 minutes long. The “script” for the video will include photos of:

- the church, inside and out
- the group photo of grads outside the church
- the procession of all the grads
- photos of the dignitaries
- the presentation of diplomas to the grads
- presentation of special awards
- the valedictorian address
- miscellaneous photos of the ceremony and the recessional

Therefore it is our request that **no other pictures are to be taken by family members and other guests during the graduation ceremony.** During the past few years those guests taking pictures and videos have blocked the view of others and prevented people from seeing the real event of their son or daughter receiving their diploma.

The cost of the CD is \$15.00. It has been a tremendous success in the past and will provide memories for years to come.



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Intent to Graduate Form

Please complete:

We have read the information package and we understand that:

Student's Name (please print)

Must meet all the criteria for graduation to participate in the ceremony.
We are aware that there are no school sponsored trips.

Signatures:

Parent / Guardian Signature

Student Signature

If I meet all the criteria for graduation, I intend to take part in the graduation ceremony.

Student Signature

This form must be returned to the Main Office together with fee payment in full (\$75 males, \$95 females) or (\$90 males, \$110 females) by Friday, February 27, 2009.

Office Use Only:

Please complete:

FEE PAID: \$ Height:
CD \$ Parish:
TOTAL: \$ cheque # cash

2009 Graduation Fees Student Receipt

FEE PAID: \$ (\$75.00 males, \$95.00 female)
CD: \$ (\$15.00 ea.)
TOTAL: \$

Received from:

Received by: