



St. James Catholic High School

www.stjameschs.com

Dear Parents/Guardians and Students:

Re: Graduation, June 2010

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 26, 2010. 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 23, 2009 , per. 2	Grad meeting #1 – Theatre Arts Room (rm. 209)
February 9, 2010 , per. 5	Grad meeting #2 – Theatre Arts Room (rm. 209)
February 26, 2010	a) Grad Fees Due: Males - \$75; Females - \$95 If you wish a CD - \$95 (Males), \$115 (Females)
	b) Intent to Graduate Form Due
March 29 – Apr 1, Apr 6 & 7	Grad Photos (Fees must be paid to have photos)
April 1, 2010	Final Date to Submit Community Service Hours Form (40 hrs)
April 12 - 16, 2010	Valedictorian Nominations
April 23, 2010	All school debts finalized
May 4, 2010	Valedictorian Selection (Advisors / Grad Committee / Administration)
May 4, 2010 , per. 4	Grad meeting #3 – Cafeteria
May 7, 2010 , 7:00 pm	Grad Dinner Dance (Prom)
May 18, 2010	Confirmation of Eligibility to Graduate
May 25, 2010 , per. 4 & 5	Grad Practice #1 – Church of Our Lady
June 7, 2010 , per. 2, 4 & 5	Grad Practice #2 per. 2 - St. John Church; per. 4 & 5 - Church of Our Lady
June 10, 2010 , per. 1	School Closing Graduation Mass – St. John Church
per. 2	Grad Brunch - ICC
June 10, 2010 , 7:00 pm	Graduation Ceremony followed by Reception in Church Basement Hall <i>Grads must report to the Church basement by 5:30 pm</i>



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Criteria for Graduation 2009'10

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 26, 2010**. 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 23, 2010.
- 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 18, 2010**)

3.1 Students must:

- a) have met all the requirements of the Ontario Secondary School Diploma by June 10, 2010. Students will not participate in the ceremony if they are not meeting the requirement by May 18, 2010.
- OR**
- b) be meeting all the requirements of the Ontario Secondary School Diploma by the eligibility date.
 - c) have completed 40 hours of community service by April 1, 2010.
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 course by May 18, 2010.
- b) All students must attend and participate in the grade 12 Retreat.
- 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 18, 2010.**

4. **Graduation Fees**

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

5. **Graduation CD**

For the class of 2010 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 at 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 \$20.00. It has been a 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 (\$95 males, \$115 females) by Friday, February 26, 2010.

Office Use Only:

Please complete:

GRAD FEE: \$ _____ **Height:** _____

CD: \$ _____ **Parish:** _____

TOTAL: \$ _____ cheque # _____ cash

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2010 Graduation Fees Student Receipt

FEE PAID: \$ _____ (**\$75.00 males, \$95.00 female**)

CD: \$ _____ (**\$20.00 ea.**)

TOTAL: \$ _____

Received from: _____

Received by: _____