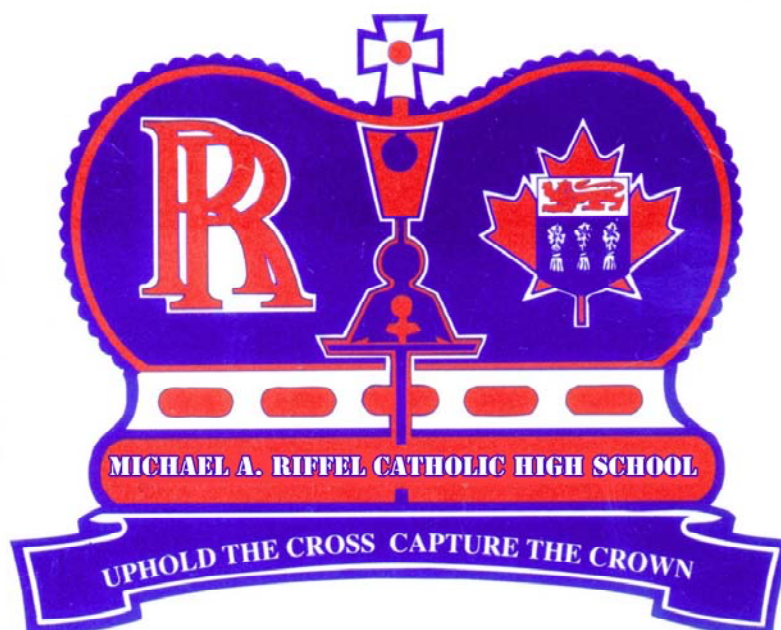


MICHAEL A. RIFFEL CATHOLIC HIGH SCHOOL



2016

**GENERAL GRADUATION
MASS & EXERCISES INFORMATION**

MICHAEL A. RIFFEL CATHOLIC 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. Graduation eligibility is defined as 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 that academic school year. A determination of a student's eligibility will be made after June 3, 2016 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 Catholic 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 Exercises.
4. We strive to keep costs reasonable and affordable for all graduands.

TIMELINE

November	Tuesday, November 3, 2015 - Parent Grad Meeting 7:00 pm Riffel Theatre
February	Register on-line for Grad photos – http://www.lifetouch.ca/REGINA
March	Cap and Gown Pictures - March 14, 15, 16, 17 & 18, 2016 (Commons area at Riffel from 9:00 am to 3:00 pm)
	Retake Date – At the studio. Call (306) 949-8448 for a retake appointment
	Updated Graduation Eligibility list posted.
	March 21, 2016 to March 25, 2016 – Payment of Graduation Fees.
May	Students will receive tickets for Grad Mass and Exercises
June	Monday, June 20, 2016 – Period 3 – Rehearsal Assembly – All graduands MUST 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 School Administration.
	June 24, 2016 - Graduation Mass – Holy Family Parish 1021 McCarthy Boulevard North
	June 27, 2016 - Grad gown pick up at Riffel between 12:00 pm – 2:00 pm
	June 28, 2016 – Graduation Exercises – Resurrection Parish 3155 Windsor Park Road 1 :00 pm

PHOTOGRAPHY

Cap and Gown Photographs at School

Graduation pictures will be taken at the school on **March 14, 15, 16, 17, & 18, 2016**. **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 9:00 am to 3:00 pm – Riffel Common's Area. Each appointment is 15 minutes in length. You must pre-register. Sign up will be done on-line, 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. Web site to register is <http://www.lifetouch.ca/Regina>. More information will be given to all graduands at grade meetings in February, 2016 and to the Graduation parents at the parents' grad meeting on November 3, 2015, at 7:00 pm in the Riffel Theatre. 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 at the Lifetouch Studio. You must make an appointment by signing up on line, or calling (306) 949-8448

FRIDAY, JUNE 24, 2016

Graduation Mass

Holy Family Parish – 7:00 pm

- All graduands will sit with their parents during the mass. Graduands are asked to dress appropriately for the mass as Graduation gowns will NOT be worn.
- Parking is available in the following areas: Holy Family Parish parking lot, the Riffel student parking lot east of the school and the Riffel staff parking lot between the school and Holy Family.

TUESDAY, JUNE 28, 2016

Graduation Exercises

Resurrection Parish – 1:00 pm

- Graduands will wear their gowns, caps and v-stoles for the Graduation Exercises
- Graduands will proceed into the church and will sit together in a designated area (Graduands will rehearse this process at the Graduation rehearsal on Monday, June 20, 2016 during Period 3.)
- Doors to Resurrection will open at 12:30 pm and the Graduation Exercises will begin at 1:00 pm. Admission to the Graduation Exercises is by ticket only including children. Seats are available on a first-come basis. Certain rows at the front of the church will be reserved for the graduands.
- Graduands must return their gowns and v-stoles within 15 minutes following the ceremonies to the tables situated at the back of the church hall. If the gown is 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, a red stole 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 Exercises, and MUST be picked up at the school on Monday, June 27, 2016 between 12:00 pm & 2:00 pm. This is the last day of CFD's.

The gowns must be returned to the tables set up at the back of the parish hall at the completion of the graduation ceremonies on Tuesday, June 28, 2016. 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.**

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. The **SALUTATORIAN**, also an honoured position, has the responsibility of welcoming everyone to the graduation.

Procedure for selecting the Valedictorian and Salutarian

The top four eligible graduands in the following subject areas Christian Ethics 30, English Language Arts A30, English Language Arts B30, Social Studies 30 and the next best THREE subjects taken in the Grade 12 year will comprise the nomination list. Eligible graduands will vote on the Valedictorian and Salutarian from the nomination list. The nominee receiving the highest number of votes will be the Valedictorian and the graduand receiving the second highest number of votes will be the Salutarian.

The Valedictorian and Salutarian must have their speeches approved by the School Administration. All speeches must be rehearsed with the appointed teacher. School Administration reserves the right to remove any students making a speech if they do not adhere to the recommendations regarding all speeches.

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, mass and exercise tickets, art legacy and miscellaneous/guests/liturgy.

Fees for Graduation will be collected from **Monday, March 21 to Friday, March 25, 2016.**

Please make your cheque payable to **Michael A. Riffel High Catholic School** and pay in the office.

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.

Liturgy

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

Regina Catholic Schools Board Sanctioned Graduation Mass and Exercises Proviso

Michael A. Riffel Catholic High School is pleased to be formally involved with the Graduation Mass and Exercises. These two events are school Board sanctioned activities that all Regina Catholic High Schools are required to organize, plan and supervise on behalf of graduating students and families. As such, it is very important that all students and families observe the regulations concerning appropriate dress, drugs/alcohol and respectful behavior as outlined in RCS School Board policies and our School Student Handbook.

A Grade 12 Prom has traditionally been organized by a parent committee near the end of May. In regards to this event and any other events/activities organized around and outside of the Graduation Mass and Exercises, please keep in mind that they are not School Board sanctioned graduation events and therefore are not a part of Regina Catholic Schools' supervision and liability.

TICKETS AND RESERVATIONS

PLEASE COMPLETE THE TICKET ORDER FORM. PLACE IT AND A CHEQUE (**MADE OUT TO MICHAEL A. RIFFEL CATHOLIC HIGH SCHOOL**) IN AN ENVELOPE AND RETURN TO THE MAIN OFFICE between **MONDAY, MARCH 21** and **FRIDAY, MARCH 25, 2016**.

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)

*******Requests for additional Mass & Exercise tickets; please call the office at (306) 791-7260*******

For office use only:

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

Total received: \$ _____