

Rosenort School

Graduation Handbook

2013 - 2014

Section I: School Graduation Activities

Introduction

Graduation is an important event in the life of a student and a school. Thirteen years of a student's life culminates in the event of graduation from school and the beginning of a new phase of life as an adult. This handbook has been put together to provide information for graduation planning and organization to assist the graduating students, parents and faculty.

The school principal will ensure that a faculty advisor is assigned for the graduating class to oversee the events that the school is responsible for. This includes the organization of the graduation ceremony, banquet, and the arrangement for cap and gown pictures. The grad advisor will work with students to identify a grade 11 student as MC, grad address, parent address, and teacher address, someone to say grace for the meal, selection of special music, menu, and decorations. The advisor will be in place within the first few weeks of the school year.

The faculty advisor will also work with the graduating class early in the school year to develop a budget for graduation (items noted above). All graduates are to work with the faculty advisor in making decisions and planning their graduation ceremony and banquet.

The school faculty advisor for grad will meet regularly with students to keep planning moving forward. The advisor will also meet with students and parents and will send home letters thereby keeping everyone informed as to the status of planning.

Although it seems that there is plenty of time to organize the events of graduation, time goes by very quickly. Getting an early start to planning and organization will alleviate a good deal of last minute stress as graduation draws nearer.

Graduation Fee & Monies

As noted above, the school will work with students and parents on the events surrounding the graduation banquet and ceremony. Over the years many other events have developed around graduation, of which the school is not at all involved in due to issues of liability. These events will be separated out of the school planning and will be the responsibility of students and parents to organize and fundraise for, should these additional events be desired.

A graduation fee has also been instituted. Early in the school year, following the development of a budget for graduation (graduation ceremony and all costs associated, graduation banquet and all costs associated), it will be determined what the cost to each student will be. It is likely that the fee will be approximately \$100.00. This amount can be paid directly as a fee for graduation or the student may fundraise this amount, or a combination of the two may be done.

Two graduates and one parent will be in charge of a separate grad chequing account. All fundraising will be deposited into this account. The grad accountants will pay portions of the graduation fee to the school directly from this account on the first school day in November and the first school day in April. If grads and parents do not wish to do any fundraising then they will pay their fee to the grad account on a date specified by the grad accountants.

Graduation Date

The graduation ceremony has typically been held the final Thursday or Friday prior to the end of the school year. This year graduation will be held on **Thursday, June 19, 2014**. The banquet will commence at 4:30 pm at Rosenort EM Church and the ceremony will begin at 7:00 pm in the school gymnasium

Grad/Parent Committees

- Decorating Committee/Set Design – planning, organizing, preparing, purchasing, set-up and returns
- Stage Cleaning Committee (the morning after the graduation ceremony)
- Banquet Cleaning Committee (the morning after the graduation banquet)
- Floral Arrangements – ordering and picking up of flowers (ceremony/banquet)

Photographer

Parents are responsible to arrange their own photographers for any pictures that they wish to have taken on the day of grad. The school will arrange a photographer to take the class picture, which will be displayed at the school. The class picture will take place at a time and location chosen by the graduates.

The school grad advisor will arrange a photographer to take cap and gown pictures in February.

Graduation Ceremony

Participation in the graduation ceremony is dependent upon the student having met the criteria of Manitoba Education, Citizenship and Youth. This requires a minimum of 30 credits with the criteria of compulsories having been accomplished. If a student has not met these criteria, (s)he is not considered eligible for graduation and therefore not included in the graduation ceremony or the graduation banquet.

The school is responsible for the facility for graduation, the organization and coordination of events for the ceremony, trophies, and awards, graduation diplomas, organizing presenters for awards, coordination of sound and lights equipment, reserved seating, letters of invitation to invited guests (speaker, presenters ...), press information and programs.

Graduation Dress

Grads will be wearing caps and gowns at the graduation ceremony. They may wear their formal dresses and suits at the graduation banquet. The graduation advisor will arrange the rentals of the caps and gowns. Red River Valley School Division covers the cost of the caps and gowns.

Reserved Seating at Graduation Ceremony

Reserved seating at the ceremony will be designated only for those people attending the banquet and handicapped parking. This includes graduates' parents, grandparents, siblings and their spouses, escorts, school staff, grade 11 students, and special guests. Reserved seating is based on a lottery selection and those with reserved seating will receive a ticket with a row number and seat letter that will designate their reserved spot.

All other seating at the ceremony will be rush-seating. The school doors will be open to the public at 6:30 p.m. for those who wish to obtain seats directly behind the reserved seating section.

Graduation Set Design & Preparation

The graduation set design and preparation is the responsibility of the graduates and their parents. Graduates are to choose a theme or idea for the set early in the school year and will organize/purchase necessary supplies. The grad faculty advisor will establish a budget for this portion of the ceremony. Graduates and parents are to decorate the set as per the theme/idea chosen. This committee will also be responsible for returning any rented or borrowed items the day after the graduation ceremony. All costs attributed to set design will be paid out of the school account.

Due to Workplace Safety and Health Regulations (Provincial Regulation), students may not work unsupervised at the school on the graduation set if this work includes the use of power tools. Students may work at the school on the construction of the set if they are under the direct supervision of a knowledgeable adult who is skilled in the use of power tools.

Students have the option of not constructing a set but instead using the backdrop curtains.

Music

Graduates must submit their choice of music (words included) for the processional and recessional one month in advance of graduation. The faculty advisor must approve the choices for the processional and recessional. Selection should be done well in advance of graduation so that approval is secured. The processional and recessional will be the only music (other than O' Canada) in the graduation ceremony.

Graduates may submit names of possible candidates for special music at the graduation banquet to their faculty advisor for approval. The graduating class must make arrangements with the location of the dinner for sound equipment if needed.

O Canada

The graduates should select someone to begin the graduation ceremony with O' Canada. Graduates will provide the name of their selection to their faculty advisor and confirmation will be sought by the school office.

Guest Speaker

Early in the school year, graduates should develop a list of potential guest speakers for the graduating ceremony and submit these to the faculty advisor. The faculty advisor will discuss these with other faculty members for approval. The students should decide on their choice of speaker and make contact with that person and have confirmation from them by spring break at the latest.

The guest speaker will be introduced by one graduate. The introduction should be a brief explanation of why the person was chosen by the class and appreciation of the speaker's presence at the ceremony. The guest speaker's address should be a maximum of ten minutes in length. Confirmation of the speaker's participation will be sought by the school office.

Video Presentation

Graduating classes sometimes have a video presentation at the graduating ceremony. This is usually a video presentation of pictures and events that the students have experienced in their school life together. Students sometimes put this together themselves or sometimes hire someone to produce this. If someone is hired to produce this presentation, a price must be agreed upon with the grad faculty advisor.

If a video presentation is to be shown at the graduation ceremony, the following requirements must be met:

- i. graduates must organize the technical aspect of the presentation by mid-May
- ii. each graduate is allowed a **maximum** of five pictures (including graduation photo)
- iii. each graduate will have a **maximum** of 20 seconds airtime
- iv. video must be submitted to the faculty advisor at least five days prior to the graduation ceremony date

The graduating class is responsible for the cost of the video presentation. Expenses will be paid from the school account as part of the graduation fee.

Graduation Write-ups

Graduates should complete their grad write-up information by the first school day in June. A form is available for this and will be provided to students by mid-May. This information will be put together by the faculty advisor and read as students receive their graduation diplomas.

Flowers

The graduates should make a decision as to whether they want to carry flowers in the graduation ceremony. If they decide flowers are desired, a decision must be made as to what kind of flowers graduates would like to carry for the ceremony. This decision should not be left to the last minute but is a detail that can be taken care of in the spring. However, should the grads decide to make their choice of flowers a part of their theme or decorative planning, this should be done early on in the planning process. Arrangements should be made with the graduating faculty advisor.

The graduating class is responsible for the cost of flowers. Expenses will be paid from the school account as part of the graduation fee.

Graduation Banquet

Agreement has been formalized with Rosenort EM Church to host graduation dinners yearly with a rental fee for use of the lower hall and kitchen facilities. They request that one of the church ladies be present to ensure proper operation of kitchen appliances. The three local churches have normally rotated organization of the food for the dinner. Other options are available depending on what the graduates want to do and can be decided upon with the faculty advisor.

The graduating class with their faculty advisor and the caterers will decide upon a menu for the graduation banquet, secure the location and food preparation early in the school year. These arrangements will be confirmed by the school office. Guests for dinner include the graduates and escorts, graduates' parents, school staff, all pastors of churches graduates attend, and other invited guests such as those providing special music, the guest speaker, the grade 11 student acting as MC and giving the toast to the grads.

The graduating students in association with their faculty advisor are to identify the grade 11 student that they would like to have act as MC for the dinner and give the toast to the class. Students and faculty must be in agreement about these choices. Students should identify these choices to their faculty advisor so that the advisor may get faculty approval prior to asking anyone. One person should then be identified to ask the individuals for these duties. No one individual should be asking grade 11 students without agreement from the other graduates and faculty advisor.

The graduates need to select:

- an undergrad MC to keep the event going and to make the toast to the grads (address to be submitted to the faculty advisor two weeks in advance of the graduation dinner for approval)
- a guest to say grace
- a faculty member to give the faculty address
- a parent to give a parent address.
- one or two of their classmates to give a graduate address at the dinner (all remarks to be submitted to the faculty advisor two weeks in advance of the graduation dinner for approval)

All choices will be confirmed by the school office.

The graduation fee is to cover the cost of the dinner and other expenses associated with the dinner (rentals, honorariums, decorations, etc.). The graduation fee does not cover the cost of tickets for pastors and spouses or Rosenort School staff and their spouses. Price of tickets is to be determined by the end of May.

Special Music

A selection for special music for the dinner should also be made. All of these selections should be agreed upon by the graduating class, names submitted to the faculty advisor and one class member selected to ask individuals agreed upon. Any cost associated with special music will be paid for by the graduating class via the school account as part of the graduation fee. The school office will confirm agreement of the participants.

Undergrad Responsibilities

Undergrad students are responsible for decorating the location of the dinner with the help of the grads, serving at the dinner and assisting with clean-up following the dinner, ushering at the graduation ceremony, and for assisting the school custodian in directing parking for the ceremony. The faculty advisor will coordinate the grade 11 students in these roles.

Other Graduation Activities

Every graduating class is different in what events they want to surround graduation so costs vary. These events may include such things as a grad weekend, pre-grad dinner and/or an after-grad party. Some classes include all of these events and some classes may choose only one, or even none. There is no obligation for grads to organize and plan these additional events. It is up to the graduating class and their parents to decide if any of these activities are wanted and if so, to plan, organize and fundraise for them (the grad advisor can provide input based on his/her knowledge of previous grads).

As indicated earlier, these events will not be the responsibility of the school or the faculty advisor for graduation. When the school faculty advisor calls meetings with students and parents, it will be to discuss issues pertaining to school graduation. Meetings pertaining to other graduation activities will take place without any school representation.

Please note that the graduation fee will not cover the cost of additional grad events.

Graduation and RRVTA Certificates

Insuring that students meet graduation requirements as defined by Manitoba Education and Training and their local school division is the responsibility of the administration of the home school.

Students will be issued RRVTA Certificates when one of the following conditions has been met:

1. The student has met high school graduation requirements and has a minimum of 8 technical vocational credits, including at least two grade 11 and two grade 12 credits. The eight credits must be completed in programs offered by the RRVTA.
2. The student has completed a minimum of 12 technical vocational credits including at least two grade 11 and two grade 12 credits.

NOTE: A “special” certificate may be offered to students who have been accommodated in modified programs.

SECTION II: TIMELINES FOR 2014 GRADUATION

Nov. 1	Grad fee payment - full or 1 st instalment
Feb.	Cap & gown pictures
Apr. 1	Grad fee payment - 2 nd instalment of grad fee
Apr. 28	Decide on and order flowers
May 1	Music for processional and recessional (including words) given to faculty advisor for approval
May 15	Technical aspects of grad video prepared
June 2	Valedictorian speeches to faculty advisor for selection Grad write-ups due – submit to faculty advisor
June 16	Final edition of valedictorian address submitted to faculty advisor Graduates' address to faculty advisor for approval MC remarks to faculty advisor for approval Seating arrangement for graduation ceremony finalized
June 17 (<i>end of day</i>)	Video presentation submitted to faculty advisor for approval
June 18	Graduation rehearsal @ 1:00 pm
June 19	Graduation date (ceremony @ 4:30 pm, banquet @ 7:00)