

ASSUMPTION COLLEGE SCHOOL



GRADUATION PACKAGE

THURSDAY JUNE 28, 2018

It is solely the student's responsibility to:

- ✓ Ensure they have met the Ontario Secondary School diploma requirements
- ✓ Verify that their credit check is accurate and complete
- ✓ Be aware of the information and deadlines contained in this package
- ✓ Apply for the diploma and awards
- ✓ Apply to participate in the Graduation Ceremony
- ✓ Meet all the deadlines mentioned in this package

Mrs. Pamela Fergus
pfergus@bhncdsb.ca

Application for Awards

The Scholarship Nomination form is found on the school website, under Student Services. All graduates are expected to download it and complete it during the 2017-2018 school year. It must be submitted to Student Services no later than April 30, 2018.

Graduate Awards:

The Scholarship Master List is found on the school web site, under Student Services. Mrs. Danielle Chagnon is the contact person in Student Services for all the scholarships and bursaries; when she receives notification for a scholarship, she will have the announcement on ATV for two days and it is the student's responsibility to follow up on the requirements for each particular opportunity.

School Letter and Lion Award:

Students who have participated in school life during their years at Assumption College School are invited to apply for the School Letter or Lion Award.

The School Letter is the highest award that the staff and principal can give to our graduates. From the School Letter recipients, the Headmaster is chosen.

As well as academics, applicants will have participated in areas such as the arts, athletics and community service.

Numbered applications will be available at the beginning of the second semester from Mrs. Jarvis in Student Services **ONLY** on Monday March 5, 2018 and are due back to Mrs. Jarvis, in Student Services by, Monday May 7, 2018.

Grad Fee Information

Graduation Fees are due during the weeks of **November 13th to November 24th**. There are two payment options:

1. Cash payment to Assumption College School, and given to Mrs. Jarvis in Student Services
OR
2. Pay on-line at www.schoolcashionline.com

The Grad Fee of \$85.00 covers the following:

Invitations and seating passes	\$4.00
Program	\$5.00
Flowers	\$9.00
Gown Rental	\$13.00
Composite Photo	\$5.00
Graduation night photo	no cost
Graduation picture in Yearbook	no cost
Graduation Diploma	no cost
Graduation Portfolio	\$30.00
Graduation Cross to wear at grad	no cost
Graduation Liturgy	no cost
Graduation Dinner	\$15.00
Graduation Breakfast	\$4.00

Grad Photographs Information

On November 1, in homerooms, students received a booklet from Edge Imaging, with their student number on the label and it had all the instructions for booking their appointment electronically, starting on that date. Students will receive a confirmation email for their appointment and they will also receive a reminder email the day before their scheduled time. The staff advisor for Grad Photos is Ms. Sharon Bertolo-Pacheco.

Grad Photos are scheduled for Monday December 4, 2017 to Thursday December 21, 2017 from 8:00 AM to 4:00 PM, in the Library Reading Room.

All students are required to have a photo done for the yearbook and the grad composite. Proofs will be mailed, by the company, Edge Imaging, to the students with information on purchasing an optional package of photos.

Invitations and Seating Passes

Each graduate will receive three (3) invitations. This allows each graduate to invite three (3) guests to attend the ceremony in the gymnasium.

Due to fire regulations and limited seating (bleachers and chairs), the invited guests are limited to three (3).

Please do not call the school requesting extra or special seating.

However, depending on the number of graduates, there will be an opportunity for students to enter a lottery to win one extra seating pass. This lottery will occur from Friday June 1 to Friday June 8 with the lottery being conducted and winners posted outside of the Main Office, by noon on Monday June 11.

To apply to the lottery, students need to register, before or after school or on their lunch, with the receptionist in the Main Office during the allotted time period.

The invitations/seating passes will be distributed via homeroom on **Monday May 28, 2018**.

Students at a morning Coop placement will receive their package via an afternoon class.

Students not at Assumption College School for second semester must contact Mrs. Fergus at pfergus@bhncdsb.ca to arrange for pickup or mail delivery of that package.

Graduation Celebrations:

Candlelight Graduation Prayer Service

This evening of celebration for the graduates, family members and friends will be held on **Wednesday June 6, 2018** from 6 PM to 6:45 PM, in the gymnasium. This celebration consists of the Liturgy of the Word and an opportunity for reflection and thanks to celebrate this milestone. Dress code for the graduates is semi-formal. Formal invitations will be mailed to the family, in early May, with the requirement for an electronic RSVP by end of May.

Graduation Dinner

Immediately following the Candlelight Graduation Prayer Service, the graduates only remain for their dinner. At that time, they will also enjoy the grad videos. This part of the grad celebration will last until approximately 8:30 PM.

Students are encouraged to supply appropriate pictures for the grad video. Submit appropriate pictures, with only ACS students in them to: Shared Media Drive (R): Religious Studies Folder. Grad 2017. Deadline for submission June 1, 2018.

Graduation Breakfast

On the morning of Thursday June 28th, beginning at 9 AM, the graduates are invited to a continental breakfast. Dress for breakfast is casual. The breakfast is followed by the **mandatory rehearsal** for the graduation ceremony that evening, will occur. It usually takes about 1.5 hours.

Graduation 2018

The Graduation Ceremony is held in our gymnasium. Doors to the gym will open promptly at 3 PM for guests. The graduates and faculty will process in beginning at **4:45 PM** and the ceremony will begin promptly at **5 PM**. Traditionally our ceremony lasts 2.5 hours.

It is expected that students will be formally dressed under the blue graduation gowns. Females are expected to wear a white collar, dress pants or skirt/dress and dress shoes. Males are expected to wear a white shirt as it shows best in the pictures and dark tie, dress pants and dress shoes.

Sunglasses or hats of any kind are not allowed.

Any student who fails to meet these expectations will not participate in the ceremony.

Requirements to Graduate and Participate:

Only students who have successfully completed the required 30 credits and diploma requirements by **June 21, 2018** will be allowed to participate in the ceremony.

- ✓ 4 credits in English (1 credit per year)
- ✓ 1 credit in French as a Second Language
- ✓ 3 credits in Mathematics (at least 1 credit in grades 11 or 12)
- ✓ 2 credits in Science
- ✓ 1 credit in Canadian Geography
- ✓ 1 credit in Canadian History
- ✓ 1 credit in the Arts
- ✓ 1 credit in Physical and Health Education
- ✓ .5 credit in Civics
- ✓ .5 credit in Career Studies
- ✓ 1 credit of English or French as a second language or a Native language or a classical or an international language, or Social Science and the Humanities or Canadian and World Studies, or Guidance or Cooperative Ed
- ✓ 1 credit of Health and Physical Education or Arts or Business Studies or French as a second language or Cooperative Ed
- ✓ 1 credit in Science (grade 11 or 12) or Technological Education or French as a second language, or computer studies or Cooperative Ed
- ✓ Pass the Secondary School Literacy Test/or Literacy Course Equivalent
- ✓ You must also complete 4 religion credits, 8 optional credits
- ✓ All students must have completed their 40 hours of Community Involvement. The completed *documentation form* must be submitted to Mrs. Jarvis by Friday **February 5, 2018**.

Assumption College School Honour Roll:

The philosophy of the Assumption College School Honour Roll meets the criteria sanctioned by the Brant Haldimand Norfolk Catholic District School Board and Diocese of Hamilton that Religion courses be taught in its secondary schools.

In order to be eligible for **any award of merit or the honour roll**, a student must have successfully completed a Religious Studies Course for the year they are being recognized.

Grade 12: a minimum overall average of 80% in the top six courses. These courses must be taken in the traditional classroom setting, during day school at Assumption College School, in the current academic year.

Ontario Scholar:

A student who obtains a total of at least 480 marks in any combination of **Ministry approved** courses that provide a total of 6 credits, and who has been recommended by his or her principal for the Ontario Secondary School Diploma (OSSD) in either the current school year or the previous year, may be designated an Ontario Scholar.

Advanced Placement 2018

To be eligible to receive the Advanced Placement Certificate at graduation in June of 2018, students must meet the following criteria:

- Successful completion of at least one grade 12 AP course
- Completion of at least one AP Exam
- An accumulation of 20 points from participation in the enrichment activities offered through STEM, LEAP and CWAYC
- For eligibility, see Mr. Page, Ms. Fergus or Ms. Le Maitre

Specialist High Skills Majors 2018

Specialist High Skills Majors

- ▶ Completion of required bundle of credits
 - ▶ Including 2 credits of co-operative education in a related community-based placement
- ▶ Completion of required certifications
 - ▶ Including First Aid and CPR training
- ▶ Completion of Reach Ahead and Experiential Learning Activities
- ▶ Completion of Contextualized Learning Activities (CLAs) as requested in certain courses
- ▶ See your guidance counsellor for eligibility

Valedictorian Information

Valedictorian applications forms are available as part of this package. The completed form and essay must be submitted to Ms. Hayes via the Main Office by **February 16, 2018**. If no applications are forthcoming, there will either not be a valedictorian, or Ms. Hayes may choose to ask a student to assume the honor.

The essays of the successful candidates will have their essays posted so that the voting graduates may make an informed decision.

Role of the Valedictorian

- ✓ To compose and deliver the valedictory address on behalf of the graduating students
- ✓ To epitomize the qualities for which graduates strive
- ✓ To represent the entire school community
- ✓ To exemplify the outcomes set for the graduates of Ontario Catholic Schools

Criteria for Valedictorian

- ✓ Must be a member of the graduating class and qualify to graduate by **June 21, 2018**
- ✓ Must have maintained a consistent, serious attitude towards their studies
- ✓ Must have maintained an average of 80% or higher during Semester One, 2017 and continue through to midterm of 2018.
- ✓ Must have demonstrated excellent written and oral ability through course work
- ✓ Must be willing to represent all interest groups and career aspirations of the graduating class
- ✓ Must be willing to express the philosophy of Catholic Schools

Valedictorian Selection Process

- ✓ Candidate must complete the Valedictorian form and submit the required essay by **February 16, 2018** to Ms. Hayes via the Main Office and an electronic copy to Mrs. Fergus at pfergus@bhncdsb.ca also by that deadline.
- ✓ The committee (members of Administration and Graduation Committee) will select the candidates for the valedictorian. The committee will base its selection on:
 - The student's application form and essay
 - Verification of the student's academic and public speaking ability
 - **No solicitation for votes by the candidates by use of print or ANY social media.**

- The committee's belief in the candidate's ability and willingness to represent the graduating class as a whole as well as the values of our school system
- The eligible candidates' essays will be posted at the back of the café for all voters to read.
- Graduates, who have paid to participate in all the celebrations, are the eligible voters.
- The vote will take place, all day, **Tuesday March 6, 2018** at the ballot stations, outside of the library.
- The valedictorian will be announced no later than **Friday March 9, 2018**.
- The runner-up will replace the valedictorian if they fail to honour the terms of their contract.
- The committee's decisions are final and no appeals will be heard.

Terms of the Valedictorian Contract

The Valedictorian address must:

- Thank the graduating class for selecting them to speak on their behalf
- Honour the school's academic standards
- Reflect the Catholic school/message of Jesus' values
- Mention extra-curricular events and involvement
- Be sure to speak for everyone; work/college/university bound
- Mention graduating class's goals/responsibilities
- Contain a few personal comments
- Thank all parents
- Thank the administrative team, faculty and staff
- Mention your hopes and dreams for the future and that of your peers

The Valedictorian **MUST** work with the staff advisor, Mr. John Kuilboer, in March, April and May to begin the process of writing the address.

The Valedictorian **MUST** submit a first draft of the address by the end of April and a second draft by the end of the second week of May.

The final draft of the address **MUST** be submitted by June 4, 2018.

The valedictorian will remain in the gym after the rehearsal on June 28, to practice the speech using the microphone.

The address will be given to the Expositor. All parts of the address must be original.

Important Dates:

November 1	Grad Photo appointments made electronically by students
November 9 and 10	I st meeting for potential Grads (Period 4 in the Lecture Hall)
November 13 to 24	Grad Fees Due (\$85.00 CASH only) to Mrs. Jarvis in Student Services or electronically to www.schoolchashonline.com . Copy of the receipt from on-line payment should be submitted to Mrs. Jarvis and a copy kept for verification, if needed.
December 4	Applications for Parish Bursaries distributed to those students who regularly attend.
December 4 to Dec. 21	Graduation Photos in Library Reading Room
January 12	Parish Bursaries completed applications due to Mrs. Fergus for submission to parishes for consideration.
February 5	40 Hours of Community Service Documentation Deadline
February 5-9	Students new to ACS for Semester 2 Grad Fees due, cash only, to Mrs. Jarvis in Student Services.
February 16	Valedictorian Application and Essay due
February 20 to Feb. 22	Graduation Photo Re-takes
February 26 to March 6	Valedictorian Essays Posted
March 6	Valedictorian Vote in at polling stations located outside of Library, from 9:00 AM to 3 PM.
March 9	Announcement of Valedictorian, 2018
April 30	Scholarship Nomination Forms due to Student Services
Week of May 1	Formal Invitations mailed for June 6 Candlelight Service- Electronic RSVP due by end of May
May 7	School Letter/Lion Award Applications Due
May 14	Last day for Full Grad Fee Refund
May 26	Senior Prom
May 28	Grad Invitations Packages available in Homeroom
End of May Graduation Prayer Service	Deadline for Families' Electronic RSVP to the Candlelight

June 1	Deadline for picture submissions for the Grad video
June 1 to June 8	Grads can enter the Lottery for one extra seating pass (# of Passes determined by legal occupancy of gymnasium)
June 6 faculty and grads	Candlelight Graduation Prayer Service for family, friends, Grad dinner (for graduates only) with the grad videos
June 7	Year end Mass for entire school
June 11	Lottery winners posted outside of Main Office.
June 18 to June 21	Grade 12 Exams
June 21	Completion of Required Credits to Graduate and
June 28	9 AM - 11 AM Grad Breakfast AND Rehearsal
June 28	Grads arrive no later than 3:45 PM Doors to gym open at 3 PM
June 28 (4:25 PM)	Grad Night Photo
June 28 (4:45 to 7:15 PM approximately)	Ceremony
JUNE 29(AND ALL SUMMER)	GRAD NIGHT PHOTO AVAILABLE AFTER 2 PM

VALEDICTORIAN APPLICATION FORM

Name: _____

Date: _____

Part A: Academics

1. Number of credits earned to date _____
2. Approximate average earned over the last four years _____
3. Overall average from first semester, 2017 (= or >80%) _____

Verified by: _____ (Guidance Counselor)

4. An overall average of 80% MUST be maintained through to the midterm of semester 2, 2018. This will be verified by Ms. Hayes and Mrs. Fergus at Progress Report time and at Midterm.

Part B: Writing/Speaking Ability

1. I can attest to this student's writing and oral ability

Verified by: _____ (Teacher)

Part C: Attendance

1. Total Absences in Semester One _____
2. Total Absences, to date, Semester Two _____

Verified by: _____ (Guidance Counselor)

Part D: Essay

Respond to 'why I believe I am a worthy candidate and meet the criteria for valedictorian' in a 300-word typed polished and formal submission. **Be sure to refer to the Catholic Graduate Expectations (found on the Board Website) in your response. ***YOU MUST INCLUDE YOUR WORD COUNT AND ADHERE TO THAT POSTED LIMIT.*****

This application and the essay must be submitted to Ms. Hayes via the receptionist in the Main Office no later than **February 16, 2018 - 3:00 pm**. Failure to meet that deadline will negate your submission. An electronic copy of your essay must also be submitted by that deadline to pfergus@bhncdsb.ca.

2018 GRADUATION APPLICATION -Thursday June 28, 2018-

This is your application to be registered to graduate. Information from this application will be used on your diploma, for parish bursaries, ordering your graduation gown and if you wish to volunteer to assist in the activities leading up to Graduation Day.

The Ministry of Education regulations state that your diploma must show your legal name.

First: _____

Surname: _____

Additional Information:

Address:

Street Name and Apt.:

City: _____ Prov: _____ Postal Code: _____

Parish Church:

Circle if you regularly attend: St. Basil's, St. Joseph's, Our Lady of the Assumption, St. Patrick's Caledonia, or Blessed Sacrament. ** This is for bursary applications**

Dinner/Breakfast: Specify Food Allergies

_____ Vegetarian: yes

ONLY Graduates participating in the ceremony are required to complete the following:

Height: _____ feet _____ inches

Full Figure Gown (see Mrs. Fergus): Yes No

Graduates Not Participating

Diploma Only

If you are not planning to participate in the ceremony, your diploma will be available in the Main Office at the school during the first week of July.

