

SENATOR GERSHAW

GRAD 2024 BOOKLET

IMPORTANT DATES - Locations for each event will be announced at a later date. This is the traditional format of Graduation. Any changes to this format can be brought forward at the initial grad meeting.

CAP AND GOWN CEREMONY – THURSDAY, MAY 16, 2024 – 7:00 P.M.

BANQUET – FRIDAY, MAY 17, 2024 – 5:30 P.M.

GRAND MARCH – FRIDAY, MAY 17, 2024 - 8:00 P.M.

**** Grad meeting will be Monday, October 30, 2023 @ 6:30pm at Senator Gershaw. ****

GRAD ADVISORS

Mr. Angle

Mrs. Gruninger

GRADUATION GUIDELINES

1. Graduation is for the graduates – they should have a great deal of input into the format chosen. There will be grandmas in attendance, however, and so we want to keep the ceremonies tasteful and appropriate.
2. We will provide information in the following ways:
 - bulletins handed out at school
 - announcements in school
 - we will try to have short meetings at school when most students are here

The **GRAD** has the ultimate responsibility for getting the information to parents and family members.

3. The format for graduation is basically set but there are opportunities to be creative within these guidelines (if you are on a committee).
4. Any decisions that require the entire grad class will be made at a grad meeting with a general vote or secret ballot and the majority will rule. We cannot please everyone but hopefully we can come up with a grad that everyone can support. Please try to be sensitive to the financial circumstances of all the families when making your decisions.
5. We will try to minimize the disruption to classes and family life. **Regular classes will be in effect during grad week with in-depth review on the Thursday (Friday is an SI day).** Let's keep it simple.
6. Those who do the work on committees make the decisions (within the limits e.g. budget). For example, if you are in charge of the banquet, you get to choose decorations, food, etc.
7. A tentative estimate for the number of guests at the ceremony is 13 people per grad (not including the grad).
8. Time can also be a limiting factor. Please remember that any decision must be multiplied by the number of graduates when being considered. We are hoping to keep the ceremony within a reasonable time frame (1.5 hrs).
9. Please be on time for events and meet the deadlines given. Once again, the grad has the ultimate responsibility.
10. If any student appears to be under the influence of alcohol or drugs at the time of any event they will **not** be allowed to participate.
11. If there are any special circumstances e.g. anyone in a wheelchair, please let us know so that we can make appropriate arrangements.

CAP AND GOWN CEREMONY

CAP AND GOWN CEREMONY – THURSDAY, MAY 16, 2024

Senator Gershaw School

SEATING

The seating arrangements will follow this procedure:

1. At the end of March all grads will be required to provide us with the number of seats that they require (using the following form):

GRAD NAME: _____
Total number of seats required (max 13): _____
front rows (max 5): _____ other rows: _____
Special Requests e.g. wheelchair access

2. If the grad wants extra seats the following procedure will be used:
 - grade 11 volunteers will have first chance at extra seats and their names will be drawn randomly – to a maximum of 5 seats
 - all other grads will have their names drawn randomly and seats will be assigned – to a maximum of 5
 - after all grads have the extra seats they require an announcement will be made for any remaining seats
3. A large diagram of the seating chart will be put up in the classroom and each guest will be assigned seats. The seats will be assigned by random draw by the ceremony committee to ensure the best view of the grad. Each student will receive a max. of 5 seats at the front for parents and special guests. The remaining seats will be grouped together further back.
4. Any special requests will be taken into account as seating is made.

DECORATION

Only the ceremony committee members will be allowed to plan the decorations. All grads are expected to help with set up and clean up of decorations.

The entire class is expected to help with decorating and set up on the Tuesday and Wednesday before graduation for the entire day. The only exception is if a specific class is scheduled during this time and your attendance is required.

Mrs. Gruninger will be the advisor.

PICTURES

Lifetouch does the individual photos as well as a group photo of both our cap and gown on Thursday, and our formal dress on Friday. There is a \$40 cost to the individual photos. The cost of these photos will be covered through the grad fund. All graduates are required to have their individual photos taken (these photos are used in the newspaper and added into the composite that is put up in the school). **Grad photo picture dates are the week of February 12-16, 2024.**

CEREMONY FORMAT

- the final ceremony format will be determined by the ceremony committee but here is a general procedure:

1. Grads arrive by 5:30 p.m. and get dressed
2. Group photo at 6:00 p.m.
3. Grads wait in rooms until ceremony begins
4. Doors open at 6:30 - all seating is assigned
 - ushers help people to seats
 - ushers will each have a seating chart and each chair will be labeled with a ticket number
 - "Seating Music" CD playing
5. MC (Mr. Angle) seats audience and welcomes everyone to the ceremony - 7 p.m.
6. Grads are announced and enter commons to Entrance Theme
7. **Grads sit in assigned seat**
 - **no gum chewing**
 - **sit upright with legs together**
 - **boys have knee high black socks**
8. O Canada
9. Greetings
 - a. MLA
 - b. Mayor
 - c. Prairie Rose representative
 - d. Board of Trustees representative
10. Multimedia presentation
11. Valedictorian Address
12. Presentation of Diplomas
 - Class Histories –
 - a. You will be called down in alphabetical order.
 - b. You will leave your seat and walk to the front of the stage.
 - c. Your history will be read as you stand at the front.
 - d. Upon completion of the history, you will turn right and go to the end of the stage.
 - e. MLA/Mr. Angle/Superintendent will hand out diplomas and Mr. Angle will turn your tassel
 - f. As you receive your diploma, the next grad will move down to the center of the stage and await his/her class history.

- g. Once you have received your diploma you will move back to your seat by retracing your steps, passing by the next grad as they move to receive their diploma.
 - h. This process will repeat until the end.
13. MC presents “Grads of 2024” - throw hats/applause etc.
 14. MC has grads leave commons in the order of their seating arrangement to grad song.
 15. MC closing remarks
 16. Go Home

CAP AND GOWN TRADITION

Preparing to march with "Pomp and Circumstance" requires the traditional cap and gown. Here are some guidelines for the graduate on how to wear your cap and gown:

- The cap is worn flat on the head.
- The gown should fall midway between the knee and ankle.
- Men should remove their caps during the National Anthem.
- Tassels are usually worn on the right side and shifted to the left when graduates receive their diplomas.

Here are some guidelines for the graduate on how to wear your cap and gown:

- Men generally choose to wear dark trousers and a dress shirt and tie under their gowns. Make sure to wear knee high black socks.
- Women generally wear a lightweight dress or a blouse and a skirt that is shorter than the gown so it does not hang below the gown.

REMEMBER - YOU GET TO KEEP THE CAP!

BANQUET

Formal Picture – Friday, May 17, 2024 – 5:00pm

BANQUET – FRIDAY, MAY 17, 2024 – 5:30 P.M.

Location will be the common area

Parents will be fully in charge of all details of the banquet. All information will be given out to the banquet committee during an introductory meeting at the school.

GRAND MARCH

Senator Gershaw Gym

GRAND MARCH REHEARSAL – WEDNESDAY, MAY 15 – 8:00 P.M.

GRAND MARCH – FRIDAY, MAY 17, 2022 - 8:00 P.M.

TICKETS

Grads will invite people to Grand March - no tickets required
 Please limit invitations as much as possible to avoid overcrowding
 Bleachers will be open but the rest will be standing-room only

GRAND MARCH FORMAT

1. Grads meet immediately after banquet
2. Grads go to their rooms to prepare
3. Doors open to public at 7:30
4. Ushers make sure aisle is kept clear for grads/parents
5. At 7:45 p.m., parents will meet with grads and line up in alphabetical order
6. At 8:00 p.m. grads/parent will enter
7. Each pair will be announced
 - check the grand march list (will be given to grad) to make sure names are correct
8. The pair will enter and proceed with grand march as practiced
9. Once Grand March is completed the MC will introduce the Grad Class of 2024
10. The grad/parent dance will be announced – this the grad song chosen by ceremony committee
11. The grad/escort dance will then follow
12. Then five more dances will follow with grad choosing partners
13. Grads may leave after the grad/escort dance if they choose

CLEAN-UP

All graduates are required to come to clean-up on Saturday @ 1:00pm. A \$50 deposit will be required from each graduate and will be returned when they come on Saturday to clean-up.

COMMITTEES

The committees are in charge of each event. We will act as supervisors but the bulk of the work will be done by the committee members.

CEREMONY COMMITTEE

**This committee is joined with the decorating committee with Mrs. Gruninger. **

The ceremony committee has the following responsibilities:

1. Determine exact order and procedures of cap and gown ceremony and grand march (within guidelines given) e.g. guest speaker/class history format/ incidental music etc.
2. Chose the theme/grad song
 - the theme is the guiding message for this graduation
 - the theme may be a line from a song but it is not required
 - the grad song must be **appropriate** for the ceremonies
 - the grad song is the first song played during the dance at the Grand march and is played as grads leave the cap and gown ceremony
 - the song and theme do not necessarily have to be connected
3. Ceremony programs/Invitations (if desired) -

DECORATING COMMITTEE -

1. Design and decorate gym under direction of Mrs. Gruninger

BANQUET COMMITTEE (see separate banquet program attached) -

Parents and students are in charge of the banquet.

The banquet committee has the following responsibilities:

1. Choose caterer and organize all food and items needed
2. Decorate the tables
3. Determine exact order and procedures of banquet (within guidelines given)
e.g. people for toasts/food choices/music etc.

CLOTHING COMMITTEE

Minimum Number: 2- 4 students –

The hoodies committee has the following responsibilities:

1. Choice of clothing
2. Contacting all students and collecting orders
3. Distribution of clothing

MULTIMEDIA COMMITTEE

Minimum Number: 2 students –

The multimedia committee is responsible for creating the presentation at the cap and gown ceremony.

BUDGET

The budget must be adhered to. All expenditures and receipts are handled through Mrs. Schmidt in the office. We have developed a standard practice that 70% of PROFIT from the Grade 11 play will go towards grad ceremonies/banquet budget. Total profit from 2023 Grade 11 play was \$4055.45 therefore, 70% = \$2838.82. This amount will be reflected in the budget. If there is a positive balance left following grad, the grad class can decide on an appropriate distribution (donate to a community event, purchase something for each individual ** extra money will not be given back in cash nor put towards any “parties” **).

GRAD SPEECHES

All Grad speeches must be reviewed by Mr. Angle by May 10, 2024. This is a positive occasion, not an occasion to embarrass a fellow student, or staff member.

GRADUATION REQUIREMENTS

The student must be in a position to graduate by the third reporting period to be involved with graduation ceremonies. You will be notified if you do not meet the graduation requirements at that time. Please keep up-to-date on your myPass account and with Mrs. Gruninger. Students must also have at least 80% attendance through the first three reporting periods to take part in the graduation ceremony.

PHOTOGRAPHER

Photographs: DATE: TBD

Digital memories

Grade 11 volunteers will be photographing all grad events and photos will be placed in our Senator Gershaw shared folders. Grads can choose the pictures they want to keep and put them on a flash-drive. Video of the Grand March and Cap and Gown ceremony will be videotaped and located digitally (youtube live - discussion item).

GOWN MEASUREMENT

All grads will be measured for gowns by Mrs. Hume

VALEDICTORIAN

The student with the highest academic average at the third reporting period is the valedictorian.

VALEDICTORIAN REQUIREMENTS

Must have a total of Six – 5 credit courses from the following list:

English 30-1

Social 30-1

Math 30-1

Any 2 of 3 Biology 30, Chemistry 30, Physics 30

Any other 5 credit 30 level course with the exception of Work Experience and Green Certificate

Valedictorian will be calculated with highest average from first semester blended marks and second semester 3 reporting period teacher awarded marks. The student must be enrolled at Senator Gershaw for grades 10, 11 and 12.

RED AND GOLD CORDS

Students projected to earn 130 credits or higher will receive a red cord to wear for the cap and gown ceremony.

Students with an average of 80% or higher by May 10, 2024 in at least 4 core subjects (English 30, Math 30, Social 30, and at least one science) will receive a gold cord to wear at graduation.

GRADE 11 VOLUNTEERS

The following is the list of grads who volunteered last year (please let me know if you are missing from the list):

- *Grand March Announcement*

- *Ushers*

- *Pictures*

- *Banquet Clean-up*

The school cannot be involved with the grad party. If grads and parents want a party, it is their responsibility and must be planned away from the school

GRAD 2023
BANQUET COMMITTEE INFORMATION

BANQUET – MAY 19, 2023 – 5:30 P.M. – SGS Common Area?
GRAND MARCH – MAY 19, 2023 - 8:00 P.M. – SGS

1. Committee Members
2. Review banquet procedures – discussion

BUDGET

Hall rental and decoration - \$1000
Please hand in all receipts to the office.

TICKETS

This is the procedure we have used but it is up to your committee:

Number of tickets - ___ tickets per grad (not including the grad)

- grad tickets were \$ 25.00 per person in 2023
- grad's ticket are paid by Grad Fund
- cheques only – they can be dropped off at the office
- all cheques payable to Senator Gershaw School
- extra tickets held by other grads can be given to a fellow student
- all final arrangements must be done by May 1, 2023. Seating will be finalized at that point.
- extra tickets can be given for blended families (e.g. mom and stepdad/dad and stepmom) but the extra tickets **must** be used for step-parent etc. – not grandparents/friends

BANQUET FORMAT

This is the procedure we have used but it is up to your committee:

1. Group formal picture at Senator Gershaw – 5:00 p.m.
- please arrive by 4:45pm
 2. Leave for Senator Gershaw gym after pictures are completed
 3. MC seats audience and welcomes everyone to the banquet - 5:30pm
 4. MC introduces each grad - have them stand for applause after all grads are announced
 5. O Canada -
 6. Grace -
 7. Dinner -
 8. Thank kitchen staff
 9. MC has everyone fill their glasses for toasts. **Ask people to rise for toasts.**
 10. Toast to Parents –
 11. Reply from Parents –
 12. Toast to the Teachers-
 13. Reply from the Staff -
 14. Toast to Grads –
 15. Reply from Grads –
 16. Thank people - Caterer volunteers/banquet committee
 17. Clean-up by volunteers – usually arrive at 7:00 p.m.
 18. Grads go to SGS gym to prepare for Grand March at 8:00 p.m.
-
3. Seating chart/table orientation
- volunteers
 4. Banquet Program preparation
- volunteers
 6. Clean up? –
 7. Other

BANQUET TICKET FORM

PLEASE HAND IN FORM AND PAYMENT (CHEQUES ONLY) TO _____

DEADLINE: MAY 1, 2024

GRAD NAME: _____

TICKETS REQUIRED (excluding GRAD) _____

AMOUNT OF PAYMENT (\$25 PER TICKET)* _____

***REMEMBER: GRADS DO NOT HAVE PAY FOR THEIR TICKET**