



Red Bank Catholic High School

April 2017

Dear Seniors and Parents/Guardians:

We have a great deal of information to give you regarding graduation activities, and we know you must have a dozen questions. Please read this memo, and we hope that most of your questions will be answered.

BACCALAUREATE/COMMENCEMENT

This year the Baccalaureate Mass will be held at Monmouth University, Multipurpose Activity Center (MAC) at 11 a.m. on June 5th, and Commencement will be held at 3:00 p.m. later that day.

TICKETS

Tickets *are required* for commencement exercises, **not** the Baccalaureate Mass. Each senior will receive 8 tickets for the commencement. Please help us by moving in when you select your seats so that all guests have a place to sit, since we will need to utilize all available space in the bleachers. Tickets will be distributed to students on June 2nd at practice. *There are no extra tickets.* If you would like to try and gain more tickets for your group we would suggest asking other families who do not need all 8 tickets.

ACKNOWLEDGMENT OF SCHOLARSHIPS, SPECIAL AWARDS

Each year for commencement we list the name of scholarship/special award recipients. This does not apply to grants or loans. In order for your achievement to be recognized, we ask that you bring *proof of the award* to **Mrs. Hemschoot in the Guidance Office**. The staff will make a copy of the document and return the original to you. The **absolute** deadline for submitting proof is **Wednesday, May 10th** to allow for printing deadlines. After May 10th, any scholarship/special awards will not be recognized in graduation ceremony program.

ATTENDANCE AT PRACTICE

June 2nd is the **only** scheduled practice date for the baccalaureate and commencement. *Practice is mandatory for all seniors, as is participation in the baccalaureate/commencement.* On June 2nd, the students must report to Monmouth at 9:00 am for practice. *Do not schedule any appointments, college testing, or work commitments* that would interfere with the practice on June 2nd or the events on June 5th.

CAPS and GOWNS

Cap and gown distribution is currently scheduled for mid-May (provided we have received the shipment!) NHS members will receive their honor cords from Mr. Hill personally. *All debts must be paid before the cap and gown will be given to the senior.* The gowns will need to be ironed thoroughly. Please try the gown on the day you receive it. In case of a problem, see Mr. Bowen or Mrs. Mercer as soon as possible.

DRESS FOR BACCALAUREATE/COMMENCEMENT

Boys: white dress shirt; solid tie (no stripes, pattern); dark dress trousers; dark socks; well-polished dress shoes; hair well-groomed and above shirt collar; face clean-shaven; no earrings or other piercings, no gum.

Girls: appropriate dress; light-colored heels (no flip flops); hairstyle simple because of cap; simple jewelry; no gum; no corsages or bouquets, no purses or small bags, no nose rings or other piercings other than earrings.

***There will NOT be a secure location to leave personal items (cell phones, keys etc.). ***

PARKING/DIRECTIONS

Ample parking is available in front of the MAC and is easily accessible from the Larchwood Avenue entrance. We suggest that you check the Monmouth University website for directions if you are not sure of Monmouth's exact location.

ARRIVAL TIMES- June 5th:

Graduates→ Baccalaureate: arrive at the MAC at 10:15 a.m.
Commencement: arrive at the MAC at 2:15 p.m.

Guests→ Baccalaureate: you may arrive at the MAC at 10:15 a.m.
Doors to the MAC for commencement at Monmouth will open at 2:00 p.m.; procession begins about 2:50 p.m.; ceremony will begin promptly at 3:00 p.m.

MISCELLANEOUS

Please do not bring balloons into the MAC or noisemakers of any kind.

Traffic along the access streets to Monmouth University can be heavy at times. Please plan accordingly.

We ask that parents discuss with their graduate and with their guests what constitutes appropriate behavior for a commencement exercise.

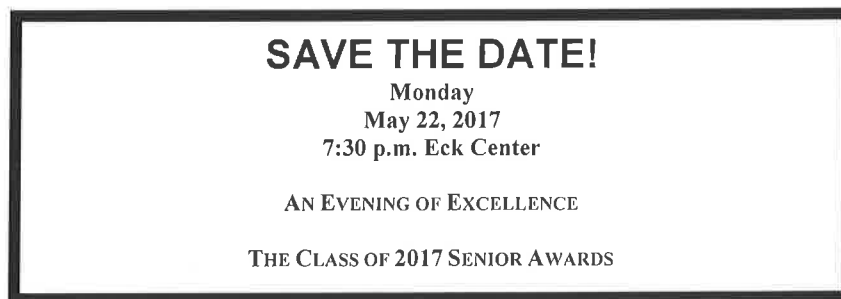
Included, is a form that each senior and his/her parent(s), guardian(s) must sign and return to their homeroom teacher by Friday, May 5, 2017.

PHOTOGRAPHS

Taking good pictures at the MAC might be very difficult. No one will be permitted to come onto the floor of the center. All guests must remain seated in the bleachers. To help you with this important task, we have arranged for professional photographers to take a close-up picture of your graduate as he/she receives their diploma. You may also order a DVD of the ceremonies. Information for both will be available on the RBC Student Portal Page.

HANDICAP/ DISABILITY ACCESS

Parents: To accommodate special needs for your guests as soon as possible, please fill out the online form located under the announcements section of the Student Portal Page.



Students selected for awards will be notified in early May. Eligible senior athletes will receive their Casey blankets that evening.

If you have any unanswered questions, please contact the Business Office. All important documents can be found online on the RBC Student Portal Page or the Grade 12 Dashboard.

Sincerely yours,

Mr. Matt Bowen & Mrs. Nicole Mercer
Graduation Coordinators