

# **MCHS GRADUATION HANDBOOK**



## **Class of 2018**

# Graduation Class of 2018

Dear Grade 12 Students and Parents/Guardians of the Class of 2018:

Memorial Composite High School welcomes the Class of 2018 to a new and, (for most) final school year. Regular “Graduation Updates” will be communicated via the school website and daily school announcements. The Graduation display case is located just outside the Textbook Depository where information and Grad lists will be posted. Grade 12 students must keep themselves informed about all details pertaining to their Graduation.

We have included important information and dates in this handbook so please read it very carefully and familiarize yourself with its contents.

## Graduation Fee

- Students are required to pay a non-refundable Graduation Fee.
- There are four payment options:

### Option A

#### Graduation Exercises and Graduation Photos- \$60.00

- Graduation cap and tassel
- School Awarded Diploma
- Sitting Fee (photo packages may be purchased from the photo proofs)
- Copy of Class Composite

### Option B

#### Graduation Exercises and Copy of Class Composite Only - \$45.00

- Graduation cap and tassel
- School Awarded Diploma
- Copy of Class Composite
- **No Photos - (Be sure to have a single photo taken by Lifetouch at no additional cost so that your Grad picture goes in the Class Composite and Yearbook). An appointment is not required as the photographer will fit you into the first available camera.**

### Option C

#### Graduation Photos and Copy of Class Composite - \$30.00

- Sitting Fee (photo packages may be purchased from the photo proofs)
- Copy of Class Composite
- No participation in the Graduation Exercises (Student may attend the banquet and dance)

### Option D

- Not participating in Graduation Exercises or Banquet

**Payment must be received prior to the Grad Photo Session or the session time will be cancelled. If you haven't already done so, please complete the Graduation registration form on the last page and submit it along with your payment to the Finance Office. Deadline for Grad registration and your applicable Option fee is December 8<sup>th</sup>, 2017. Cheques are made payable to Parkland School Division.**

**Please retain your Graduation Handbook for future reference. Adhered to this document is your student ID # which is required to order on-line Graduation Exercises/Banquet/Dance and Exercise Only tickets.**

## **Remind**

Remind is a free communication service designed for school staff to communicate with their students/parents. Each student can register via their phone, and your Grade 12 Administrator can text directly to those who sign up. Students cannot text back and have no access to teacher's information. Similarly, teachers' cannot see students' phone numbers. Mr. Shaw will utilize this method of communication throughout the school year to convey pertinent information about Grad to the Class of 2018. To join the messaging service, send a text to (306)988-1619, with the message @mchsgrad

## **Graduation Photos**

- As of December 11<sup>th</sup>, a brochure will be available outside the office explaining how to book a photo sitting time.
- Photo sitting time bookings will start on December 15<sup>th</sup>, 2017 with the on-line **Appointment Plus** program.
- Any photo booking will be cancelled if the Graduation fee has not been paid by the December 8<sup>th</sup>, 2017 deadline.
- Photos will be taken during the week of January 23<sup>rd</sup> to January 30<sup>th</sup>, 2018. Proofs will be mailed to the student's home address in approximately 3 - 4 weeks.
- Graduation portraits can be ordered in three ways, on-line (shop.lifetouchprestige.ca), by phone (1-888-676-1647) or you can set up an appointment with a representative at the Lifetouch studio in the west-end of Edmonton (18124-102 Ave, 780-437-2431). You are welcome to take your portrait package to the studio to place an order or ask any questions.
- Retakes will take place on Tuesday, March 6<sup>th</sup> to March 9<sup>th</sup>, 2018. Appointment Plus will be open for re-take bookings on February 16<sup>th</sup>, 2018. Proofs from the first photo session must be handed in at the time of re-takes or a fee for the second set will be imposed by Lifetouch. The fee is payable directly to the photographer at the re-take session.
- Students choosing to have their graduation photos taken elsewhere are required to have a photo taken by Lifetouch so their picture will be included on the Class Composite and in the Yearbook (Payment option B). No appointment is required for a Yearbook Photo and your picture will be taken by the first available Lifetouch photographer.

## **Graduation Rings**

- Jostens will be set up in the Common Area for Grad ring orders January 24<sup>th</sup>, and 25<sup>th</sup>, 2018. A Jostens representative will be at Memorial from 11:00 am – 1:00 pm daily.
- Jostens will again be in the Common Area on March 21<sup>st</sup> & March 22<sup>nd</sup>, 2018 from 11:00 am – 1:00 pm daily to assist you with an order or to answer any questions.

## **Graduation Ceremony**

- This year's ceremony will take place on **Friday, June 29<sup>th</sup>, 2018** at the Shaw Conference Centre in Edmonton.
- The ceremony will consist of Graduation Exercises, banquet and dance.
- **To participate in the Graduation Exercises, students must have met the criteria for graduation (see the following pages for criteria).**
- Graduating students will proceed across the stage in their banquet attire, and receive their cap, tassel and School Awarded Diploma.
- The Exercises/Banquet/Dance tickets are open to all students from the Class of 2018.
- Ticket prices for the Exercises/Banquet/Dance are \$80.00 per person, and Exercises Only Tickets are \$30.00 per person. **Dance Only Tickets are not available.** \*An online convenience fee (4.5% plus \$2.75 per guest) will be added to your purchase total at time of payment.

**All attendees (including the Grad) must purchase a ticket for the Banquet (includes Grad Exercises). However, if the Grad is only attending the Exercises, they do not require a ticket for that portion of the evening. Additionally, guests not attending the banquet have the option to purchase a ticket for the Exercises.**

# MCHS Grad Ticket Sales

## What is InviteRight?

InviteRight is a web application that allows you to purchase your Grad tickets securely online and permits the selection of banquet tables. It's just like buying concert tickets online and choosing your seat from a map of venue floor plan.

## How do I buy my grad tickets?

1. Grad ticket sales will run from June 1<sup>st</sup>, starting at 9:00 am to June 19<sup>th</sup>, 2018. This is a first-come-first serve basis for table choice.
2. Go directly to <https://mchs.inviteright.com/grad2018> where you can purchase your graduation tickets online.
3. Enter the Student ID (AB Ed ID#), student first & last name, address, phone number and email address. You will also enter the number of banquet or ceremony only tickets you wish to purchase for the event.
4. Input guest names and choose your seats. You will be shown a floor map with the available tables. You can also view where your friends are already sitting.
5. Enter your meal choice, food allergies or other special requests for you and your guest(s)
6. Payment – You will be directed to a new page and prompted to enter your credit card information into the secure online payment system. If you do not have a credit card, a temporary credit card may be used.
7. Confirmation – You will receive an email confirmation with a link where you will go to print each ticket purchased. Included are event information and a map to the venue.
8. If you do not have access to a personal or work email address, perhaps a relative or family friend could receive the confirmation and print the tickets on your behalf.

## Please bring your printed confirmation and tickets with you to Grad.

## How secure is the online payment system?

InviteRight is hosted within a secure socket layer (SSL) and its own security certificate and has the same security as your bank for internet banking. Online credit cards transactions are processed via a secure online payment system.

## What if I need more tickets?

More tickets can be purchased, however there is no guarantee that guests would be seated at the same table.

## Can I change my seats after I've already purchased my tickets?

Once tickets are purchased, the seats cannot be changed online.

# Graduation Criteria to participate in Exercises

Students are responsible for ensuring they meet the requirements to Graduate. Please book an appointment with a counsellor in Student Services or your Grade Administrator if you're unsure about meeting the following:

## **Alberta High School Diploma Requirements 100 Credits**

Including the following:

**ENGLISH LANGUAGE ARTS – 30 LEVEL**  
(English Language Arts 30-1 or 30-2)

**SOCIAL STUDIES – 30 LEVEL**  
(Social Studies 30-1 or 30-2)

**MATHEMATICS – 20 LEVEL**  
(Math 20-1, Math 20-2, or Math 20-3)

**SCIENCE – 20 LEVEL**  
(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)  
(A 10-credit combination of Science 10 and Science 14 is also acceptable)

**PHYSICAL EDUCATION 10 (3 credits)**

**CAREER AND LIFE MANAGEMENT (CALM) (3 credits)**

### **10 CREDITS IN ANY COMBINATION FROM:**

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages
- Phys Ed 20 and/or 30
- Locally developed/acquired and locally authorized courses in CTS, Fine Arts, Second Languages, or K&E
- Registered Apprenticeship Program

### **10 CREDITS IN ANY 30-LEVEL COURSE**

**(In addition to 30-level English and 30-level Social Studies course)**

**NOTE:** 30-level English or 30-level Social Studies courses from a different course sequence **cannot be used** to meet the 30-level course requirement.

- 30-level Locally Developed/Acquired and Locally Authorized Courses
- 3000 series (advanced level) in CTS courses
- 35-level Work Experience
- 35-level Registered Apprenticeship Program
- 30-level Green Certificate Specialization
- 30-level (K&E) course

# **Certificate of High School Achievement Requirements**

## **Knowledge and Employability (K&E)**

The requirements indicated in this chart are the **minimum** requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

### **80 Credits including the following:**

English Language Arts 20-2 or 30-4

Mathematics 10-3 or 20-4

Science 14 or 20-4

Social Studies 10-2 or 20-4

Physical Education 10 (3 credits)

Career and Life Management (3 credits)

### **5 CREDITS IN**

- 30 level Knowledge and Employability (K&E) occupational courses, or
- 30 level Career and Technology Studies (CTS), or
- 30 level Locally Developed Course with an occupational focus

AND

### **5 CREDITS IN**

- 30 level Knowledge and Employability (K&E) Workplace Practicum course, or
- 30 level Work Experience course, or
- 30 level Green Certificate course
- 30 level Registered Apprenticeship Program (RAP) course

## GRADUATION

To participate in the Graduation Exercises, a student must meet the minimum course credit requirements for an Alberta High School Diploma/K&E Certificate as established by Alberta Education. Students must achieve a minimum grade of at least 50% in all non-diploma subjects and meet the requirements for diploma subjects as listed below.

Because the final grade for diploma exam subjects is established by blending the School Awarded Mark and the diploma examination mark, the following rules will apply:

- a. In the first semester, students must have earned at least 50% as a final grade in any required diploma examination subjects.
- b. In the second semester, students must have earned at least 50% in the School Awarded Mark by the **April PowerSchool Update** for any diploma examination subject required for diploma requirements.
- c. Registration in Summer School **does not** qualify students for participation in the Graduation Exercises.  
OR
- d. Students must complete all of the requirements of the Life Skills Program (LAWS).

**Final determination for participation in the Graduation Exercises will be based on the April 26<sup>th</sup>, PowerSchool update.**

It is expected that all Grade 12 Students will conduct themselves in a mature, responsible manner throughout their graduation year.

### GRADUATION LISTS

Updated Graduation lists will be posted in the Grad display case outside the Textbook Depository starting the weeks of:

- May 10<sup>th</sup>
- May 31<sup>st</sup> – Final List

Students must meet the 50% criteria by the April 26<sup>th</sup> PowerSchool update.

If a student's grades fall below 50% in **any** course required for graduation, the student's name will be removed from the Graduation List.

Students enrolled in MCHS Outreach must meet the following requirements:

- A minimum of 75% completed in a 5 credit course by May 25<sup>th</sup> and passing.
- A minimum of 75 % successfully completed in a 3 credit course by May 25<sup>th</sup> and passing.
- An average greater than 50% in any courses required for a diploma as of May 25<sup>th</sup>.

Students enrolled in Alberta Distance Learning or another institute must adhere to the same timelines as above.

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**It is your responsibility to notify the school of any courses taken outside of Memorial or Memorial Outreach. If we are not notified of the pertinent information, your name will NOT appear on the Graduation List.**

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Students will be removed from the Graduation List as a result of:

- Failing marks in required courses (below 50%).
- Incomplete courses among Graduation requirements.
- Insufficient graduation requirements (courses dropped or missing).
- Failure to attend classes.

## **myPass**

**myPass** is an Alberta Education secure self-service website where students can order Alberta Official Transcripts of High School Achievement, view and print diploma exam statements, and complete other self-service functions.

To sign in or request access visit: [myPass.alberta.ca](http://myPass.alberta.ca)

To request access you must have:

- an Alberta Education Login ID (you will be given the opportunity to register for a Login ID).
- your Alberta Student Number.
- your date of birth.
- completed high school credit courses or GED equivalency courses in Alberta.
- a valid current address on record with Alberta Education.
- a personal email account – **Do Not Use** a school email account as once you graduate, this account will expire.

## **Grad Baby Picture – Deadline October 27, 2017**

Part of the Graduation Ceremony includes a picture slide show, which features Grads *then* (baby photo) and *now* (Grad photo). In order to be included in this presentation you **must submit a baby picture and have your Grad photo taken** at the school during the Lifetouch Grad portrait sessions. Pictures can be e-mailed to [wsorenson@psd70.ab.ca](mailto:wsorenson@psd70.ab.ca) or given to Mrs. Sorenson in the office. Please ensure your full name is on the back of the picture for identification purposes and returning to the rightful owner.

## **Grad Blurbs- Deadline February 28, 2018**

It's your last year! You want to be able to look back and reminisce on your years of high school. A key point of a yearbook is to be able to look back and reminisce. Grad blurbs are not mandatory; therefore, it's your responsibility to submit the on-line form located on Memorial's web-site by February 28, 2018.

## **Safe Grad & Mad Grad**

- If the Graduating Class of 2018 wishes to participate in "Safe Grad" or "Mad Grad" (alcohol-free event), **these events must be organized by volunteer parent groups.**
- Memorial Composite High School staff and administration have **NO** involvement in these activities.



# MEMORIAL COMPOSITE HIGH SCHOOL



## REGISTRATION FOR GRADUATION 2018

### PERSONAL INFORMATION

Please print your name **exactly** the way you would like to see it printed in the Graduation program and on your school awarded diploma.

Last Name	
First Name	Middle Initial
Mailing Address	
City/Town	Postal Code
Home Phone # <small>With Area Code</small>	Cell # <small>With Area Code</small>

**Please check your Option choice:**

#### OPTION A - \$60.00

Graduation Exercises (cap, tassel, school awarded diploma); *Grad photo sitting fee*; copy of the Grad Class Composite

#### OPTION B - \$45.00

Graduation Exercises (cap, tassel, school awarded diploma); copy of the Grad Class Composite

#### OPTION C - \$30.00

Grad photo sitting fee and copy of the Grad Class Composite

#### OPTION D -

Not participating in Graduation Exercises or Banquet

Amount Paid

Payment by

Receipt #

Payment can be made on-line through the PowerSchool Parent Portal or cheques payable to Parkland School Division.

**Please note that your payment DOES NOT include a Banquet ticket!**