

Class of 2017



Parent Handbook



Dear Grad Parents and Graduands:

High school graduation is an important and exciting time for our grade 12 students and their families. This booklet contains information pertinent to the graduation ceremony, banquet, photos, and rings.

Please use this as a reference as the year progresses. As graduation approaches, it will help you stay informed about important dates.

It is our goal at Vegreville Composite High School to provide an enjoyable and memorable graduation for our students and families. The information contained in the following pages should ensure that you understand the protocols and procedures attached to the graduation exercises. This will help you plan accordingly for Graduation 2017.

Should you have any questions, please contact the school at (780) 632-3341 and you will be directed to the appropriate staff member.

Kindly,

Graduation Advisors
Andrea Lystang and Kristina Allan

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CONTACT INFORMATION

<u>Name</u>	<u>Responsibility</u>	<u>Contact</u>
Andrea Lystang	Graduation Advisor	andrea.lystang@eips.ca
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Liz Melnyk	Graduation Requirements	liz.melnyk@eips.ca
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CLASS OF 2017 EXECUTIVE

President	Taylor Rozumniak
Vice - President	Daniel Kokotailo
Secretary	Jordana Withers
Public Relations Officer	Martina Rutherford
Decorating Co - Chairs	Karly Daskaluk & Jordan Ling

FORMATS OF INFORMATION

1. **Grad Board** – located across from Room 6
2. **School website** – vegcomp.ca
Underneath the STUDENT LIFE tab, there is a GRAD 2017 tab.
3. **Remind**
 - a. **GRADS** – text @49246c to the number 226 798 0774
 - b. **PARENTS** – text @982he to the number 226 798 0774
4. **Twitter** @vegcomp
5. **Instagram** – vegcomp

COMMENCEMENT EXERCISES

Grade 12 students will meet with Mrs. Melnyk during the school year to ensure that they are enrolled in the appropriate courses to meet the requirements for Graduation.

To qualify for the grad list, students must adhere to the following criteria:

CRITERIA:

- Students entering Grade 12 in September **must** have accumulated a minimum of 80 credits by February 28, 2017.
- Students must have the necessary required courses or enrolled in the remaining required Grade 12 courses in order to be on the Grad list.
- Any non-diploma correspondence (ADL) courses must be successfully completed, including the final, by April 27, 2017.
- Students **must attend classes regularly and on time** as per the School Act and administrative policy 350: Student Conduct.

Any student who is withdrawn from the grad list/ commencement exercises may appeal the decision in writing to the principal, subject to the policies and regulations of Elk Island Public Schools.

GRADUATION REQUIREMENTS

Students must meet the requirements for graduation as established by Alberta Learning.

Diploma Requirements:

- 15 credits in senior English
- 15 credits in senior Social Studies
- 10 credits in Math (minimum Math 24)
- 10 credits Science (minimum Science 24)
- 3/5 credits in CALM 20
- 3 credits in Physical Education
- 10 other credits at the 30 level
- 38 other credits
 - **Minimum 100 total credits**

Certificate of Achievement Requirements:

- English 20-2 or 30-4
- Social 20-2 or 20-4
- Math 24 or 20-4
- Science 24 or 20-4
- Physical Education 10
- Career and Life Management
- 10 credits Work Experience or RAP or Green Certificate
 - **Minimum 80 total credits**

DATES TO REMEMBER

Grad Parent Meeting	October 12, 2016
Grad Wear Sales	October 2016 TBA
It's a Matter of Choice Career Fair	November 1, 2016
Grad Fee \$165 DUE*	November 7, 2016
Graduation Ring Sale	November 2016 TBA
Initial Grad list posted	November 30, 2016
Grad Pictures	December 1 & 2, 2016
Grad Retakes	January 2017 TBA
Semester 1 Diploma Exams	January 16 – 30, 2017
Graduation Gown Sizing	February 2017 TBA
Charity Event	April 2017 TBA
Ticket Sales	May 2, 3, 4, 2017 at lunch
Final Grad list	May 2, 2017
Semester 2 Diploma Exams	June 15 -29, 2017
Rehearsal/decorating	June 1, 2017
GRADUATION DAY	JUNE 2, 2017

*Fees must be paid prior to Graduation photos. Should a payment plan be required, please speak with Mrs. Soldan prior to the deadline.

THE BUDGET 2017

The grad fee of \$165 will be payable to Vegreville Composite High School by November 7, 2016. This is included on your school fees invoice; however it may be paid separately.

Expenses vary from year to year depending on the decisions of the current grad class. Items such as grad caps and gowns, decorating expenses and the group photo fluctuate. The budget presented below is based on anticipated expenses and is adjusted to the number of grads this year.

Please note the fee **does not cover** the banquet ticket cost of approximately \$40/person. A banquet ticket is required for each person attending the ceremony **INCLUDING** the graduand.

Social Center Rental – (kitchen use, linens, Screen rental, breakage)	\$2500
Decorating Cost (includes ticket printing, invitations, programs)	\$2300
Gown rental & cap/tassel purchase (70 x \$24.00)	\$1680
Group photo (8x10 color composite) (70 x \$18.00)	\$1260
Grad Group Photo Framing	\$300
Honorarium/gifts/guest speaker honorarium	\$500
Banquet tickets for dignitaries, invited guests	\$600
Graduation Photo Sitting Fee* (70 x \$25.00)	\$1750
Start-up Fund	<u>\$450</u>
Total	\$11340

* Graduation fees now include the photographer's sitting fee of \$25.00 that was previously paid directly to Lifetouch. It is important for all graduands to have a photograph in their cap and gown. It will be a lasting memory in the yearbook as well as creative display the evening of the graduation ceremony.

Parents are not obligated to purchase packages, however, if they choose to do so, the sitting fee will be credited towards the cost.

GRAD WEAR

The Graduation Executive designs hoodies with a grad logo and school crest. These hoodies can be customized with the student's name and are available for sale in October. Further information will be forthcoming through the various formats.

IT'S A MATTER OF CHOICE POST-SECONDARY AND CAREER FAIR

For almost 30 years, EIPS has been hosting a one-evening opportunity for students in grades 9 to 12, their parents/guardians and the general public to attend YOUR FUTURE: It's a Matter of Choice, which brings together more than 40 post-secondary institutions and career areas under one roof.

The event will be held on Tuesday, Nov. 1, 2016 from 6 p.m. to 8 p.m. at the Holiday Inn Hotel and Conference Centre in Sherwood Park.

GRADUATION RINGS

Barry Dmitri from Josten's Rings will be at VCHS in November. Brochures will be available to show the various styles that students may choose to purchase. Please watch for further information on the grad board and the school website.

GRADUATION PHOTOS

Lifetouch will be taking graduation photos on December 1 and 2, 2016. A retake date will be set approximately five weeks later. Lifetouch provides ten backgrounds along with flooring, giving an opportunity for full-length photos. Sessions are twenty minutes and are booked online. Brochures with booking information will be available in mid-October.

DIPLOMA EXAMS – SEMESTER ONE

Monday, January 16, 2017

English Language Arts 30-1 Part A
English Language Arts 30-2 Part A

Tuesday, January 17, 2017

Social Studies 30-1 Part A
Social Studies 30-2 Part A

Wednesday, January 18, 2017

Français 30-1 Partie A
French Language Arts 30-1 Part A

Friday, January 20, 2017	Français 30-1 Partie B French Language Arts 30-1 Part B
Monday, January 23, 2017	English Language Arts 30-1 Part B English Language Arts 30-2 Part B
Tuesday, January 24, 2017	Social Studies 30-1 Part B Social Studies 30-2 Part B
Wednesday, January 25, 2017	Mathematics 30-1 Mathematics 30-2
Thursday, January 26, 2017	Biology 30
Friday, January 27, 2017	Chemistry 30
Monday, January 30, 2017	Physics 30 Science 30

GRADUATION GOWN SIZING

Students will be measured for their graduation gowns in February. Further information will be provided via the various formats.

CHARITY EVENT

The Class of 2017 will host a charity event with a portion of the proceeds being donated to the charity of their choice. The event will be organized in consultation with the executive and the advisors. All graduands will be expected to volunteer, along with their parents. The time commitment is approximately three to four hours. Examples of previous events include a bottle drive or car wash. This is an excellent opportunity to give back to the community and spend time with fellow graduands and their families.

GRADUATION TICKET SALES

Tickets will be sold at lunch in the general office on May 2, 3, and 4, 2017. Projected costs for banquet tickets are \$40/ticket which will be dependent on the caterer. All guests require a ticket including the graduand.

Children 7 and under REQUIRE a ticket, but they will NOT be charged. This means they are included in your table count, but they are free.

Tickets are limited to EIGHT per graduand. There are no exceptions.

Payment may be made via debit card, credit card, cash, or cheque payable to VCHS.

Students with any outstanding fees will not be able to purchase banquet tickets.

SEATING ARRANGEMENTS

Dignitaries, guest speakers, staff, and the executive are seated near the front to allow for easy access to the stage with minimal disruption. Guests requiring special needs (walker, wheelchair) are seated near the foyer entrance. Students that have volunteered for events (Legion Steak Fry, Chamber of Commerce Christmas Party, etc.) receive preferential seating. The table locations for the remaining graduands are placed randomly.

CLASS VALEDICTORIAN

The Valedictorian is selected after first reporting period in second semester (mid-April). This decision is made by administration based on academic standing.

DIPLOMA EXAMS – SEMESTER TWO

Thursday, June 15, 2017	English Language Arts 30-1 Part A English Language Arts 30-2 Part A
Friday, June 16, 2017	Social Studies 30-1 Part A Social Studies 30-2 Part A
Monday, June 19, 2017	Français 30-1 Partie A French Language Arts 30-1 Part A
Tuesday, June 20, 2017	Français 30-1 Partie B French Language Arts 30-1 Part B
Thursday, June 22, 2017	English Language Arts 30-1 Part B English Language Arts 30-2 Part B
Friday, June 23, 2017	Social Studies 30-1 Part B Social Studies 30-2 Part B
Monday, June 26, 2017	Mathematics 30-1 Mathematics 30-2
Tuesday, June 27, 2017	Chemistry 30
Wednesday, June 28, 2017	Biology 30
Thursday, June 29, 2017	Physics 30 Science 30

DECORATING

In consultation with the advisors, the Decorating Co-Chairs are responsible for creating an elegant and memorable graduation that reflects their class and follows the framework set out by Elk Island Public Schools.

The Decorating Co-Chairs will organize a committee to decorate the Social Center on Thursday, June 1. Transportation in the form of a flat-bed trailer will be required to haul larger items (stairs, backdrops etc.) from the school to the SC and back again at the end of the ceremony. Parents will also be required to assist with set-up and take down. The Graduation Executive for 2018 will also be helping. Many hands make light work.

REHEARSAL

A mandatory rehearsal will follow decorating, at approximately 2:00 pm on Thursday, June 1. This rehearsal is very important as we run through the program. It will last 90 minutes and is for the graduands only. The girls should wear their shoes to practice walking the stairs.

CLASS OF 2017 PHOTOGRAPH

The group photograph will be taken at the County of Minburn building on Friday, June 2. Please arrive at 3:15 sharp and be prepared to stay thirty minutes. It will take this long to organize the students and take the required photographs.

BANQUET

Time Frame

The doors to the Social Center will open at 4:15. The Ceremony will start promptly at 5:00. Dinner is usually served close to 6:30. The evening ends at approximately 9:30-10:00.

Meal

The meal is buffet-style and usually features a beef and chicken entrée, along with numerous salads and side dishes. Dessert and tea/coffee are included.

Alcohol/Drugs

Graduation is a school event. Any alcohol/drug consumption by graduands, parents, or guests will not be tolerated. Drinking in or around the venue will result in removal from the ceremony, and school consequences will be applied. The RCMP will be patrolling the grounds of the Social Center as well as the Egg Park on graduation day.

Program Format

- Welcome (Administration)
- Opening Remarks (Master and Mistress of Ceremonies)
- Introduction of Graduands - Students are introduced in reverse alphabetical order, by a staff member, as their chosen song clip plays.
- Message from EIPS Board of Trustees
- Message from the Provincial Government
- Message from the Town of Vegreville
- Message from the Superintendent
- Message from Administration
- Grace (Student and/or Parents)
- Banquet
- Guest Speaker
- Tribute to Teachers (Student)
- Teachers' Reply (Teacher)
- Tribute to Parents (Student)
- Parents' Reply (Parent)
- Valedictorian Address
- Entertainment Interlude – Graduands put on their caps and gowns.
- Formal March of Graduands – In their caps and gowns, graduands are introduced, along with a description of their future plans. As they cross the stage, they will shake hands with administration and receive their certificate. The tassel on their cap will be moved from the right side to the left.
- Cap Toss

Gown Return

Students and their families are encouraged to take photographs in their caps and gowns. The gowns and vee-stoles must be returned. Please hang up the gown on the student's labelled hanger and initial the return sheet prior to leaving the Social Center. Any unreturned gowns or vee-stoles will be charged to the student. The cap is a memento for the student to keep.