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# Alberta Education High School Diploma Requirements

The requirements indicated in this chart are the **minimum** requirements for a student to attain an [Alberta High School Diploma](#). The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

## 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  
(Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)

SCIENCE – 20 LEVEL  
(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

PHYSICAL EDUCATION 10 (3 CREDITS)

CAREER AND LIFE MANAGEMENT (3 CREDITS)

### 10 CREDITS IN ANY COMBINATION FROM:

- Career and Technology Studies (CTS) courses
- Fine Arts courses
- Second Languages courses
- Physical Education 20 and/or 30
- Knowledge and Employability courses
- Registered Apprenticeship Program courses
- Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses

### 10 CREDITS IN ANY 30-LEVEL COURSE

*(IN ADDITION TO a 30-LEVEL ENGLISH LANGUAGE ARTS and a 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)*

These courses may include:

- 30-level locally developed/acquired and authorized courses
- Advanced level (3000 series) in Career and Technology Studies courses
- 30-level Work Experience courses
- 30-level Knowledge and Employability courses
- 30-level Registered Apprenticeship Program courses
- 30-level Green Certificate

# Alberta Education Certificate of High School Achievement Requirements

Students who are enrolled in Knowledge and Employability courses and who satisfy the requirements, as outlined in the chart below, are awarded a *Certificate of High School Achievement*.

<p>The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain a <a href="#">Certificate of High School Achievement</a>. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.</p>
<p><b>80 CREDITS</b> including the following:</p>
<p>ENGLISH LANGUAGE ARTS 20-2 OR 30-4</p>
<p>MATHEMATICS 10-3 OR 20-4</p>
<p>SCIENCE 14 OR 20-4</p>
<p>SOCIAL STUDIES 10-2 OR 20-4</p>
<p>PHYSICAL EDUCATION 10 (3 CREDITS)</p>
<p>CAREER AND LIFE MANAGEMENT (3 CREDITS)</p>
<p>5 CREDITS IN</p> <ul style="list-style-type: none"> <li>● 30-level Knowledge and Employability occupational course, or</li> <li>● 30-level Career and Technology Studies (CTS) course, or</li> <li>● 30-level locally developed/acquired and authorized course with an occupational focus</li> </ul> <p>AND 5 CREDITS IN</p> <ul style="list-style-type: none"> <li>● 30-level Knowledge and Employability Workplace Practicum course, or</li> <li>● 30-level Work Experience course, or</li> <li>● 30-level Green Certificate course, or</li> <li>● Special Projects 30</li> </ul>
<p>OR</p>
<p>5 CREDITS IN</p> <ul style="list-style-type: none"> <li>● 30-level Registered Apprenticeship Program (RAP) course</li> </ul>

# ATTENDANCE POLICY

A Short version for Graduates

(For the complete [CHS Attendance Policy](#) please refer to the CHS School Website)

## GUIDELINE

*Satisfactory attendance is required in ALL courses at Cochrane High in order to fully participate in the Graduation Cap and Gown Ceremony*

## PROCEDURES

- Attendance will be taken at the beginning of each period. A LATE is an ABSENT when the student arrives more than 30 minutes into a class.
- Skipping a class counts as 'Unexcused' (AU)

**Level 1:** The classroom teacher determines attendance issues are affecting learning

- Contact with parents - update (telephone and/or email)
- Discussion with student; records meeting

**Level 2:** The classroom teacher determines no positive change has been made

- contacts parent via email or telephone
- forwards to Grade Level Administrator (Grade 12 - Lyons)
- Administrator meets with student; plan created for moving forward - shares with teacher.
- Administrator contacts parent and advises parent of consequences of ongoing behaviour - records

**Level 3:** The classroom teacher determines no positive change has been made in attendance

- Emails grade level Administrator (G12 - Lyons)
- Meeting with parents and student to devise plan moving forward - Contract

### Possible consequences at **ANY LEVEL** of these interventions

(Depending on the circumstances of the absences)

- Defined Schedule for CONN3CT
- In school suspension
- Out of school suspension
- Possible withdrawal from the course
- Loss of extracurricular activities (including but not limited to: teams, field trips, graduation exercises, dances, performances etc...)
- Factors that will be considered: achievement, type of absence etc.

Administration will meet with the student to address the issue, note any extenuating circumstances and explore future actions and/or alternate delivery system. Other initiatives might include: conferences, referral to outside agencies for support, attendance contracts, or course withdrawals. Parents will be sent written notification of the outcome and plan of this meeting/s. *At the administration's discretion the student may be placed on high accountability &/or immediately taken off the grad list.*

# GRADUATION FEES

## Grad Ceremony Fees

The ceremony fee is **\$200.00/Graduate**

Ceremony fees are due in November and can be paid through [School Cash Online](#) which can be found on the front page of our school website.

**Note:** Each grad can invite approximately **four (4) guests** to the morning ceremony (dependent on size of the graduating class).

Grad Ceremony fees cover the costs of the following:

Chair/Facility Rental	Gifts for Speakers / Valedictorian
Guest Speaker	Memento Caps / Tassel Purchase
Decorations	Staff Processional Gowns
DJ/Music	Program Morning / Evening
Diploma Covers / Inserts	Gown / Stole Rental (Shipping & GST)
Photographer/Picture with Mr. Polhill	

## Banquet Fees

We expect the banquet tickets to be in the price range of **\$80.00 to \$90.00 each for 2019**.

Banquet tickets cannot be purchased until Grad fees AND school fees have been paid in full.

Banquet tickets and seating will be completed together using an online ticket purchasing vendor - InviteRight. Approximately one month before our Grad 2019 Ceremony, *a link will be sent* to all Grade 12 parents.

➤ Payment must be made at that time with either a credit card or debit.

**Note:** Tables seat 10 people including the Graduate. Please keep this in mind when booking online.

**Graduation is 100% user pay.** In other words, there is no fundraising to offset the cost of the ceremony or the banquet. The grad fee is based on the number of eligible grade 12 students on the grad list. Throughout the year, various items will be purchased or booked for each graduating student. Therefore, it is necessary for each grad to be responsible for covering everything that has been bought for them up until the time they have been removed from the graduating list.

## **If a student is removed from the grad list, the following refund policy applies:**

Students can be removed from the grad list at any time if the above rules, or rules pertaining to attendance, are not followed. Any grad removed from the grad list after the grad fees have been paid will lose a portion of their payment. The last day to receive a full refund is TBA. No refund of grad fees will be given after TBA as major invoices will still need to be paid.

## GRAD PORTRAITS

**November 8, 2018** - Online booking site opens [www.lifetouch.ca/southernalberta](http://www.lifetouch.ca/southernalberta)

**December 10 - 14 and Dec. 17 & 18** - Grad Portrait Sittings (CHS Learning Commons)

**Week of January 1st, 2019** - Students will be emailed the online access codes to view proofs. Will also receive a set of 4x5 proofs in the mail.

*There will be **no** grad photo retakes available at the school. Please contact LifeTouch directly to schedule a sitting at their studio. LifeTouch 3628 Burnsland Rd SE Calgary (403) 255-5440. **It is important that every Grad have his/her photo taken for the composite picture & yearbook.** There is no obligation to purchase and *there is no sitting fee if the picture is only for the yearbook and composite.**

For photo packages, there is a *sitting fee* of \$40. Picture packages are made available to individual graduates with the cost varying according to the package contents. Cost information is made available by LifeTouch at the time of the sitting.

## GRAD RINGS

Cochrane High School graduation rings may be purchased any time. This is an additional cost and varies as to the style of ring. The ring supplier, Jostens, usually sets up a booth at the school during the noon hour for the graduates' measuring pleasure! If you miss ordering your ring on the dates set by Jostens, please call Denise Kelly directly at 403-252-1774 or [www.jostens.com](http://www.jostens.com).

## MANDATORY GRAD REHEARSAL

**Friday, May 24<sup>th</sup> 2019 Gym from 10:00am- 1:15pm**

In order to participate in the Cap & Gown Ceremony, students must have the potential to graduate. The following requirements/criteria **MUST** be met:

- Be registered in a minimum of 30 credits in your grade 12 schedule.
- Have completed or be registered in the necessary courses to fulfill diploma requirements.
- If taking online courses, one half of the course *must be completed* and submitted by April 17th, 2019
- Have a minimum mark of 50% on mid-term report card for any compulsory course to meet graduation requirements (April 15th, 2019)
- Meet CHS Attendance Policy Guidelines (see above)

*NOTE: \*Student are responsible to ensure that requirements have been met! Changes to your schedule? Please discuss this with Ms. Laudel, our guidance counsellor, to ensure that you still meet grad requirements.*

## GRADUATION DAY!

**Saturday, May 25th, 2019**

**Venue:** Calgary Telus Convention Centre

**Morning Cap & Gown Ceremony** - 10:00am (Graduates arrive by 9:00am)

**Banquet** - Doors Open at 6:00 p.m.

Details to follow

## GRAD COMMITTEE

Opportunity to be involved with the Grad Committee will be posted at a later date and will consist of members of the present graduating class. It is important to note that Graduation is put on by Cochrane High School. The Grade 12 Committee is representative of the larger group where input is valued, yet limited to specific areas. Additionally, Cochrane High staff and Grade 11 parent volunteers participate in this event. Committee meetings will be held on *Fridays* beginning at 1:35pm. If students are busy with other commitments on Friday afternoons, it is advised that they *not* put their name forward for possible selection.

### Meeting Dates: TBA

October 27th      Meet & Greet; "Storming/Forming/Norming"; Brainstorming *Theme*  
November  
December  
February  
March  
April  
May

### Responsibilities

- Attend all meetings with positivity, creativity, and enthusiasm
- Decide on Grad Theme 2019
- Sharing information with your peers
- Correlating survey information: songs (processional, recessional, Grand March, first dance(s)). Upload songs onto USB for Telus Evolution
- Guest Speaker (Alumni) research (speaking to teachers; community members; other)
- Write Letters of Invitation to all guests participating in the ceremony (ie: Principal, Superintendent, Trustees, Guest Speaker(s), etc)
- Disseminating information: CHS FB (Lyons), school email, posters, Twitter (Lyons), Commit to the C, Cochrane website, Grad Newsletters, etc
- Lead advertising, ordering, and distributing Grad clothing
- Volunteering: measurements for grad gowns (height); issuing gowns to Grads during 'Rehearsal Day - May 25th 2019
- Program input (Ceremony and Banquet)
- Help organize auditions: entertainment, MCs, dinner prayer, toasts
- Powerpoints - creating
- G12 Video creation - ALL G12 students will be in this production - *The Story of Our CHS Graduates 2019*
- Final approval of powerpoints/videos by Grad Committee (teachers) and Administration.

**Application form to be completed and returned to** Ms. Lyons by **Monday, October 22, 2018.**  
See the Application Form (p. 9). First meeting **Friday, October 26th 1:35pm Conference Room.**

## 2019 GRADUATION IMPORTANT DATES

- September 20th – Mandatory Grad Meeting for G12 students & parents at 6:00pm
- October 22nd – Application for Grad Committee deadline (Ms. Lyons)
- October 26th – First Meeting for new Grad Committee 1:35pm Conference Room
- November 19th – Baby photos submission deadline (Email Jpeg to [chsgrad@rvschools.ab.ca](mailto:chsgrad@rvschools.ab.ca)  
Subject line: LASTnameFirstName Baby Photo (ALL G12 students)
- November 26th – Deadline to pay Grad fees (\$200) & basic school fees through Cash Online
- December 10 - 14th, and December 17 & 18 2018 – Grad Portrait Sitzings - half hour appointments
- December 17th – last day to request a full grad fee refund if not participating

*\*Reminder: Grad AND School fees must be paid before banquet tickets can be purchased\**

- April 17th – Online course work must be at least half completed (50% or better)
- TBA – Banquet tickets can be purchased and seating chosen using online system ([link to be provided at later date](#))
- April 15th – Academic temperature check - must have a minimum mark of 50% in *all* requirements
- May 3rd – Final Morning Grad Participation list will be posted by Ms. Laudel
- May 24th – Mandatory Grad Rehearsal for recessional / processional in the Gym 10:30 - 1:15 (pizza for everyone after rehearsal! Gowns/Stoles/Caps/Tassels to be handed out.



## **GRAD COMMITTEE APPLICATION FORM**

*Grad Committee Application Form Due October 22nd, 2018 (Please submit to Ms. Lyons)*

Why are you choosing to submit your name for consideration for the Grad Committee 2019?

List other committees, groups, or activities that you are involved with that may conflict with Grad Committee meetings. Please list below along with expected time commitment.

Meetings will take place on Fridays after school. Are you prepared to fulfill this obligation? \_\_\_\_\_

Number of meetings may increase as we get nearer to the date. Are you prepared for this possibility? \_\_\_\_\_

What is your experience working in a group? What do you see as the benefit(s) and the challenge(s) of working with others toward a common goal?

Please invite a teacher to write a *short letter* of reference for you. Ask them to email this letter directly to Ms. Lyons. Deadline is Monday, October 22nd, 2018.

We are looking forward to working with our 2019 Grad Committee!!

Ms. Lyons and Mme Eccles