

MCHS GRADUATION HANDBOOK



Class of 2024

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Memorial Composite High School welcomes the Class of 2024 to a new and, (for most) final school year. Regular “Graduation Updates” will be communicated via the school website, the Memorial Memo Newsletter, daily school announcements and the Grade 12 Google Classroom. The Graduation display case is located just outside the Textbook Depository where information and Grad lists will be posted. Grade 12 students and parents/guardians are responsible to keep themselves informed about all details pertaining to 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 can choose one of the following non-refundable Graduation Fee Options. If you wish to participate in the Graduation Ceremony you must choose Option A or B.
- Grad fees cover the cost of items in the Option Packages.

Option A

Graduation Ceremony and Graduation Photos- \$54.00

- Graduation cap and tassel
- School Awarded Certificate
- Sitting Fee (Lifetouch portrait packages may be purchased from the photo proofs)

Option B

Graduation Ceremony and Copy of Class Composite Only – \$29

- Graduation cap and tassel
- School Awarded Certificate
- **No Photos - (Please have a single Yearbook photo taken by Lifetouch in January at no additional cost so that the graduates photo may be included 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 - \$25

- Sitting Fee (Lifetouch portrait packages may be purchased from the photo proofs)
- No participation in the Graduation Ceremony

Option D

- Not participating in Graduation Ceremony

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, 2023. Payment can be made on-line through the PowerSchool Parent Portal or by cash, credit card or cheque payable to Parkland School Division at the School Finance Office. CFL graduates will have to pay the Grad Fee at MCHS as it can not be added to a CFL PowerSchool Parent Portal.

Please refer to Memorial's website and monthly newsletter for ongoing updates.

Graduation Photos

- As of December 11, 2023 a brochure will be available in the Library (Mrs. Sorenson) explaining how to book a photo sitting time.
- Portrait session bookings will start on December 15, 2023 @ 9:00 am with the on-line **Appointment Plus** program. Grad Fees must be paid prior to the booking.
- Scheduled portrait sessions will be cancelled if the Graduation fee has not been paid.
- Photos will be taken during the week of January 22 to January 26, 2024. 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 March 4 to 7, 2024. Appointment Plus will be open for re-take bookings on February 13, 2024 @ 9:00 am. Proofs from the first photo session must be handed in at the time of re-takes or a fee of \$25.00 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 in order for their Grad picture to be included on the Class Composite, Yearbook (Payment option B) and the Grad slideshow at the Ceremony. No appointment is required for a Yearbook Photo and students will be seen by the first available Lifetouch photographer.
- *Students who want a casual photo with a pet must schedule an appointment for their portrait session to be taken at the Lifetouch Studio (780-437-2431). Grad Fees must be paid prior to the booking.*
- Students not meeting the Alberta High School Diploma or KAE Certificate requirements to **graduate will not be eligible** to have their Graduation photo on the Class of 2024 Composite. Eligibility will be determined once the Alberta High School Diploma and KAE Certificate are awarded by Alberta Education.

Jostens Class Rings & Graduation Keepsakes

- Jostens will be in the Common Area on February 14 and 15, 2024 from 10:30 am – 12:30 pm daily to assist you with an order or to answer any questions.
- At the ceremony, graduating students will proceed across the stage in their chosen ceremony attire. Families who wish to have their child wear a graduation style gown are responsible for obtaining their own. Black light weight keepsake gowns are available for purchase through Jostens. **Orders for a grad gown can only be purchased on February 14 & 15, 2024 at a cost of \$25.00 per gown and delivered to the school in approximately 6 weeks.**
- Memorial's Jostens representative is Angela Moore and she can be contacted via email @ angela.moore@jostens.com For general inquiries please call (1-844-750-9050) or [Click here](#) for the direct link to view Jostens website.

Graduation Ceremony

- This year's ceremony will take place on **Thursday, June 27, 2024** at the Edmonton Convention Centre in Edmonton. Program start time at 2:00pm with an **approximate duration of 2.5 hrs.**
- **To participate in the Graduation Ceremony, students must have met the criteria for graduation (see the following pages for criteria).**
- Graduating students will proceed across the stage in their chosen Ceremony attire, and receive a keepsake cap, diploma cover and school awarded certificate. **Please note: This is not a Cap and Gown Ceremony.**
- The Ceremony is open to all students from the Class of 2024, however only the students meeting Graduation eligibility requirements are permitted to walk across the stage.

Ceremony Ticket Sales

Grad 2024 ticket information and links to on-line ticket sales will be posted here once available.

Online ticket sales run from June 1, 2024 to June 20, 2024. The prices and number of tickets per graduate to be determine.

Criteria to participate in the Graduation Ceremony

Students are responsible for ensuring they meet the requirements to Graduate. Please book an appointment with your Grade 12 Counsellor Mrs. Nuijens or your Grade Administrator Ms. Jewell, 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
- Physical Education 20 and/or 30
- Locally developed/acquired and locally authorized courses in CTS,
- Fine Arts, Second Languages, or KAE
- 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 (KAE) course

Certificate of High School Achievement Requirements Knowledge and Employability (KAE)

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 (KAE) 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 (KAE) Workplace Practicum course, or
- 30 level Work Experience course, or
- 30 level Green Certificate course
- 30 level Registered Apprenticeship Program (RAP) course

Life, Academic, & Work Skills Program (LAWS)

LAWS students at the end of their final year of programming are encouraged and eligible to participate in the MCHS Graduation Ceremony. If parents with a student in the LAWS program have any questions please contact Ms. Jewell or Mrs. Nuijens.

GRADUATION CEREMONY REQUIREMENTS

To participate in the Graduation Ceremony, a student must meet the minimum course credit requirements for an Alberta High School Diploma/KAE 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 **May 30, 2024** for any diploma examination subject required for diploma requirements.
 - c. Registration for courses in Summer School 2024 **does not** qualify students for participation in the Graduation Ceremony.
- OR**
- d. Students must complete all of the requirements of the Life Skills Program (LAWS).

Final determination for participation in the Graduation Ceremony will be based on the marks as of May 30, 2024.

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

Students who successfully graduate with a Certificate of High School Achievement (KAE) will be eligible to apply the next school year as a returning Grade 12 student to complete the requirements of the Alberta High School Diploma program. Approved returning 12 students who successfully achieve their diploma within the year will be eligible to attend the Graduation Ceremony if the applicable Graduation fee has been paid.

GRADUATION LISTS

Updated Graduation lists will be posted in the Grad display case outside the Textbook Depository and in the Grade 12 Google Classroom as follows;

- The initial graduation list will be posted in November with recurring updates throughout the year.
- The preliminary Ceremony list will be posted on May 1, 2024
- The final Ceremony list will be posted on May 31, 2024

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 AAC/CFL/SG Outreach must meet the following requirements:

- A minimum of 75% completed in a 5 credit course by May 30 and passing.
- A minimum of 75% completed in a 3 credit course by May 30 and passing.
- An average greater than 50% in any courses required for a diploma as of May 30, 2024.

Students enrolled in another institute must adhere to the same timelines as above and must advise their Grade Administrator or Counsellor of any courses in which they are enrolled/completed at campuses other than Memorial or CFL/SG Outreach.

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

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.

Independent Student

Any Grade 12 student turning 18 during the 2023-2024 school year is responsible for their own Graduation; unless an Independent Student Letter is on file granting parental access to information.

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Safe Grad, Madd Grad, or Parent Graduation Committee

- If the Graduating Class of 2024 wishes to participate in “Safe Grad” “MADD Grad” or an activity planned by the “Parent Graduation Committee”, **these events are solely organized by volunteer parent groups.**
- For further information on the Parent Graduation Committee please send an email to memorialgradcommittee@gmail.com
- Memorial Composite High School staff and administration have **NO** involvement in these activities.

Please use the form on the following page to pay for your Grad fees by December 8, 2023.

Once payment has been submitted, please give the Graduation Registration Form to Ms. Miller in the Finance Office. Thank you!

For more information or with questions about Grad please contact:

Mrs. W. Sorenson
MCHS Graduation Coordinator
Phone: 780-963-2255 ext. 1082
Email: wendy.sorenson@psd.ca

MEMORIAL COMPOSITE HIGH SCHOOL REGISTRATION FOR GRADUATION 2024

PERSONAL INFORMATION

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

Last Name	
First Name	
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 - \$54.00 (GST included)

	Graduation Ceremony (cap, tassel, school awarded certificate); <i>Grad photo sitting fee</i> ;
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OPTION B - \$29.00 (GST included)

	Graduation Ceremony (cap, tassel, school awarded certificate); No Grad Portrait Session – Please have a Lifetouch Yearbook photo taken during Grad photo days or the graduates’ photo will not be included in the Class Composite. No appointment required, no fee.
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OPTION C - \$25 (GST included)

	Grad photo sitting fee
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OPTION D

	Not participating in Graduation
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Amount Paid

Payment by

Receipt #

Payment can be made on-line through the PowerSchool Parent Portal or by cash, credit card or cheque payable to Parkland School Division at the School Finance Office. CFL graduates are required to pay the Grad Fee at MCHS as it can not be added to a CFL PowerSchool Parent Portal.