

# ***Frank Maddock High School***



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## **2022 Convocation and Graduation**

### **Parent and Guardian**

### **Handbook**



# Eligibility

To be eligible to participate in the commencement ceremonies a student must:

1. Have all school fees paid by June 16th
2. Be passing all diploma/certificate of achievement required courses by June 16th
3. All SDL courses completed by June 16th Exam Schedule

## DIPLOMA GRADUATION REQUIREMENTS

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the <u>minimum</u> 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 <sup>1</sup> (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) <sup>2</sup>
CAREER AND LIFE MANAGEMENT (3 CREDITS) <sup>3</sup>
10 CREDITS IN ANY COMBINATION FROM
<ul style="list-style-type: none"> <li>• Career and Technology Studies (CTS) courses</li> <li>• Fine Arts courses</li> <li>• Second Languages courses</li> <li>• Physical Education 20 and/or 30</li> <li>• Knowledge and Employability courses</li> <li>• Registered Apprenticeship Program courses</li> <li>• Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses</li> </ul>
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) <sup>4</sup>
<p>These courses may include</p> <ul style="list-style-type: none"> <li>• 30-level locally developed courses</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses</li> <li>• 30-level Work Experience courses <sup>5</sup></li> <li>• 30-level Knowledge and Employability courses</li> <li>• 30-level Registered Apprenticeship Program courses</li> <li>• 30-level Green Certificate Specialization courses</li> <li>• Special Projects 30</li> </ul>

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# CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS

CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)		
<p>The requirements indicated in this chart are the <u>minimum</u> 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.</p>		
<p>80 CREDITS<sup>①</sup> 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)<sup>②</sup></p>		
<p>CAREER AND LIFE MANAGEMENT (3 CREDITS)<sup>③</sup></p>		
<p>5 CREDITS IN</p> <ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability occupational course, or</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses,<sup>④</sup> or</li> <li>• 30-level locally developed course with an occupational focus</li> </ul> <p>AND</p> <p>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,<sup>⑤</sup> or</li> <li>• 30-level Green Certificate course,<sup>⑥</sup> 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<sup>⑦</sup></li> </ul>

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# Commencement Fee

The Grad Fee is a charge for each student who participates in commencement-related activities to offset the costs. These include the stage rental and decorating, grad cap, gown and stole purchase, diploma cover, etc. Grad fee for the 2020-2021 year was \$90 per student (Grad Fee for 2021-2022 is not yet finalized, but we anticipate a similar cost as last year).

# Grad Student Committee

The Grad Student Committee is a group of students who volunteer throughout the year to take on a leadership role in planning their graduation ceremonies including Grad Breakfast and Spirit days. They organize and coordinate all aspects of the Grad Evening ceremonies in conjunction with other interested students and some staff members, called grad advisors. There are bi-weekly meetings for any interested students. Meetings will be held on the 2nd & last Tuesday of the month during the lunch hour in the staff advisors classroom (S20). Grade 12 students interested in joining the committee must attend the first meeting on October 28.

# Grad Parent Committee

The Grad Parent Committee consists of all parents who wish to volunteer to support the graduates in the organization of the non-school graduation celebrations. Historically, these events may include prom, prom party, evening meal, prom parade, grad party and/or a grad trip. FMHS has been required to distance itself from these events due to historical concerns with the consumption of alcohol at some of these events, as well as the liability issue for health and safety in that sometimes, the events organized breach the policies and procedures of schools, and so to ensure that WRSD and FMHS policies and expectations are not applicable to these events, the school does not participate in any organization or participation of/at the events at all. Even more, grads and parents are not permitted to utilize the school site to host the meetings to discuss these events because of the WRSD and FMHS liability policies. Parents are required to support the graduation class in organizing any of the additional celebratory events that they would like to have.

In October, we will send out a google form asking for parent volunteers for the parent grad committee. We will gather contact information, and then send out the information to all parents who sign up and agree to the sharing of their contact information. Once this contact information is shared with parents, FMHS will assume that no further actions will be required to get parents connected to facilitate their meetings. If parents need additional assistance in getting set up, we can assist. However, the staff at FMHS will not be permitted to assist in the organization of any grad celebratory events (with the exception of the FMHS Convocation Ceremony which is organized by the school).

[Link for Parent Contact Information Document for Graduation Class 2022](#)

<https://fmhigh.wrsd.ca/grad-2022>

# Grad Photos

Grad photos are to be booked directly with Lifetouch online and will take place at Frank Maddock High School. There will be a \$50 sitting fee for students wishing to order graduation photos. However, we ask that all students have their photo taken regardless of their desire to order so that we have a photo for the photo composite on the wall in the north hallway and for the yearbook. Two sets of dates have been reserved for FMHS graduates with Lifetouch. Bookings are available online for photos taken **TBD**.

*There is no fee if you are just wanting a portrait for the yearbook and composite.*

# Grad Baby Photos

Please email your baby photos for the slideshow that will be played at the commencement ceremonies to Mrs. Rogers [heather.rogers@wrsd.ca](mailto:heather.rogers@wrsd.ca) by May 27.

# Grad Rings

Jostens will be on campus again **TBD** for students to order graduation rings, as well as a wide assortment of Graduation Jewelry. Grad Rings and Jewelry can be ordered at any time online or over the phone through Jostens. Please visit [www.jostens.com](http://www.jostens.com) to explore their selection of grad jewelry. Jostens also offers grad senior apparel [www.jostenscanada.com/classof2021](http://www.jostenscanada.com/classof2021).

# Convocation Ceremony versus Grad Class Celebrations

FMHS and the staff are the organizers of the Convocation Ceremony (Graduation Ceremony portion). The bulk of this planning is completed by FMHS staff. We often run by ideas, etc with graduates and parents to ensure that things generally are in agreement between all parties, but really, the ceremony itself does not change year to year. The ceremony begins with special guests and speeches, we have students cross the stage, there is the valedictorian speech, a few scholarships and awards may be recognized, there are some remarks from various selected people and the ceremony is over.

Prior to COVID, our ceremony occurred indoors. Seating for the ceremony is based on the number of graduates and the number of seats available.

During COVID, our ceremony pivoted to not be indoors as historically it has been. When outdoor convocations are required, we will do as much "normal" during the "drive-in graduation ceremony" as we can. The drive-in ceremony will probably run from 9:00am - 4:30pm. We will also be hosting a ceremonial parade later in the evening, as the final ceremony celebration to accommodate the community involvement at the event, as community people cannot be at the drive-in itself as the numbers in the parking lot are reserved to graduates and their families (due to limited numbers). Our school is trying to continue the community's participation in the event because our community is a huge part of what we do at the school; even if our drive-in part can't have

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community members, we want the community to be able to participate in the graduation ceremony in some format.

Things we involve parents and grads in for CONVOCATION/CEREMONY planning:

We attempt to take previous year's feedback on the decision for setting the graduation date. In previous years, FMHS has received feedback about wanting the graduation near the end of June, and to not be on days with Diploma Exams so students have time for hair/makeup appointments. We choose dates in an attempt to ensure that there is no conflict between Diploma Exams, as well as accommodating an end June date.

In essence, the convocation ceremony is all that the school is involved in for organizing. Things such as the prom, prom party, evening meal, prom parade, if decided to be held by the graduation class, is completely organized by the grad class and the parents. Any events separate from the ceremony would be the sole responsibility of graduates and parents.

## Separation of School Events from Grad Organized Events

Each year, the school organizes events to celebrate the success of our graduates. In non-COVID years, this is the ceremony that is held indoors. During COVID years, it is a drive-through event and graduation parade in the evening. Any other event that is organized is not affiliated with FMHS. It is very important that these events are not titled with the words FMHS or Graduation. Furthermore, any advertising for grad class events must include a statement indicating that "this event is not connected with FMHS or WRSD" It is important to clearly separate school organized events from grad class organized events due to the expectations for health and safety, adherence to all school and division policies and provincial and federal laws, and concerns regarding liability that are required for any events that are related to the school. There needs to be very clear separation of events. Any grad organized event that includes the words FMHS, Maddock, Warriors, Graduation, etc., within the title immediately become connected with Frank Maddock High School and will not be permitted to be held. It is important that if grads are organizing events that they ensure significant distance between their events and the school in order to ensure that the reputation of Frank Maddock High School is maintained. Our graduates represent Frank Maddock High School, so please help us maintain our positive reputation and high expectations for our students.

If there is an evening meal/organized and the graduation class would like assistance from the school, we can do that. While this would be considered a grad committee organized event, because there is such a close connection to FMHS, there would be some parameters around maintaining the reputation of FMHS, and the necessity for the graduates to ensure that their event represents FMHS in the best light possible. It is important to remember that while not directly connected to FMHS, the FMHS graduates still represent our school, and we must maintain an acceptable standard around the event's activities. The FMHS graduates must always consider their responsibility and connection to the school in the organization of formal events where they are representing FMHS.

In the past, FMHS have helped with the grads purchasing their tickets, basic booking and organization pieces, etc. While not a school event, we have done a few small things to help out to make sure that the facility was booked in a timely manner, etc. If so determined by the graduation committee, the school may assist with these activities.

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### Evening Program Tickets <<If desired by Graduation Class>>

Due to the maximum capacity permitted at the Curling Rink, guests of the evening program must have tickets. We recognize that this is an exciting time for students and their families but we want to ensure that every student has an opportunity to experience this day with people who are important to them. Tickets will be available for purchase starting on **May 1 until June 1 (TBD)** either in the school office or on SchoolCashOnline. Initially students will be allowed a maximum of 6 tickets and once each grade 12 student has been given equal opportunity to purchase we will open up any remaining tickets. Please contact the grade 12 rep if you require more tickets.

## Decorating

Volunteers are needed and more information will be discussed in upcoming parent meetings.

## Rehearsal <<Ceremony Planning Dependent>>

There will be a mandatory rehearsal for all participating students on Friday, June 25 starting at 3:00 pm and will be approx.1 hour. Please be prompt. Escorts and parents do not need to attend.

## Commencement Gowns, Stoles, Caps and Honour Medals

Participating students wear a blue grad gown, gold stole and cap to the commencement ceremonies. These are purchased by the graduates (the cost is included in the grad fees) and students are measured for the proper length of a gown in the office during January. The Cap & Gown and Stole are distributed at the beginning of June. We recommend that students take pictures with their families immediately after the ceremony. Students keep the gown, stole, cap and tassel as souvenirs. Honour Medals will be awarded to students who have achieved an exceptional level of academia. Two weeks prior to commencement, the school will calculate students' averages in five academic courses based on the criteria below. Students who have an average of 80% or greater in these courses will wear honour medals.

### **Honour Medal Criteria**

80% or more in all of:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 30-1 or 30-2

Plus any two of:

- Biology 30
- Chemistry 30
- Physics 30
- Science 30

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# Valedictorian

The Valedictorian is chosen using the students' overall average for both grade 11 & 12 academic (Dash one classes) core course marks from English, Social Studies, Math, Biology, Chemistry, and Physics.

## R.H. Woods Scholarship

This scholarship was established in 1985 upon the passing of R. H. (Richie) Woods. In June 2022, we will be awarding the 37th R.H. Woods Scholarship to a deserving FMHS Graduate. Woods was the principal at FMHS from 1966 until his sudden death in March 1985. He dedicated his time and energy towards his students and the Drayton Valley community. He was truly one of Drayton Valley's loved and respected men. Countless students felt the benefit of having Woods encouraging the best in all those around him. There was never a question about how much he invested into people's lives. Woods' values and beliefs continue to be appreciated. He was an excellent mentor and a great humanitarian.

In order for a student to be considered for the R. H. Woods Scholarship, students must be nominated by a staff member, be short-listed based on their application, and experience a successful interview. The chosen candidate is selected based on a number of aspects including exemplary grades throughout high school, school involvement, community volunteerism, and citizenship. The student's presentation and interview assist the panel in choosing the successful applicant.

See important dates in the commencement related dates section below

### Qualifications:

- FMHS Student in Grade XII
- To be used for post-secondary training or schooling only.
- **A one year deferment of funds is possible** if the student is not attending post-secondary education in the immediate proceeding fall. The student must be nominated in their grade 12 year and interviewed in the same year. If they are chosen as the recipient they have up to 2 years to attend post-secondary education. The cheque will be held in trust for up to 2 years and at the end of 2 years if the student still has not attended post-secondary, the runner up will be awarded the scholarship money.
- Payable upon proof of attendance at a recognized institution of learning.

### Criteria Breakdown:

- Academics – course average up to 30 points
- Community service, up to 90 points
- Presentation and Interview, up to 35 points
- Panel's Subjective Opinion, up to 5 points

### Applications:

- Staff will nominate candidates who will then be given a letter of congratulations for being nominated and an application form.
- Applicable dates will be determined based on the date of graduation.
- The school will provide dates and deadlines for the R.H. Woods Memorial Scholarship in the fall of each year.

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Selection Procedure:

- Personal presentation and interview with each nominee by the RH Woods Selection Committee
- Decision as to the recipient will be made following the interviews and will be announced at the Graduation Ceremony.
- Award amount \$2,000.00

## Commencement

*Commencement 2022* is a ceremony held on **Saturday, June 25 2022**, to recognize and celebrate the accomplishments of the students who will be graduating from Frank Maddock High School (a list of students who are eligible to graduate will be posted throughout the school in the spring). We will pick a start time to allow all staff at Frank Maddock High School to attend and be a part of this joyous event.

<<Ceremony Planning Dependent>>

**If Outdoors (weather-permitting):** Students will assemble at the Max no later than thirty minutes before we start wearing their grad gowns and caps. The field area will open one hour before we start so that guests can be seated before the program begins. When the program starts, the graduates will parade to the Football field and be seated in alphabetical order and be seated in chairs on the field. There will be various speeches and awards. Students will then cross the stage one at a time to receive recognition for their secondary school efforts. The program should take approximately 1 hour. As they receive their certificate, a picture will be taken by a professional photographer who will ensure that each graduate will have a quality photo taken of this special moment. There will be a link to these photos available in the program.

**If Indoors (inclement weather):** Students will assemble at the Max no later than thirty minutes before we start wearing their grad gowns and caps. Doors will open one hour before we start so that guests can be seated before the program begins. Each graduate will receive a specific number of tickets for seating in the gymnasium. We will also be live-streaming the ceremony into the Theatre and the Max and will have ample seating here for additional attendees. Tickets are not required for entry into the Theatre and Max. When the program starts, the graduates will parade into the Gymnasium and be seated in alphabetical order at the front. There will be various speeches and awards. Students will then cross the stage one at a time to receive recognition for their secondary school efforts. The program should take approximately 1 hour. As they receive their certificate, a picture will be taken by a professional photographer who will ensure that each graduate will have a quality photo taken of this special moment. There will be a link to these photos available in the program.

## Evening Program <<Graduation Class Choice Dependent>>

Students generally wear formal attire (e.g. dresses or suits) for this part of the day. Doors open one hour before the event begins. Students assemble in the Curling Rink Lounge at the Omniplex half an hour before the program begins. The graduates will be in groups of 3. They will sign up with those who they want to march in with at the FMHS office sometime in early May. When their names are announced, they can cross the stage and pause for a moment to reflect on their accomplishments as a group of three. A photo will be taken of the

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graduates as they enter the Curling Rink before the event begins. There will also be an area in the boxing club for fun photobooth photos. There is also a service offered through Aim for Success to assist students and families for whom the cost of formal wear is restrictive. Please see Mrs. Elliott at Eldorado Elementary for more information. There will be student performances during the Grad Evening Program. Afterward there will be a dance and snacks.

## Safe Grad

Neither Wild Rose School Division nor Frank Maddock High School endorse this activity; it is organized and executed completely by a parent group. Anything pertaining to this activity must not be conducted on school property.

## Contact Info

If you wish to receive more information, please check out our Graduation tab on our website, <https://fmhigh.wrsd.ca/grad-2022>

Frank Maddock High: Email: [Frank-Maddock-Contacts@wrsd.ca](mailto:Frank-Maddock-Contacts@wrsd.ca) Phone: 780-542-4401

Ticket Purchase: FMHS Office or <https://wildrose.schoolcashonline.com/>

Graduation Requirements (Academic): [lara.jollymore@wrsd.ca](mailto:lara.jollymore@wrsd.ca) and [heather.bartling@wrsd.ca](mailto:heather.bartling@wrsd.ca)

Graduation Staff Advisors: [heather.rogers@wrsd.ca](mailto:heather.rogers@wrsd.ca) and [brandi.horn@wrsd.ca](mailto:brandi.horn@wrsd.ca)

## Commencement-Related Dates

October 7 - Convocation Handbook sent to Graduates and Parents

October 14 - Grad Parent and Student Meeting with School

Oct 18 - Parent Contact Information for Grad Parent Committee Sent Out

Oct 21 - Parent Contact Information for Grad Parent Committee Sent to Interested Parents/Grad Committee

February Grad List posted. - Will be posted once all Diploma Exam Results have been released

- Eligible students must be registered in diploma required courses & have grad fees paid

Apr 19 - April Grad List posted.

- Eligible students must be passing all diploma required courses, ALL fees paid, 50% complete SDL courses.

May 1 - R.H. Woods Scholarship

- Call for Teacher Nominations

May 17 - R.H. Woods Scholarship

- All Teacher Nominations for Scholarship Due

May 20 - May Grad List posted

- Eligible students must be passing all diploma required courses, ALL fees paid, 50% complete SDL courses.

May 20 - R.H. Woods Scholarship

- Nomination Forms Distributed to Nominated Graduates

May 30 - R.H. Woods Scholarship

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- Nominees to have completed the R.H. Woods Application Form
- June 2 - R.H. Woods Scholarship
- Nominees to attend R.H. Woods Interview Preparation Workshop
- June 20 - June Grad List posted
- Eligible students must be passing diploma required courses, ALL fees paid, 100% SDL course assignments complete (with the exception of Diploma Examinations)
- June 21 - R.H. Woods Scholarship
- All Teacher Nominations for Scholarship Due
- June 22 - Final Grad List Posted <<LAST CHANCE TO BE ADDED TO LIST, NO EXCEPTIONS>>
- Eligible students must be passing all diploma required courses, ALL fees paid
- June 24 - Commencement Rehearsal (if required)
- June 25 - Commencement
- Evening Program date to be determined.

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