

# **Frank Maddock High School**



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## **2024 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 17th
2. Be passing all diploma/certificate of achievement required courses by June 17th
3. All SDL courses completed by June 14th 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)		
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.		
80 CREDITS <sup>①</sup> 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) <sup>②</sup>		
CAREER AND LIFE MANAGEMENT (3 CREDITS) <sup>③</sup>		
<p style="text-align: center;">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 style="text-align: center;">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>	OR	<p style="text-align: center;">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 2023-2024 year is \$90 per student.

# 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.

Seating for the ceremony is based on the number of graduates and the number of seats available.

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 evening program, prom, prom party, etc, if decided to be held by the graduation class, is completely organized by the grad class and the parents with oversight by the staff advisor. Any events separate from the ceremony would be the sole responsibility of graduates and parents.

For 2024, FMHS will not facilitate or be responsible for hosting a parade. There have been significant legal and safety issues at the previous two years' parades. WRSD and FMHS are not willing to take on the liability for any parades given the historical concerns that have arisen.

# Separation of School Events from Grad Organized 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. 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, 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

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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. For 2024, FMHS will not be involved in the organization of the evening program or additional events except to have a staff advisory role to ensure that expectations for schools and maintain appropriateness of the evening program in connection with FMHS and WRSD.

## Grad Class Celebrations

The Grad Student Committee and the Grad Parent Committee are responsible for organizing the grad class celebrations. The Blue and Gold Society provides the administrative support of the finances, maintaining the bank account, etc. The staff advisor supports by answering questions, providing suggestions from previous year's experience, etc.

## Grad Student Committee

The Grad Student Committee is a group of Grade 12 students who volunteer throughout the year to take on a leadership role in planning their graduation evening program, grad breakfast and spirit days. They organize and coordinate all aspects of the Grad Evening ceremonies in conjunction with other interested students and one staff member. It is important for the grad student committee to ensure that the decisions that they make for the graduation events are representative for the whole graduation class, not just for those active on the committee.

## 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 the evening program, prom, prom party, meal, grad party and/or a grad trip. Parents are required to support the graduation class in organizing any of the additional celebratory events that they would like to have. It is important that the grad parent committee support the work of the grad student committee and the entire graduation class to ensure that the events organized are representative of the entire graduation class.

Parents who attend the October Grad Meeting can work together to share contact information and begin organization of the evening program events.

## Committee Meetings

It is important to ensure that the FMHS staff advisor is present for the grad student committee and the grad parent committee.

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## 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 \$25 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 January 29, 30 & 31 and retakes on March 5 and 6, 2024. No pets will be permitted.

*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 January 31 from 11am-1pm 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.

<https://www.jostens.com/apps/store/customer/1114656/Frank-Maddock-High-School/>.

## Decorating

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

## Rehearsal

There will be a mandatory rehearsal for all participating students on Friday, June 21 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. 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

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commencement, the school will calculate students' averages in five academic courses based on the criteria below. Students who have an average of 79.5% or greater in these courses will wear honor medals.

<p><b>Grade 12: An average of 79.5% or more in all of the combined requirements:</b></p>	<p><b>All of the following:</b></p> <ol style="list-style-type: none"> <li>1. English 30-1 or 30-2</li> <li>2. Social Studies 30-1 or 30-2</li> <li>3. Mathematics 30-1 or 30-2</li> </ol>	<p><b>One of:</b></p> <ul style="list-style-type: none"> <li>• Biology 30</li> <li>• Chemistry 30</li> <li>• Physics 30</li> <li>• Science 30</li> </ul>	<p><b>One of:</b></p> <ul style="list-style-type: none"> <li>• Biology 30</li> <li>• Chemistry 30</li> <li>• Physics 30</li> <li>• Science 30</li> <li>• Math 31</li> <li>• Art 30</li> <li>• French 30</li> <li>• Drama 30</li> <li>• Phys Ed 30</li> <li>• Aboriginal Studies 30</li> <li>• The average of 5 one credit courses at the 30 level (COM, CON, COS, EST, FAB, FOD, HSA, MEC, REC only)*</li> </ul>
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\*All 5 credits must be from the same level (10, 20 or 30) of one program and cannot be a combination of multiple programs. Above courses can be from any high school.

**Honours with Distinction:** 90.0% - 100.0% Averages are determined based on the table above.

**Honours:** 79.5% - 89.9% Averages are determined based on the table above.

## 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. For an end June ceremony, marks for valedictorian will be pulled on June 15th. The rule of thumb is that 10 days prior to the ceremony, marks will be pulled to determine valedictorian (and honour medals).

## R.H. Woods Scholarship

This scholarship was established in 1985 upon the passing of R. H. (Richie) Woods. In June 2024, we will be awarding the 39th 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.

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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.

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 2024* is a ceremony held on **Saturday, June 22 2024**, 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. The event will begin at 11:00 am with the doors opening at 10:30am in Omni II.

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# Evening Program <<Graduation Class Choice Dependent>>

The evening program is decided upon by the graduates of that year. This is where the grad executive takes feedback from grade 12 students as to what they would like to have happen for the evening event. This all comes down to how many grads step up to help do the planning and organizing of the event. The wishes of the grade 12's are taken into consideration for this event. This would be where they have their class historian, toast to parents, toast to staff, musical talents, and any other ideas they come up with.

## 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>

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

Ticket Purchase: FMHS Office

Graduation Requirements (Academic): [lara.jollymore@wrsd.ca](mailto:lara.jollymore@wrsd.ca) and [andrew.highfield@wrsd.ca](mailto:andrew.highfield@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 - Grad Parent and Student Meeting with School

October - Convocation Handbook sent to Graduates and Parents

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 15 - 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 21 - May Grad List posted

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

May 21 - 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 3 - R.H. Woods Scholarship
- Nominees to attend R.H. Woods Interview Preparation Workshop
- June 14 - Marks pulled for Valedictorian and Honour Medals
- June 13 - 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 17 - R.H. Woods Scholarship
- All Teacher Nominations for Scholarship Due
- June 18 - 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 21 - Commencement Rehearsal
- June 22 - Commencement

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