

# ATSS Grad Handbook



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## Grad Council

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The grad council is made up of student representatives that have gone through an application and selection process. Students are asked to write a letter of intent outlining their interests and potential contributions to the council. The selection process takes place in September, and the Grad Sponsor Teachers will announce the names of the six successful candidates. The Grad Council members will be responsible for the following:

- Meeting once a week to participate in planning activities
- Working with teacher sponsors to plan each of the grad events
- Communicating information to the grad class through posters, announcements and the website
- Working with teacher sponsors to distribute tickets for events
- Checking in on a regular basis with sponsor teachers to ensure all tasks are completed
- Working with the community to coordinate sponsorship, advertising, and prizes
- Coordinating volunteers to assist with various events throughout the year

**Applications:** Application forms will be available in early September and will be distributed during homeroom.

## Grad Sponsor Teachers

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Grad Sponsor Teachers are teachers who have volunteered their time to oversee Grad Events. If you are interested in helping them out, please contact them directly.

### Convocation

Rebecca Toews	rebecca_toews@sd34.bc.ca
Denise Silzer	denise_silzer@sd34.bc.ca

### Prom

Rebecca Toews	rebecca_toews@sd34.bc.ca
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### Grad Cruise

Denise Silzer	denise_silzer@sd34.bc.ca
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### Grand March

This is a parent organized / run event.

### Dry Grad

This is a parent organized / run event.

## **Counsellor Assemblies/Forms**

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### **Counselling**

If you need help or just need someone to talk to in regards to any of the life challenges that can come our way, please drop in to the counselling center or make an appointment simply by emailing your counsellor. This works the same for questions in regards to courses, career planning, post-secondary applications, or scholarships to name a few.

### **TVR Form and Graduation Credits**

During your Grade 12 year it is important for you to know your graduation status and whether or not you have enough credits to graduate. Please drop by the counselling center at an appropriate time and ask for your "credit sheet". During the year your counsellors will be meeting with all grade 12's to inform you of a variety of important items including your credits, career choices and scholarship opportunities. Two of these assemblies (November and May) will include a review of your Transcript Verification Form (TVR). Your TVR is a Ministry of Education document and is a list of all the courses you have taken and completed in the Grad Program (Grades 10-12).

### **PSI Form**

In March your counsellors will direct you to complete your Post Secondary Institutions Choices Form online during homeroom. This form allows the Ministry of Education to send your transcript to the university/college of your choice. If you are absent, you may complete it online anytime before June. Please see the counsellors for more information.

### **Scholarships**

Those interested in applying for a scholarship or bursary please see your counsellor in September. For most students the greatest chance to receive financial help is through the Abbotsford Community Foundation Awards Program. In Feb/March there will be information meetings and the Awards Booklet will be given to each Grade 12 student. Please listen for announcements regarding the dates.

### **Student Services Website**

For information on a whole host of topics, including Post-Secondary planning, Careers, and Scholarships, go to our Student Services Website. You can find the link on our ATSS Site or go directly to <http://studentservicesatss.homeip.net/>

## **Yearbook**

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**Grad Message:** This is a chance to leave your mark in the yearbook! You have approximately 50 words (may change depending on size of grad class) to include thank you's to parents/friends/teachers, quotes, favourite memories, etc.

**Baby Photo:** Your baby photo will appear beside your grad photo – please email the Yearbook teacher your baby photo or bring it in to be scanned. (*Note: you will also need*

*five photos spanning your life to date for the slideshow that will play as you cross the stage to receive your diploma! So while you are sifting through baby photos you may want to keep this in mind.)*

**Grad Parent Ad:** Parents can enter a photo and a message to their grad in the Yearbook! Put the message, money and form in an envelope addressed to the Yearbook teacher and submit it to the office, addressed to Denise Silzer. Submissions will be accepted until February 5th. First come, first served.

*Costs:*

\$35	Message only
\$60	1/8 page, message & photo
\$100	1/4 page, message & photo
\$150	1/2 page, message & photo
\$200	Full page ad

**Purchasing a Yearbook:** Order your yearbook from the office. There is a \$10 discount on yearbooks ordered early (\$45). Books will be \$55 after the early-bird date. Final orders are due by Christmas break.

## **Grad Activities Form**

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Students will receive the Grad Activities Form in September. This will be distributed in homeroom, and a copy will also be available on the website. The form will ask questions about what events each grad would like to attend, how many guest tickets will be purchased, and grad gown sizes so that we can budget for space, food, etc. **It is important that you fill it out and return it to your homeroom teacher ASAP right at the beginning of the school year.** If you decide to change your mind about any of your choices please let your homeroom teacher know right away and have them change the “master list”. Keep in mind that most grads participate in all the events so get your form in so that you do not miss out!

## **Grad Photos**

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Grad photos will be separate from the regular school photos and will occur in January. Sign-up for a sitting will be in December or early January, keep your eyes open for the sign-up sheet! Retakes will be available.

## **Grad Song**

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Every year grads choose a song which will capture the moment for them. This song may be played at grad events, especially the Dinner/Dance. Your grad council will set up a vote toward the beginning of the year.

## Provincial Exams and Graduation Status

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Provincial Exams will be held in January and June, at the end of each semester for courses that require them. Some courses may also provide exam opportunities in November (rewrites) and April. The Provincial Exam schedule will be posted on the school website. Go to [atss.ca](http://atss.ca) to keep updated on exam information. Advanced Placement Exams (separate from the provincial exams) will be administered in May. If you have any questions about the provincial exam for a specific course, please see the teacher for that course. **If you have any questions about your graduation status, please see your counsellor immediately** to ensure you have all the credits necessary to graduate. Information on credits and graduation requirements is available on the Student Services section of the ATSS website.

NOTE: Students who do not have the required credits for graduation will be excluded from Convocation.

## Message to Parents

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We know that you, as parents of graduating students, are very proud and excited about this important milestone! We strongly encourage you to get involved and help out with the Grad Activities. There are lots of places help is needed and your input is always appreciated. There will be a few Grad Parent Meetings and we look forward to seeing you there. The first meeting will take place in November after the first session of Parent-Teacher Interviews, and the second meeting will take place in February (keep your eyes open for date and time).

It is helpful for the Grad Sponsor Teachers to have an up-to-date list of parent email addresses in order to communicate important grad announcements to parents in a timely manner. Each grad will receive a “Grad Activities Form” at the beginning of the school year. On this form there will be a spot to enter in parent email addresses. Grad announcements are also made in the school newsletters, and on the grad website: <http://atss.ca/grad.htm>.

**Important Note:** We expect our grad class to be leaders in the school and set a good example with the choices they make. Grade 12 students who choose, in their final year, to attend school or a school event having consumed drugs or alcohol or participate in other such inappropriate behaviour may not be allowed to take part in the school-based grad events including Convocation, Dry Grad and Dinner/Dance.

## Valedictorian

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### Choosing a Valedictorian

Students may nominate themselves or may be nominated by other students. Nomination forms will be distributed in homeroom class in February, and the successful candidate will be announced at the Recognition Assembly after Term 2 before Spring Break.

### What does it mean to be the Valedictorian at our school?

A Valedictorian is a representative of the graduating class who speaks on behalf of the graduates at Convocation. This honour is bestowed on an outstanding member of the graduating class who is nominated by his or her peers.

## Convocation

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Students who have completed the requirements necessary to graduate will participate in Convocation. Please see the counsellors if you have any questions about graduation requirements.

**Time: 7:00 PM** (Doors open at 6:30)

**Place: Northview Community Church**



Grads please be at the church by 5:45 PM. Do not be late! It takes time to get organized and ready to cross the stage.

### Things to know:

1. You will pick up your gown at the rehearsal a day or two before the event, so take pictures with your friends and family before you come as it will be dark after the ceremony.
2. Do not bring your own vehicle to the ceremony as you will be bussed directly to Dry Grad after Convocation. Please get a ride from your parents or other guests coming to the ceremony.
3. Come to the church already dressed in your gown with clothes underneath. You will be taking off the gown right after the ceremony – you will not take the grad gown home that night! Guys: black dress pants and black dress shoes look nice with a white dress shirt. Girls: skirts or dresses with black dress shoes look best.
4. Bring a bag containing a comfortable change of clothes to change into for Dry Grad. You may either change at the church after Convocation, or at the MRC once you arrive for Dry Grad. You may bring your bag into the church and leave it in the gowning room – please make sure there are no valuables in the bag. Remember that this bag will be searched at Dry Grad so be sure that its contents are appropriate.
5. When arriving at the church grads should go straight to the gowning room.

### **Childhood Photos and Write-Up**

A slideshow will be playing that will display a series of childhood photos as each graduate crosses the stage. Each graduate must give the school five childhood photos before Prom. It might be most convenient to fulfill this requirement earlier in the year when bringing in the baby photo for the yearbook.

A message, written by the student, will be read out as each graduate crosses the stage. The write up should be approximately 50 words. Please do not make it too short or any longer as convocation runs smoothest without blank pauses. This write up (as opposed to the yearbook write up) tends to be a bit more formal. It should be written in third person (so refer to yourself either by name or by She/He - not I). Most people like to include a thank you to parents and teachers. The write-up should be emailed to Mrs. Toews. Students who have not submitted a convocation write-up by the assigned due date will have a generic message read out as they cross the stage to maintain the continuity of the ceremony.

**NOTE:** Students will not receive their tickets to the Grad Dinner/Dance until they have submitted their Convocation Photos and Write-up. Dinner/Dance tickets will be distributed during the week of the Dinner/Dance to eligible students.

### **Guest Tickets:**

Due to limited space, family and friends will require tickets to watch the grads cross the stage. Each student will receive **five tickets**.

Extra tickets may be available upon special request.

Here is the procedure for obtaining tickets:

1. The tickets will be distributed in homeroom two weeks prior to Convocation.
2. In order to receive your tickets, you must have handed-in the following:
  - a. Grad fees
  - b. School fees
  - c. Computer fees
  - d. Outstanding library/text books
  - e. Grad Transition Plan
  - f. Convocation Write-up/Photos
3. Only take as many as you need! Not everyone needs five tickets, please leave the rest so they can be distributed to those families who need them.

### **Caps & Gowns:**

To cross the stage for this formal ceremony, we need to order you a cap and gown. To do this, you need to fill out the Grad Activity Form which was discussed earlier in this handbook. The form must be returned to your homeroom teacher at the beginning of the school year so that the appropriately-sized gown can be ordered for you. **You will pick up your cap and gown at the mandatory Convocation Rehearsal a day or two prior to Convocation.**



**Group Photos:**

Grads, if you wish to order 8x10 Convocation Group Photos please obtain order envelopes from your homeroom teacher and return them with money by the middle of May.

**Convocation Rehearsal:**

A mandatory rehearsal will take place at the church the week of convocation. This date cannot be set with the church until a few weeks ahead of time – so please keep this in mind.

*Why do you need to be there?*

1. You need to see where to go, what line-up you are in and who you are standing beside. We also need all the bodies there so we can see how you will fit in the pews.
2. You will also have to learn the procedure for crossing the stage and accepting awards. You will be nervous enough as it is so let's practice!

**Reception (Grad Tea):**

All grads and guests at Convocation are invited to meet in the church gym immediately after the ceremony for light refreshments.

**Convocation Timeline:**

5:45 PM – Arrive at church, put on gown and have stoles pinned in place.

6:00 PM – Grad group photo (location at the church TBA), & get in alpha order

6:40 PM – Go to marshalling room and wait for the ceremony to begin

7:00 PM – Ceremony begins

9:30 PM – Reception with light refreshments. Return gowns.

10:30 PM – Students board the bus to the MRC for the dry grad event.

**\*\*NOTE:** If students wish to change clothes for the dry grad event they **MUST** bring their change of clothes with them to convocation as students leave directly from the convocation venue for dry grad.

**\*\*NOTE:** If students are driving themselves to convocation and are attending dry grad they must make arrangements for somebody else to take their car home.

## **Dry Grad**

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**Date: Immediately following Convocation**

**Time: 11:00 PM** (Busses leave after the Convocation Reception)

**Place: Matsqui Recreation Centre**



There are plenty of fun things to do! There will be many activities such as swimming, skating, karaoke, casino games, air brush tattoos, inflatable fun games (e.g. big glove boxing, sumo wrestling), food and drinks. Grads should bring comfortable clothes, swimming gear (suits, towels, goggles) and skating gear (hockey equipment

including helmets, personal skates). Dry Grad is for ATSS grads only – no guests allowed.

Students are NOT required to bring any money or pay for anything during the evening.  
\*\*NOTE: rental skates are provided free of charge at the arena.

This is an alcohol free all night Grad event which goes until 4:30 AM Saturday morning. Grads must board the bus with their bag of clothes to change into after the Grad Ceremony and Reception (or already have changed at the church). Students may not drive themselves or be dropped off later. There are no in and out privileges. Students who need to leave early must inform an administrator before the dry grad, who will verify the request with a parent. The administrator must be informed of the time of pick-up as well as the name of the person picking up the student. If a student chooses to leave they may not re-enter. Students will be bussed back to ATSS for the Grad Breakfast.

### **Dry Grad Timeline:**

10:30 PM – Students board the bus to the MRC for the dry grad event.

11:00 PM – Dry grad at MRC. Food, beverages, and entertainment provided.

4:15 AM – Students board the bus to ATSS

4:45 AM – Students need to be picked up from ATSS

\*\*NOTE: Make sure you have a ride home from ATSS by or before 6am!!

## **Grad Dinner/Dance**

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**Place: Newlands Golf & Country Club**

**Meeting Time: 4:45**

**Meeting Location: ATSS**



The Grad Dinner/Dance is a formal event where students get to dress up and spend a very memorable evening together. Grads will share in a beautiful buffet dinner, there will be a few speeches and then grads will dance the night away! ALL grads and their dates are bussed to and from the event. There are no exceptions. Grad Fees must be paid in full before the event, and before table seating requests can be made.

### **Timeline**

4:45 – Arrive at ATSS for Grand March photo opportunities

5:30 – Group Photo in back field

6:00 – Bus leaves for venue with all grads and their dates (no exceptions)

6:45 – Arrive at venue and take group photo

7:30 – Sit down for dinner

8:30 – Speeches and presentations

9:00 – Dancing!

11:00 pm – Bus leaves with all grads and their dates for ATSS (no exceptions)

11:45 pm Bus arrives at ATSS (grads should have cars/rides waiting)

**Dinner/Dance Tickets:**

1. Students may pick-up their tickets from Mrs. Silzer if they have submitted the following:
  - a. Convocation Write-up/Photos
  - b. Grad fees
  - c. School fees
  - d. Computer fees
  - e. Outstanding library/text books
  - f. Grad Transition Plan
  
2. There is an application process for guest tickets:
  - **Family Dinner Tickets:** Tickets may be purchased for family members on a first come, first serve basis. Family Dinner Guest Forms will be distributed in homeroom in March and will be due back to the homeroom teacher in April so that the appropriate number of dinners can be booked with the venue.
  - **Dinner Date Tickets:** A guest refers to anyone not currently in grade 12 at ATSS. Dinner Date Request Forms will be distributed in homeroom approximately one month prior to the event. All Dinner Date Request Forms will be submitted to administration for approval before tickets will be issued. Invited guests must be grade 11 or older (younger guests will not be approved by administration).

**Dinner/Dance Guest Tickets cost \$80 per person for dates and \$20 per person for parents to attend the dinner portion only.**

**Group Photos:**

Grads, if you wish to order 8x10 Dinner/Dance Group Photos please obtain order envelopes from your homeroom teacher and return them with money by the middle of April.

## Grad Fees

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Grad Fees for 2017-2018 are \$300 per students split into two installments.

First installment due October 31: \$150  
Second installment due December 31: \$150



These fees cover the cost of the three main grad events: Convocation, Dry Grad and Grad Dinner/Dance. Below is a general breakdown of costs to give you an idea of where your money is going! Entertainment may change, below are some typical activities.

<b>Convocation (Approx. \$100)</b>	<b>Dry Grad (Approx. \$45)</b>	<b>Dinner/Dance (Approx. \$155)</b>
Church rental	Decorations	Rental of venue
Certificates	Transportation	Set up & take down
Programs	Food & drink	Dinner & servers
Invitations	Rental of the MRC	DJ / Dance Floor
Group Photo Session	MRC lifeguards + skates	Invitations/Tickets
Decorations	Casino/Games room	Table Place Cards
Cap and Gown Rental	Air Brush Tattoos	Transportation
Refreshments	Karaoke	Group Photo Session
- Food & drink for all grads & guests	Inflatables	Decorations/Novelties
- Rental of serving equipment	- Sumo Wrestling	Pre-Departure Reception
	- Horizontal bungee	

## **Optional Grad Events**

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Grad Fees cover the three major grad events: Convocation, Dry Grad & the Grad Dinner/Dance. Grads will need to purchase a ticket to participate in any additional grad related activities.

### **Grad Cruise**

Tickets will be sold for a Vancouver Harbour cruise on a first-come-first-serve basis as there is limited space on the boat. No outside guests are allowed so that as many ATSS grads as possible will have the opportunity to attend this optional grad event.

## Grad Checklist

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### September

- ✗ Grad Council Application Forms will be distributed during homeroom.
- ✗ Grad Council Members will be announced – weekly meetings will commence.
- ✗ Download and read through the Grad Handbook.
- ✗ Tell your parents about Grad Parent Meetings!
- ✗ Start digging out five photos of yourself at different ages for the slideshow that will play while you cross the stage at Convocation, and a baby photo for the yearbook. They will need to be emailed to Ms Silzer.
- ✗ Get your Parent/Grad Ad Form to your parents. Forms will be due on January 17.
- ✗ Check your graduation status with the counsellor.
- ✗ Fill out the Grad Activities Form and return to your homeroom teacher.
- ✗ Check out <http://atss.ca/grad.htm> for updated Grad info!



### October

- ✗ Baby photo & yearbook write-up due to Mrs Silzer
- ✗ Grad Cruise – first come first serve! Buy your ticket early!
- ✗ Keep your eye out for Grad Wear order forms!
- ✗ Sign up for grad photos! Grad photos will take place in January.
- ✗ Grad wear logo design competition
- ✗ Order your grad wear! Keep your eyes open for order forms and deadlines.
- ✗ Grad Parent Meeting after Parent-Teacher Interviews.
- ✗ Pay your 1<sup>st</sup> installment of GRAD FEES

### November

- ✗ Fill in the Transcript Verification Form for the counsellors (assembly)

### December

- ✗ Grad Parent Ad orders are due in January but are accepted on a first come first serve basis, so get yours in early!
- ✗ Pay your 2<sup>nd</sup> instalment of GRAD FEES

### January

- ✗ Provincial Exams
- ✗ Grad Parent Ad orders due to Ms Silzer

### February

- ✗ Grad photo retakes
- ✗ Nominate your class Valedictorian/Historians

## March

- ✘ Attend Grad Fashion Show
- ✘ Spring break!

## April

- ✘ Tell your homeroom teacher of any changes to your Grad Activities Form choices ASAP!
- ✘ Submit your Dinner Date Request Form and Family Guest Request Form
- ✘ Vote for your Grad Song

## May

- ✘ Submit convocation write-ups (to be read as you cross the stage)Mrs. Toews
- ✘ Pick up Dinner/Dance tickets
- ✘ If you wish to order 8x10 Dinner/Dance group photos or Convocation group photos please obtain order envelopes from your homeroom teacher and return them with money by the middle of May.
- ✘ Attend the Grad Dinner and Dance (This event is traditionally where students dress up in evening gowns and tuxedos or suits).
- ✘ Pick up Convocation tickets – your grad fees must have been paid in full! Attend the Convocation Rehearsal
- ✘ Participate in Convocation 7:00 pm (Students there at 5:45PM)  
This is the event where students dress in caps and gowns and receive their diplomas.
- ✘ Attend the Grad Reception Tea after Convocation.
- ✘ Attend Dry Grad after the Grad Reception Tea.
- ✘ Attend the Grad Breakfast the morning after Dry Grad.

## June

- ✘ Provincial & Final Exams

