

ATSS Grad Handbook



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Grad Council

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 June, 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

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@abbyschools.ca
Denise Silzer	denise.silzer@abbyschools.ca

Prom

Rebecca Toews	rebecca.toews@abbyschools.ca
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Grad Cruise

Rebecca Toews	rebecca.toews@abbyschools.ca
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Grand March

This is an optional parent organized / run event.

Counsellor Assemblies/Forms

Counselling

If you need help or just need someone to talk to in regard 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 regard 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. 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 <https://atss.abbyschools.ca/students/student-services>

Yearbook

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 three 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 and submit it to the office, addressed to Mrs. Silzer. Submissions will be accepted until December 17. First come, first served.

Costs:

- \$35 Message only
- \$60 $\frac{1}{8}$ page, message & photo
- \$100 $\frac{1}{4}$ page, message & photo
- \$150 $\frac{1}{2}$ 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 (\$55). Books will be \$65 after the early-bird date. Final orders are due by January, 31.

Grad Activities Form

Students will receive the Grad Activities Form in September. This will be posted on the Grad Google Classroom. 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 submit it ASAP.** If you decide to change your mind about any of your choices please let Mrs. Toews know right away and have her 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

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

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

Graduation Status

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

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.

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: <https://atss.abbyschools.ca/students/grads>

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 behaviours may not be allowed to take part in the school-based grad events including Convocation and Prom.

Valedictorian

Choosing a Valedictorian

Students may nominate themselves or may be nominated by other students. Nomination forms will be distributed in homeroom class in January, and the successful candidate will be announced shortly after.

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



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.

Date: Friday, June 3rd

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

Place: Central Heights Church

Grads please be at the church by 6:00 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 school 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. Come to the church already dressed in your cap and gown with clothes underneath.
3. 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 three childhood photos in early October.

A message, written by the student, will be read out as each graduate crosses the stage. The write up should be approximately 30 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. Silzer. 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 Cruise until they have submitted their Convocation Photos and will not receive their Convocation tickets until the write up is submitted. Prom tickets will be distributed during the week of the Prom 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 by Mrs. Silzer a week before 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. 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 submitted to Mrs. Toews via Google classroom at the beginning of the school year so that the appropriately-sized gown can be ordered for you. **You will be given your cap and gown at school a day or two before Convocation.**

Convocation Rehearsal:

A mandatory rehearsal will take place at the church the day before convocation. Please make sure you are available for this rehearsal. If you have a part-time job, you may need to get your shift at work covered that day.

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 immediately after the ceremony for light refreshments.

Convocation Timeline:

6:00 PM – Arrive at church, put on gown and have stoles pinned in place & 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.

Prom

Place: Newlands Golf & Country Club

Date: Thursday, June 9th

Meeting Time: 4:45

Meeting Location: ATSS



Prom (the grad dinner and 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 – photo opportunity

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)

Prom 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
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 April and will be due back to the homeroom teacher in May 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. Prom Date Request Forms will be by Mrs. Toews approximately one month prior to the event. All Prom 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 Prom Group Photos please obtain order envelopes from Mrs. Silzer and return them with money by the middle of May.

Grad Fees



Grad Fees for 2021-2022 are \$240 per students split into two installments.

First installment due November 12: \$120
Second installment due December 31: \$120

These fees cover the cost of the two main grad events: Convocation and prom as well as smaller in-school grad activities throughout the year. Below is a general breakdown of costs to give you an idea of where your money is going!

Convocation (Approx. \$60)

- Church rental
- Sound and video services
- Certificates

- Programs
- Decorations
- Cap & Gown Rental
- Refreshments

Prom (Approx. \$145)

- Rental of venue
- Dinner & servers
- DJ / Dance Floor

- Invitations/Tickets
- Transportation
- Decorations/Novelties

- Most Likely To Trophies

Incidentals (Approx. \$35)

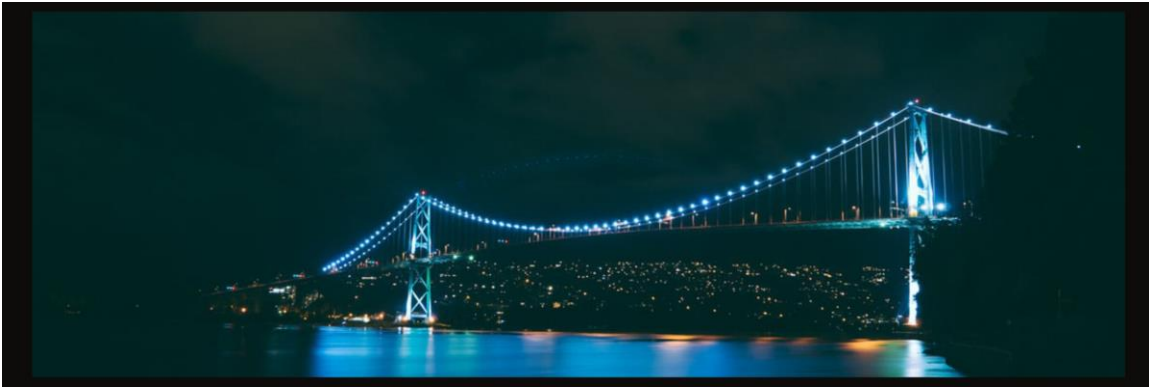
- Supplies for Grad Week
- Buses for Grad Traditional March
- Grad Legacy
- Other events planned by Grad Council

Optional Grad Events

Grad Fees cover the three major grad events: Convocation and prom. 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

September

- ✗ Grad Council Members will meet weekly to plan events.
- ✗ Download and read through the Grad Handbook.
- ✗ Grad wear logo design competition
- ✗ Order your grad wear! Keep your eyes open for order forms and deadlines.
- ✗ Start digging out three 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 Mrs Silzer.
- ✗ Check your graduation status with the counsellor.
- ✗ Fill out the Grad Activities Form and return to your homeroom teacher.
- ✗ Check out the Grad Google Classroom and <https://atss.abbyschools.ca/students/gradsfor> updated Grad info!



October

- ✗ Baby photo & yearbook write-up due to Mrs Silzer
- ✗ Grad Cruise – first come first serve! Buy your ticket early!
- ✗ Sign up for grad photos! Grad photos will take place in January.

November

- ✗ Fill in the Transcript Verification Form for the counsellors (assembly)
- ✗ Pay your 1st installment of GRAD FEES

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 2nd instalment of GRAD FEES

January

- ✗ Assessment week for Semester one
- ✗ Grad Parent Ad orders due to Ms Silzer
- ✗ Nominate your class Valedictorian/Historians

February

- ✗ Grad photo retakes

March

- ✗ Attend Grad Fashion Show
- ✗ Spring break!

April

- ✘ Submit your Prom 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) to Mrs. Silzer
- ✘ Pick up Dinner/Dance tickets
- ✘ If you wish to order 8x10 Prom group photos please obtain order envelopes from Mrs Silzer teacher and return them with money by the middle of May.

June

- ✘ Attend Prom (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 6:00 PM)
This is the event where students dress in caps and gowns and receive their diplomas.
- ✘ Attend the Grad Reception Tea after Convocation.
- ✘ Final Exams

