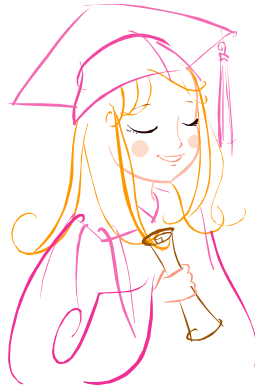


ATSS Grad Handbook 2010



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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 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

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.

Grad Events

Lindsay Faber

lindsay_faber@sd34.bc.ca

Elizabeth Van Daltsen

elizabeth_vandaltsen@sd34.bc.ca

Jacqueline Dewar

jacqueline_dewar@sd34.bc.ca

Yearbook

Denise Silzer

denise_silzer@sd34.bc.ca

Counsellor Assemblies/Forms

There will be two assemblies where you will receive forms from the counsellors that need to be filled out. The first one is in November and you will fill out the **Transcript Verification Form**. The second is in May where you will finalize your **Transcript Verification Form**. If you miss either of these assemblies, please see the counselors for the forms. In March, the counsellors will direct you to complete your **Post Secondary Institutions Choices Form** online during homeroom. If you are absent for this, you may

complete it online anytime before June. Please see the counsellors for more information. There will also be an **Abbotsford Foundation Awards Distribution Meeting** in March. Please listen for announcements regarding the date.

For information on 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

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. Due before January 29.

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 before January 29. *(Note: you will also need to compile a collection of ten photos spanning your life to date! So while you are sifting through baby photos you may want to keep this in mind. These photos will be used in the slideshow that will play as you cross the stage to receive your diploma.)*

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 January 29. 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 Ms Silzer (room 135). There is a \$10 discount on yearbooks until Oct 30 (\$45). Books will be \$55 after this date. Final orders are due by Christmas break.

Grad Activities Form

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

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

Grad Song

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 end of April.

Provincial Exams and Graduation Status

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 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

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

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 a 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 4th, 2010
Time: 7:00 PM (Doors open at 6:30)
Place: TBA



Grads please be at the church by 6:00 PM. Do not be late! We will be taking a group photo at 6:15 PM and 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. 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 may 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 Mrs. Silzer ten childhood photos before March 29. 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 60 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 by March 29.

Guest Invitations:

Due to limited space, family and friends will require invitations to watch the grads cross the stage. Each student will receive six invitations.

Here is the procedure for obtaining invitations:

1. The invitations will be distributed in homeroom two weeks prior to Convocation. You **must have paid your grad fees** to receive your invitations.
2. Exchange between yourselves! Some of you won't need all six and others need more!

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 school 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 rehearsal will take place at the church the week of convocation.

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 rows.
2. You will also have to learn the procedure for crossing the stage. 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 foyer immediately after the ceremony for light refreshments. Grade 11 parents and leadership students will be contacted with a request to volunteer for this event.

Convocation Timeline:

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

6:15 PM – Grad group photo (location at the church TBA).

6:30 PM – Go to marshalling room and wait for the ceremony to begin

7:00 PM – Ceremony begins

9:00 PM – Reception with light refreshments. Time to take photos! Return gowns.

10:15 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

Date: Friday, June 4th, 2009

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, personal skates).

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:

10:15 PM – Students board the bus to the MRC for the dry grad event.

10:30 PM – Dry grad at MRC. Food, beverages, and entertainment provided.

4:30 AM – Students board the bus to ATSS

4:45 AM – Pancake breakfast at ATSS.

6:00 AM – Students need to be picked up from ATSS

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

Grad Breakfast

This event will happen in the ATSS cafeteria right after the Dry Grad on Saturday morning from about 4:45 – 6:00 AM. Students are bussed to ATSS from the Dry Grad venue, and must arrange to be picked up at the school promptly at 6:00 AM.

Grad Dinner/Dance

Date: Friday, May 14nd, 2010

Place: Newlands Golf & Country Club

Meeting Time: 4:00

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

- 4:00 – Arrive at ATSS for light refreshments
- 4:45 – Group Photo in back field
- 5:00 – Bus leaves for venue with all grads and their dates (no exceptions)
- 5:45 – Arrive at venue and take photos with friends
- 6:30 – Sit down for dinner
- 7:30 – Speeches and presentations
- 8:00 – Dancing!
- Midnight – Bus leaves with all grads and their dates for ATSS (no exceptions)
- 12:45 – Bus arrives at ATSS (grads should have cars/rides waiting)

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.
- **Dinner Date Tickets:** A guest refers to anyone not in grade 12 at ATSS. Dinner Date Request Forms will be distributed in homeroom in March and will be due back to the homeroom teacher in April. All Dinner Date Request Forms will be submitted to administration for approval before tickets will be issued.

Dinner/Dance Guest Tickets cost \$80 per person for family and dinner dates.

Group Photos:

Grad, 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 May.

Grad Fees

Grad Fees for 2009 are \$250 per students split into two installments.

- First installment due January 22nd: \$125
- Second installment due February 26th: \$125



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.

Convocation (Approx. \$50)	Dry Grad (Approx. \$50)	Dinner/Dance (Approx. \$150)
Church rental	Decorations	Rental of venue
Gown and stole rental	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

Certificates
Refreshments
- Food & drink for all grads & guests
- Rental of serving equipment

Air Brush Tattoos
Karaoke
Inflatables
- Big glove boxing
- Horizontal bungee

Transportation
Group Photo Session
Decorations/Novelties
Pre-Departure Reception

Grad Checklist

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 ten 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 in December, keep your eyes open for due date announcements!
- ✘ Check your graduation status with the counsellor.
- ✘ Fill out the Grad Activities Form and return to your homeroom teacher.
- ✘ Check out <http://faber.thain.ca> for updated Grad info!



October

- ✘ Look for the due date for Parent/Grad Ads for the Yearbook.
- ✘ Check out <http://atss.ca/grad.htm> for updated Grad info!

November

- ✘ Grad Parent Meeting after Parent-Teacher Interviews.
- ✘ Return the Grad Activities Form to your homeroom teacher if you haven't yet.
- ✘ Fill in the Transcript Verification Form for the counsellors (assembly)
- ✘ Grad wear logo design competition
- ✘ Order your grad wear! Keep your eyes open for order forms and deadlines.

December

- ✘ Grad Parent Ad orders are due January 29 but are accepted on a first come first serve basis, so get yours in early!

January

- ✘ Provincial Exams
- ✘ Sign up for grad photos! Grad photos will take place in January.
- ✘ Pay your 1st instalment of GRAD FEES
- ✘ Baby photo & yearbook write-up due January 29 – email to Ms Silzer
- ✘ Grad Parent Ad orders due January 29 to Ms Silzer

February

- ✘ Grad Parent Meeting
- ✘ Nominate your class Valedictorian
- ✘ Nominate your class Historians
- ✘ Pay your 2nd instalment of GRAD FEES

March

- ✘ Spring break!

April

- ✘ Submit convocation write-ups (to be read as you cross the stage) to Mrs. Silzer
- ✘ 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

- ✘ 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!

June

- ✘ Attend the Convocation Rehearsal
- ✘ Participate in Convocation 7:00 pm (Students there at 6:00PM)
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.
- ✘ Provincial Exams

