

# 2019

GRAD HANDBOOK

# CHILLILIVACK SECONDARY SCHOOL



[css.sd33.bc.ca](http://css.sd33.bc.ca)

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## MESSAGE TO GRADS

The time has come at last. After 12 years of schooling, you are about to start your last year of high school. You have worked hard to get here, but the job is not done yet. This handbook is designed to make sure you have a successful year. It will explain everything connected to grad.

This will be a busy year for you with lots of opportunities to celebrate. However, you need to stay focused and make sure you meet all grad requirements. Failing to do this means you are not a graduate. Make sure you plan ahead and work hard to make this the best year of high school.

**Important note:** We expect our grad class to be leaders in the school and set a good example with the choices they make. Please refer to the school website to review the school code of conduct and expectations.

Grade 12 students who **do not** meet the graduation requirements will **not** be on the commencement list in June and will be moved back to grade 11 status.

## MESSAGE TO PARENTS/GUARDIANS

The year is going to be very busy and will go by very quickly! Grads will be fundraising, applying to post-secondary institutions, filling out scholarship applications, participating in commencement and awards nights and planning for the Prom. Not to mention doing homework, volunteering and maintaining part-time jobs.

There will be monthly Grad Parent meetings throughout the year (1 hour before PAC meetings) and we look forward to seeing you there. Please check our website <http://css.sd33.bc.ca> and our newsletters to keep you updated on dates and times. If you have any questions about a certain event, please contact Mrs. Adams-Louporet or Mrs. Rice for more information.

All Grad parents should plan to attend the meeting Monday, September 10th at 6:00 pm. This will give you important information about grad and how you can get involved. Parents will be asked to sign up for committees for grad fundraising and Prom planning.

Career Day is September 23th in the Grand Hall at 3:30 .

Parents are welcome to attend the information booth.

Grade 12 parents & students should attend the Financial Awards evening which occurs during our first parent night Oct 25th 6:00-7:00pm.

# GRADUATION STATUS

**Only** students who meet the British Columbia Ministry of Education’s requirements (listed below) for graduation will be considered a graduate of 2019. **If you have any questions about your graduation status, please contact your counsellor immediately** to ensure you have all the necessary courses to graduate. Ms. Linau A-G, Mr. Olafson H-O, Mr. Schroeder P-Z.

***Graduation Requirements (please note graduation requirements have changed – see Ministry of Education website for full details)***

An easy way to think about grad requirements is that you will need 20 courses (80 credits) in grades 10 - 12 to graduate. The chart below details the course/credit requirements.

GRADE 10 REQUIREMENTS	CREDITS
<input type="checkbox"/> Composition & Creative Writing 10, Composition & New Media 10, or Composition & Literature Studies 10	4
<input type="checkbox"/> Social Studies 10	4
<input type="checkbox"/> Science 10	4
<input type="checkbox"/> Foundations of Mathematics and Pre-Calculus 10 or Workplace Math 10	4
<input type="checkbox"/> Physical and Health Education 10	4
GRADE 11 REQUIREMENTS	
<input type="checkbox"/> Creative Writing 11, New Media 11, Literature Studies 11, First Peoples Literature Studies 11	4
<input type="checkbox"/> Explorations in Social Studies 11, 20th Century World History 12, Physical Geography 12, Law Studies 12, Genocide Studies 12, Social Justice 12	4
<input type="checkbox"/> Anatomy and Physiology 12, Chemistry 11 or 12, Earth Science 11, Environmental Science 11 or 12, Geology 12, Life Science 11, Physics 11 or 12, Science for Citizens 11)	4
<input type="checkbox"/> Apprenticeship 12, Computer Science 11 or 12, Foundations of Mathematics 11 or 12, Pre-calculus 11 or 12, Workplace Mathematics 11	4
GRADE 12 REQUIREMENTS	
<input type="checkbox"/> English 12	4
<input type="checkbox"/> _____ 12	4
<input type="checkbox"/> _____ 12	4
<input type="checkbox"/> _____ 12	4
FINE ARTS &/or APPLIED SKILLS REQUIREMENT	
<input type="checkbox"/> FINE ART OR APPLIED SKILL _____ 10 / 11 / 12	4
CAREER EDUCATION	
<input type="checkbox"/> Career Life Connections – delivered through core courses and flex	2
<input type="checkbox"/> Career Life Education – on block class required for grade 11 students who have <u>not</u> passed planning 10.	4
<input type="checkbox"/> GT for class of 2019 _____ Capstone for class of 2020 _____	2
ELECTIVE COURSES	
It is recommended that a student takes an additional grade 12 class.	
<input type="checkbox"/> _____ 10 / 11 / 12	4
<input type="checkbox"/> _____ 10 / 11 / 12	4
<input type="checkbox"/> _____ 10 / 11 / 12	4
<input type="checkbox"/> _____ 10 / 11 / 12	4
Completion of the above courses meets the minimum requirement for Graduation. Total Credits	
	80
ADDITIONAL COURSES	
<input type="checkbox"/> _____ 10 / 11 / 12	4
<input type="checkbox"/> _____ 10 / 11 / 12	4
<input type="checkbox"/> _____ 10 / 11 / 12	4
<input type="checkbox"/> _____ 10 / 11 / 12	4
<input type="checkbox"/> _____ 10/ 11/ 12	4

See your counsellor with any concerns

***We strongly recommend students discuss their graduation plans with a parent/guardian.***

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/changes-to-graduation-years-requirements>

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### **Transcript Verification Reports (TVR)**

TVRs, listing courses taken in Grade 10, 11 and 12 will be given to all grade 12 students in November to be reviewed and signed. This will ensure that no misunderstandings about graduation status will occur at the end of the year. **Students must be aware that course changes or course failures may impact graduation and need to be considered carefully.**

## **GRAD TRANSITIONS**

This is a **mandatory** course for graduation however it is not scheduled in the timetable. If a grade 12 student does not complete the requirements for Grad Transitions 12 they will not graduate. Students will be able to download the Grad Transitions guide from the “GRAD” page on the CSS Website. This package will contain all of the assignments that you need to complete in order to earn credit for this course. The completed packages will **be due January 11th, 2019.** If you have any questions about the Grad Transitions 12 course please see your counsellor or Mrs. Bernard.

One of the requirements of Grad Transitions 12 is that each student complete 30 hours of work experience and/or community volunteer service. Please see your counsellor or Mrs. Soltys for more information or a work experience placement application form.

## **GRADUATION ASSESSMENTS**

### **Numeracy Assessment Quick Facts**

- The Graduation Numeracy Assessment is a new provincial assessment and a graduation requirement for all students graduating after June 30, 2018.
  - The Graduation Numeracy Assessment is not tied to a specific math course. Rather, it evaluates a student’s numeracy skills developed over the course of their education.
  - Students will take the assessment during their graduation years (Grades 10–12). At CSS students will be scheduled to take the numeracy assessment during following their grade 11 math course during our regular scheduled assessment weeks in January and June. If you have not completed your numeracy assessment you must see your counsellor or Mrs. Bernard ASAP.
  - Students can re-take the Graduation Numeracy Assessment to improve their proficiency score. Their best level achieved will be counted as their final result.
  - Results will be reported using a proficiency scale.
    - Students will access results and a personalized performance report through the StudentTranscripts Service.
  - The Graduation Numeracy Assessment typically requires two hours to complete; however, students may use an additional hour if they require the extra time.

[https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/Graduation\\_Numeracy\\_Brochure.pdf](https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/Graduation_Numeracy_Brochure.pdf)

### **Provincial Exams**

English 12 & Communications (2019-2020 Literacy Assessment will replace these exams) are the 2 courses that require provincial exams and they are worth 40% and are held in January and June. The Provincial Exam schedule is available [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams), the school calendar, and on the ministry of education website.

Students may access their provincial exam grades approximately 1 month after writing a provincial exam using their PEN numbers through the student secure exam results site at: [www.bced.gov.bc.ca/exams/student.html](http://www.bced.gov.bc.ca/exams/student.html).

**Note: Provincial exams cannot be rescheduled. Family plans must be made with careful consideration of the exam dates.**

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### **Advanced Placement**

Advanced Placement (AP) Exams are separate from the provincial exams and will be administered in May at a cost of \$125. If you have questions about the provincial exams or AP exams for a specific course please see the teacher

### **Work Experience (WEX)**

WEX 12 Programs are elective Work Experience courses, designed for students who would like to explore one or more career pathways as a part of their career planning process. In addition to a set of written assignments, students must complete a minimum of **100 hours** of Work Experience, usually in one particular focus area. Completion of these placement hours typically occurs over grades 11 and 12. The Focus Areas are:

*Business & Applied Business*

*Fine Arts, Design & Media*

*Tourism, Hospitality & Foods*

*Fitness & Recreation*

*Health & Human Services*

*Trades & Technology*

*Liberal Arts & Humanities*

*Science & Applied Science*

For more information about work experience, please see Mrs. Soltys

### **Youth in Trades Program**

Students 15 years and older attending high school and working in a trade on a part-time basis are eligible to apply to this program. For every 120 hours worked, students receive 4 credits, up to a maximum of 16 credits. Students graduating with a C+ average in grade 12 and 480 hours of trade experience are eligible for a \$1000 scholarship. Contact Colin Mitchell at 604-798-0797 District Apprenticeship Coordinator. For more information on apprenticeship trades go to [www.itabc.ca](http://www.itabc.ca).

### **Dogwood Diplomas**

We will mail your diploma to you in August upon successfully meeting all graduation requirements.

## **COMMENCEMENT**

Commencement is the formal ceremony to mark the end of high school and to recognize the student's achievement of graduation requirements. In order to be eligible for commencement in June, grads must be passing all courses and have sufficient credit to graduate by the end of April 2019. **If it appears that a student has insufficient credit, or is at risk of failing one or more required courses, the student will be taken off the grad list.**

### **Commencement Ceremonies**

**Date/Time:** 1:30 pm, Saturday, June 8th, 2019

**Place:** Prospera Centre

**Cost:** \$50.00

Ensure that you book this day off from work! This ceremony signifies the successful completion of 13 years of school, please join us to extend congratulations to the hard working Grads!

### **Commencement Invitations**

All graduating students will receive 4 guest invitations. Additional invitations are available online through ACORN our school fee program at \$5 until max invitation sales are reached. With a starting limit of 4 extra tickets.

Grads do not need a ticket for themselves.

### **Commencement Rehearsal**

**Date/Time:** 11:00 am on Friday, June 7th, 2019

**Place:** Prospera Centre- Bussing provided from the school

All grads who will be participating in the commencement ceremonies are required to attend this rehearsal.

### **Commencement Cap & Gown**

Caps & gowns will be given to students starting June 3rd. Graduates keep all items! Gowns, caps, & stole! Bring or wear all of these items for commencement ceremonies on Saturday, June 8<sup>th</sup>

### **Valedictorian**

Grade 12 students will have an opportunity to nominate a student who would be a suitable Valedictorian. The Valedictorian Address given by this student at Commencement is the official farewell to the graduating class. This honour should be given to an outstanding representative of the graduation class with the following qualifications: **honour roll student, exemplary citizen, involved in service, athletics and fine arts and an excellent public speaker.**

### **Commencement Quote**

This is the statement that will be read when you walk across the stage at commencement. It is an opportunity to thank individuals or to express your plans for the future. You can complete your commencement quote on the Grad Tab of our website.

## **FINANCIAL AWARDS**

### **Financial Awards**

All graduates should consider applying for financial awards. In 2018, CSS graduates received over \$350,000 in financial awards/scholarships. If you do not apply, you cannot benefit! Local financial award packages will be available at [css.sd33.bc.ca/financial award info](http://css.sd33.bc.ca/financial%20award%20info)

We recommend you also register at the following websites:

[www.scholarshipscanada.com](http://www.scholarshipscanada.com)   [www.studentscholarships.org](http://www.studentscholarships.org)   [www.studentawards.com](http://www.studentawards.com)

Students are encouraged to start this process early. Mrs. Soltys will host scholarship workshops at lunch and during flex block in November, December and January in the Library Lab.

### **Provincial Scholarship Information**

This link gives the up to date information on scholarships

Scholarship:	Application Required:	Application Process:	Winners Selection by:	Scholarship Vouchers mailed:
<a href="#">BC Excellence Scholarship</a>	Yes	Each secondary school nominates one student to apply	Ministry Committee	September
<a href="#">Pathway to Teacher Education Scholarship</a>	Yes	Student applies to Ministry	Ministry Committee	September
<a href="#">District/Authority Scholarship</a>	Yes	Student applies to District/Authority	District/Authority and validated by Ministry	November
<a href="#">BC Achievement Scholarship</a>	No	None	Ministry	November
<a href="#">Graduation Program Examinations Scholarship</a>	No	None	Ministry	November

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships>

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## POST GRADUATION

### *Career Day*

Students will be able to explore the many post-secondary and career options available with representatives from major Universities, Colleges, and employers on September 20th. **Start developing your questions for these informative sessions.** Students applying to post-secondary institutions need to check university's website for detailed information regarding requirements. **Do not assume that all universities and colleges have the same requirements.**

### *Post-Secondary Applications*

A large majority of post-secondary institutions open for applications on October 1<sup>st</sup>. Students can apply to the majority of BC post-secondary institutions using the [www.educationplanner.bc.ca](http://www.educationplanner.bc.ca).

### *Post-Secondary Institutes Choices Form: official transcripts:*

Students must complete the **PSI choices form** to release their transcript information for each post-secondary institution that has received an application. **This option is only available in online format, log in at <https://www.bced.gov.bc.ca/exams/tsw/tsw/student/>.** Click "Welcome to the Student Secure Web". You will be prompted to log in or create a new account. Follow the instructions carefully to submit your choice of Post-Secondary Institutions(a mandatory grade 12 meeting will occur in November to walk students through this process if you miss this meeting please see your counsellor).

### *Personal Education Number (PEN)*

A PEN is a nine-digit identification number assigned by the Ministry of Education (**not Student Number**) to each student registered in Kindergarten to Grade 12. It becomes significant to students as they participate in Provincial Exams. This number can be found on your school transcript.

### *Unofficial Transcript of Grades*

Students can access their unofficial transcripts using their PEN number through the student secure site [www.bced.gov.bc.ca/exams/student.html](http://www.bced.gov.bc.ca/exams/student.html) *Official transcripts are sent directly from the Ministry.*

## BANQUET & DANCE

**Date:** Wednesday, June 26th, 2019

**Cost:** \$100 (Prices may be changed)

The Prom is a special night for grads and their parents. Grad parents have a significant role in planning the evening including such things as the theme, decorations, food, photo opportunities, etc. The funds collected during all grad fundraising events will contribute to the planning of the Prom, and also assist in lowering the costs to students.

The Prom is a formal event where students dress up and spend a memorable evening together. Grads will share a buffet dinner, listen to speeches, view a slideshow and "dance the night away!" ALL grads will have to organize their own transportation to and from the event which is held at Prospera Centre.

**ALL SCHOOL RULES APPLY. DEADLINE TO PURCHASE TICKETS: JUNE 20th, 2019**

### *Guest Pass*

Applications will be available for guests on our website under the grad tab and outside the office and must be submitted for approval to be considered. Please ensure that your guest has been approved before purchasing tickets. A guest refers to anyone not in grade 12 at CSS. Guests must adhere to all criteria outlined on the form. **All guests must be current students of School District 33.**



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## ***The Prom Shop***

CSS is pleased to offer a selection of both new and gently used prom dresses and suits to grads or their dates! Why spend hundreds on an outfit you will only wear once when you can borrow one for FREE! See Val in the office for more details!



## **DRY GRAD**

**Date:** Wednesday, June 26th, 2019 (following Prom)

**Time:** 11:00 pm – 5:00 am

**Place:** Chilliwack Landing Sports Centre

**Cost:** \$40 (Prices may be changed)

Students usually travel directly from Prom to Dry Grad. Dry Grad is a community sponsored event that Chilliwack Secondary, Sardis Secondary and GW Graham students attend. This event takes place after the Prom, from 11:00pm - 5:00am. All food, prizes and activities are included in the price of admission. Highlights from previous years include henna tattoos, character sketches, a casino with Roulette, Black Jack and Texas Hold'em, and mechanical bull riding. Students are NOT required to bring any money or pay for anything during the evening. This is an alcohol free environment and there are no "in and out" privileges. **DEADLINE TO PURCHASE TICKETS: JUNE 21st, 2019**

### ***Awards Ceremony***

**Date/Time:** June 5, 2019 6:00 pm

**Place:** First Avenue Christian Assembly Church (46510 First Avenue)

This is a formal ceremony to recognize students who will be receiving awards scholarships, and bursaries from Chilliwack Secondary, Post-Secondary Schools and community organizations. All students receiving an award will be informed and should plan to attend the ceremony with their family members.

### ***Grad Photos***

Grad Photos will be taken separately from the regular school photos and will occur during **November 5th-16th, 2018**. You must sign up online prior to these dates to ensure that you get a date and time that is convenient for you.

**All grads are encouraged to have their Free grad photo taken by the School Photographer as these will be used in the yearbook and on the school composite.** (You are not obligated to purchase photo packages).

If you decide not to have this photo taken, you will not be in the yearbook or on the grad composite.

If you plan on purchasing a package a sitting fee of \$30 must be paid to the photographer at the time of photos. You may choose to have your grad photo taken by another photographer or studio, and for this, you may borrow a cap and gown from the office with a refundable deposit of \$25. **Grad Photo Retakes: January 23rd**

### ***Grad Rings***

Grad rings are available for sale through Jostens. A representative will be available in the front lobby Dates: TBA

## SUMMARY OF FEES

Student Association Fee	\$8
Grad Commencement Fee	\$50
Locker Rental	\$4
Yearbook (optional)	\$45
After FEBURARY 2019	\$55
Parent Advisory Committee Donation (optional)	\$5
Dry Grad (optional)	\$40
*Banquet & Dance Ticket (optional)	\$100

**\*Note:** maintaining these costs are attributed to efforts of the grad parent committee & student fundraising.

Visit [css.sd33.bc.ca](http://css.sd33.bc.ca) and select  on the top right side.

Follow the step by step instructions to remit payment. All you will need is your student number and legal last name to follow the steps and create an account.

The System defaults to the **summary** page which will display the total amount owed. Select the alternate tab with the student's first name to view individual account details regarding fees paid and due.



Under Additional Items you can add specific items and events to your cart.



View Cart or Checkout to complete payment



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# GRAD MONTHLY CHECKLIST ✓ when completed:

## September

- September 10<sup>th</sup>** Grad Parent Meeting 6pm
- September 20<sup>th</sup>** Attend Careers/Choose BC day
- Verify entrance requirements for the program you are interested in at <http://www.educationplanner.bc.ca/> or [myblueprint.ca/postsecondary](http://myblueprint.ca/postsecondary)
- Final adjustments to school timetable to reflect entrance requirements met
- Follow the announcements for relevant grad, university and scholarship information (go to school website, myblueprint messages, career center news)
- Check [www.collegeboard.com](http://www.collegeboard.com) for SAT dates if interested in attending PSI in the United States
- Make an appointment with Career Counsellor
- Sign up for myblueprint account

## October

- October 25<sup>th</sup>** 6-7pm Financial Awards Information Evening for students and parents
- Late October:** Book your grad photos
- research scholarships on at least one of the following websites <http://www.studentscholarships.org> ; <http://www.educationplanner.bc.ca/> <http://css.sd33.bc.ca/students/scholarship-info> <https://yconic.com/>
- Complete PSI Choices form** (on secure website): this allows institutions access to your final grades in August through the Ministry, and ensures earliest possible confirmed acceptance
- Application process begins** at all universities/colleges (PSIs). Apply online at [www.applybc.ca](http://www.applybc.ca) (for multiple universities/colleges in BC) or specific Institutions on their website. Will need your PEN (you can get this from your counselor or your TVR or report card) and access to a credit card
- make appointment for a private session with UFV
- Check myblue print Mail box for events and updates
- Go to CSS Webpage GRAD for all Grad Info and dates of events
- attend UBC information Sessions if interested in UBC 31st
- Loran Nomination Deadline

## November

- November 5-16<sup>th</sup>** Grad Photos
- November 13-16<sup>th</sup>** Grad Info session Financial awards Workshop
- create secure website at [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams) (to find exam marks, get practice exams, download transcripts, do PSI form)
- confirmation letters/emails** will be sent out from Institutions thanking you for your application, providing you with a contact person and asking for additional information they may require
- ask people for letters of reference
- GT- ensure 70% or more of myblueprint is complete, link to Ms. Bernard
- Be aware of PSI Scholarship Deadlines
- Check myblue print Mail box for events and updates
- Be aware of PSI Scholarship deadlines-Centennial at UBC

## December

- prepare scholarship applications and attend information meetings
- Attend Scholarship Workshops
- Attend FLEX Sessions for Financial Awards
- Be aware of all PSI Deadlines for Admission in the Fall.
- Check myblue print Mail box for events and updates
- Cmolik and Schulich Nomination Deadline

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## January

- January 8-10<sup>th</sup>** Financial Awards Workshops in the Library Lab
- January 11<sup>th</sup>** Grad Transitions due to Mrs. Bernard YOU WILL NOT GRADUATE without Grad Trans
- ensure work experience/community service is uploaded to myblueprint
- Present transition plan to staff member and get it signed
- Check myblue print Mail box for events and update

## February

- February 12<sup>th</sup>** Internal Financial Awards due by 1 pm – Career Centre
- February 13<sup>th</sup>** Internal Scholarships due to Mrs. Soltys
- February 26<sup>th</sup>** External Specific Financial Awards due by 1pm –Library Lab
- February 28<sup>th</sup>** Last day to buy a Yearbook
- self –report marks to Institutions (PSI's) that require it (a letter or email will be sent to you detailing the process you need to follow)
- submit copy of transcript to PSI's that require it

## March

- March 1<sup>st</sup>** - Preliminary transcript information forwarded
- attend PSI information sessions, tours, or student visits to familiarize yourself with the colleges/universities – various dates- check out university/college websites
- UFV/TWU academic advisors begin visiting CSS
- Check out the on line Scholarships for their deadlines
- Language entrance tests: LPI, CPT, TOFEL. Sign up online to the institution you are applying to.

## April

- April 12<sup>th</sup>** Coast Capital & District Authority due – career center
- April 25<sup>th</sup>** Grad Fundraising Event
- Conditional letters of acceptance based on the self-reported grades
- Pick courses and housing with your PSI

## May

- May1<sup>st</sup>** Interim transcript information forwarded
- May 21<sup>st</sup>** Extra Commencement tickets on Sale
- Registration appointments begin (May-Aug) these are online appointment dates where you choose your classes; see a University academic advisor prior to your date to ask specific questions about courses

## June

- June 3-7<sup>th</sup>** Grad Spirit week
- June 3<sup>rd</sup>** Start picking up grad gowns in the office (alpha order)
- June 5<sup>th</sup>** Awards Ceremony
- June 7<sup>th</sup>** Commencement rehearsal 11:30
- June 8<sup>th</sup>** Commencement ceremonies 1:30
- June 20<sup>th</sup>** Last day to purchase banquet & dance tickets
- June 21<sup>st</sup>** Last day to purchase dry grad tickets
- June 26<sup>th</sup>** Banquet & Dance / Dry Grad Night!
- start Applying for student loans <http://www.aved.gov.bc.ca/studentaidbc/ila/welcome.htm>
- Hand in your Scholarship Receipt Information sheet to Career Centre to process your award
- Show Thank you letter for the donor to Career Centre

## August

- Final confirmation letters of acceptance or denial, these will be based on the grades that the Institution has downloaded from the Ministry of Education Website directly.