



# MRCS

# Graduation Handbook

# 2016/2017

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.” *Mark 12:30-31*

## **MAPLE RIDGE CHRISTIAN SCHOOL**

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# ***GRADUATION***

# ***HANDBOOK***

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*For simplicity in this Handbook, the word "parents" is used with the full understanding that a number of our students are under the governance and care of persons other than the birth parent(s).*

# MAPLE RIDGE CHRISTIAN SCHOOL

## GRADUATION HANDBOOK

### 2016 – 2017

It is the intention of this handbook to present the guidelines and expectations required for a successful graduation year. We want the grade 12s to remember their year with special memories. However, for that to happen, we need student participation, parent volunteers and teacher/staff commitment. Together we can create a dynamic and special high school year for our soon-to-be graduates.

#### **Graduation Requirements:**

- a) ***Credits/Courses*** – the graduation program begins in grade 10 and is completed at the end of grade 12. There are 80 minimum credits needed to graduate. MRCS expects all graduates to have a minimum of 88 credits and will receive an MRCS diploma of distinction. Diplomas will indicate how many credits the graduate has completed. Of those 88 credits there are a number of compulsory courses that need to be completed: gr.11 (Math, Science, English, *SS provincial*), gr.12 (English *provincial*, and Grad Transitions). MRCS also requires graduates to have completed two Bible 12 courses (one in grade 11 and one in grade 12) and two Career Education 11 & 12 courses. In order to gather enough credits students need to take other core and elective courses, i.e., ICTC, Art, Yearbook, Chemistry, Biology, etc. Students are expected to be full time students with 8 courses in grade 10, 11 and 12. This will ensure students get a well-rounded and complete education. The ministry requires a minimum of 4 grade 12 courses (including English 12). The High School Library Learning Commons is a place for studying, reading, researching and completing assignments. Mrs. Cramer is the point person for credits, transcripts and course selection/adds/drops. Mrs. Sawka is available by appointment for academic advice, course information, graduation information, letters of recommendations and scholarship information.
- b) ***DPA*** – Daily Physical Activity logs are required by all high school students. In grade 11/12, students must complete activity logs demonstrating 150 minutes of physical activity per week. These logs are to be completed online for every month. They are a Ministry of Education requirement for graduation. Students participating in the PE courses at school do not need to complete their DPA for that year.
- c) ***Work experience*** – Work experience forms available at the office, need to be completed by the end of grade 12 and show that the graduating student has at least 30 hours of work/job type experience, i.e., helping in a family business, catering food at an event, etc. The form requires a signature from the employer or work supervisor and must be handed into the office by June 1, 2017.

- d) **Community Service** - The Ministry of Education requires each potential graduate to have completed 40 hours of Community Service. The forms need to be completed, signed by the supervising adult and handed into the office by June 1, 2017. Volunteer hours can be accumulated by helping at school events, i.e., Esperanza, Family Fun Fair, Worship Team, etc.
- e) **Graduation Portfolio Evening** – The grade 12s will be working on their portfolios during Career Education 12 and supervised by their teacher, Mr. Flokstra. Their presentations are completed and shared with family, teachers and friends at school, during the evening (6:00 PM – 9:00 PM) in April or May 2017. The portfolio is divided into 4 parts: past memories (family/friends) and recognition of those who got them where they are, what MRCS has meant to them, future plans, and their spiritual journey. Invitations will be given to the grade 12s to hand out to friends and family. All high school teachers attend and provide feedback to the students regarding their portfolio presentations. The portfolio presentation is a pass or fail assignment and is mandatory for graduation.

#### **Graduation Events:**

- a) **Grad Breakfast** – the high school teachers/staff and principal sponsor this event. There is no cost to the graduates for the pancake breakfast. It is usually held in October/November in the high school learning commons during first block of the day. The highlights of the morning are the food, fellowship, devotions and a special ‘memorable’ letter/card given to them from their parents. It is very important that there is a letter or card for every grade 12 student. The office will send out an email and reminders to parents.
- b) **Grad Christmas Dinner** – this event is sponsored by the principal and is intended to bless the grade 12s as they journey through their graduation year. The evening is at the principal’s home and is designed to be a traditional turkey dinner and party. There is no cost for the students. After dinner, the students have time to participate in ‘Secret Santa’ and other group games that they will organize. The Grad Christmas Party is semi-formal and is normally planned for the second Wednesday in December (6:30 PM-9:00 PM).
- c) **Traditional Skip Day** – this is organized by the grad class. There is no prank or Grad blessing.

**Graduation Trip:**

- The graduates are invited to submit suggestions for a grad trip.
- The grad trip will be a date that works within the school calendar. Suggestions are required to meet the following stipulations: be affordable for all students (approx. \$300.00), held within Canada, and causes only two missed school days.
- The grade 12 students are invited to submit their suggestions to the student/teacher grad committee for review. With lots of discussion, input from parents, research and Q & A, the grade 12s will have several school-approved suggestions for a trip. The grade 12s will have a secret ballot vote and the most popular suggestion will be the trip destination. That decision will be communicated to grade 12s, grade 12 parents, administration, teachers and staff.
- Depending on the destination and cost of the trip, parent chaperones may be needed. All parent chaperones must pay for their own expenses.
- If parent chaperones are required, all interested parents will be invited to submit their names as chaperones. It is best if we have chaperones based on the amount of female/male students. If there are more parents than the required amount of needed chaperones, the parents will be chosen by drawing of names.
- The teacher/staff representatives for the grad committee will be the chaperones on the trip and there will be a male and female chaperone.
- The teacher/staff representatives will have their TOCs and costs covered by the school.
- If the teacher/staff chaperones cannot attend the grad trip, it will be the teacher/staff's responsibility to recommend a replacement, with approval by the principal.
- The guidelines and expectations of student conduct for the trip are the same as outlined in the high school handbook. For secondary planned adventures, consent forms may need to be completed by the students and extra costs may be incurred.
- Depending on the amount of fundraising completed by the students, the cost and destination of the trip may be affected.

**Graduation Ceremony:**

- The ceremony is organized and supervised by the school's staff and teachers.
- The ceremony is held in a nearby local church. For several years, it has been held at the Christian Reformed Church. All bookings are done by the school.
- The church is booked one year in advance and secured with a deposit.
- The church does not require decorations.
- The grad pictures are booked through the school and the photographer is scheduled to take individual pictures just prior to the ceremony (*see photos category for further explanation*).

- There are no tickets required for the ceremony and all are welcome to attend.
- The ceremony program is created and printed by the school.
- The agenda and songs at ceremony are organized by the school.
- The graduates are seated in alphabetical order at the front of the church.
- There are reserved seats for those guests, staff and teachers participating in the ceremony.
- The principal and a representative from the board (usually the Chair of the Board) will address the graduating class.
- The graduating class nominates the valedictorian students. A female and male student(s) may be nominated based on their academic standing, community involvement and positive Christian character. See the criteria for MRCS profile of a Graduate. The nominations are approved by the administration and high school staff before a final decision is announced. The school makes the final choice.
- The grad class is given a list of high school teachers who will let their names stand as a possible Teacher Speaker. The grade 12 students meet as a class for a secret ballot vote. The teacher sponsor will inform the grade 12 students of the outcome.
- The music leader and administration will decide the hymns and songs used for the ceremony.
- The rehearsal for the ceremony is held at the church on the last day of classes. It is mandatory that all grade 12 students attend. The rehearsal is usually 30-45 minutes in length.
- School scholarships are provided by donations and money that is allocated by the school budget. There are usually four continuous scholarships: Sciences/Math, Humanities, Visual/Performing Arts, and Athletics. Other scholarships awarded to our graduates will be announced at the ceremony. It is the responsibility of the students to inform the office/administration of any other scholarships received so they can be added to the program and announced at the ceremony.

### **Graduation Banquet:**

- The venue is organized and supervised by the school's staff and teachers.
- The banquet is held annually at the Pitt Meadows golf course.
- Each graduate is initially allocated 4 banquet tickets. Several weeks after the tickets go on sale, any banquet tickets that are not sold are available for families to purchase if they would like more than 4 tickets.
- Tickets prices for the banquet are reduced for the staff and teachers attending.
- Depending on the amount of fundraising done, banquet tickets may lower in price.
- The school determines the menu.

- The teachers and staff determine the Master of Ceremonies for the evening.
- The MC determines the program for the evening. Student input is appreciated.
- The seating arrangement is completed by the office. Requests for seating arrangements can be made at the office when tickets are purchased.
- Seating arrangements are posted by the school at the banquet.
- The Grad decorating committee is allocated \$250 for decorating the banquet room.
- If an open bar is present at the venue, no alcohol is to be purchased or consumed by parents or guests.
- Grad blessings conducted at the banquet are decided by the teachers/staff. Each teacher/staff member volunteers for 2-3 students to bless with a verse/prayer.
- There will be a dance following the dinner. Songs must be submitted on a USB by the students. They should be songs that fulfill our school's mission and community standards of conduct. The songs need to be submitted to the office two weeks before the grad banquet for approval.
- The school will provide a person to DJ the dance.
- The school will provide a song for the mother-son/father-daughter dance. Students may give their input.
- The banquet ends at 12:00 am and the parent committee is responsible for clearing the decorations out of the venue that evening.
- Any after Grad parties are conducted outside of the schools supervision.

### **Grad Committee:**

The grad committee is comprised of grade 12 students or grade 12 student volunteer representatives, parent volunteers of grade 12 students and two teacher or staff members (1 male/1 female). The teacher/staff representatives are volunteers decided by the school.

There is a grad parent/student meeting at the beginning of the grade 12 school year (usually the evening of the Meet the Teachers evening in September. All grad students and parents are asked to attend this very important first meeting. The teacher/staff members volunteering to serve on the committee will also be at this meeting. During the meeting parents will: go over the handbook, volunteer for graduation subcommittees, participate in a Q&A period, set a plan of action for the year and set a date for the next grad parent/student meeting.

### **Parent Committees:**

- a) **Fund raising** – money is raised to lower the grad trip cost for students and to help subsidize the student’s grad banquet ticket. Full price is normally about \$80.00. Annual fundraisers are pizza lunch (goes towards banquet ticket prices), Purdy’s (goes to individual students for their grad trip). Other outside fundraisers can be arranged by grads/parents, such as car washes.
- b) **Grad gifts** – Grad gifts are given by the school at the ceremony. Throughout the year, the parent committee collects donations of gifts and/or money, used to buy gifts, for the Grad Banquet. Donations are usually contributed by local businesses or alumni. Letters to businesses are provided by the school and may be used by the parents to gather gifts. Gifts are presented to the students at the banquet.
- c) **Decorating** – the school provides \$250 towards decorating the banquet room. The parents and students are active in gathering material, resources, etc. for the decorations. The grade 12 students vote on the theme/ colours for their graduation.
- d) **Dry AfterGrad** – is located at a volunteer grad parent’s home. This event is supervised by grad parents and is not supervised by the school. Hours are from midnight after the banquet until 5:00-6:00 am. Snacks/food is provided by the host/grad parents or students are asked to bring money to help pay for the food. Dates of the graduates are welcome, but must sign-up ahead of time. The sign-up sheet is provided by the school and located in the office. All students at the dry grad are asked to connect with the hosts when they arrive and when they leave.

### **Photographs:**

- a) **Grad Photographs** – Individual grad photos are done in January or February. They are taken at the Photo Express studio in the evening. Graduates must sign up ahead of time online through Photo Express. A sitting fee applies and is paid to Photo Express at time of online booking. Orders are done online. Photo Express will give each grad a “code” to view and order photos. Orders are mailed directly to the home.
- b) **Ceremony Photographs** – Photo Express takes Photos before the ceremony. Weather permitting; photos are taken outside. Each grad will have an individual photo taken and then a group photo is done. Each grad will receive a copy of one individual photo and one group photo. These will be delivered to the school office and mailed out in early September.