

GRADUATION  
2024  
INFORMATION BOOKLET



BERT CHURCH HIGH SCHOOL

## PRINCIPAL'S MESSAGE

Graduation is an academic celebration of years of hard work. Congratulations on making it this far. To make it a meaningful event requires your active participation. You can participate by:

- Being informed about diploma requirements and ensuring that you have passed or are registered in all the necessary courses to earn your diploma by the end of June.
- Watching for and reading any grad information in the monthly newsletters, on the school website, our Google Classroom site, or on the graduation bulletin board located outside the Foods room.
- Providing input as requested, by regularly checking the graduation Google Classroom
- Providing necessary information and pictures for the committees, the newspaper, and the yearbook
- Volunteering to help either in a short term or long-term capacity
- Behaving in a manner that honours graduation, both in school, at the ceremony and the banquet.

Celebrating graduation is an exciting time in your life. By working together, we can ensure your memory of it is special. I look forward to a wonderful grade 12 year, culminating in a celebration of your educational journey.



## HIGH SCHOOL DIPLOMA REQUIREMENTS

In order to obtain an Alberta High School Diploma, students must meet these minimum requirements:

- Earn a minimum of **100** credits AND
- Complete and meet the standards of the following courses;
  - English 30-1 or 30-2,
  - Social Studies 30-1 or 30-2,
  - Mathematics 20-1, 20-2 or 20-3,
  - Science 24, Science 20, Biology 20, Chemistry 20 or Physics 20,
  - Physical Education 10 (min. 3 credits),
  - Career and Life Management 20 (CALM) (3 credits),
  - **10 credits from Career and Technology Studies**, or Fine Arts, or Second Languages, or Physical Education 20 and/or Physical Education 30,
  - **10 credits in any 30-level course** in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2, including 35-level Work Experience, or advanced level Career and Technology Studies (3000 series).

## CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

In order to obtain a Certificate of High School Achievement, students in the Knowledge and Employability (K&E) pathway must meet these minimum requirements:

Earn a minimum of **80** credits AND

- Complete and meet the standards of the following courses;
  - English 20-2 or 30-4,
  - Mathematics 10-3 or 20-4,
  - Science 14 or 20-4,
  - Physical Education 10 (min. 3 credits),
  - Career and Life Management 20 (CALM) (3 credits),
  - **5 credits in 30-level Career and Technology Studies (CTS)**, or 30-level Knowledge and Employability occupational course, or 30-level locally developed course with an occupational focus
  - **5 credits in a 30-level Work Experience course** or 30-level Knowledge and Employability Workplace Practicum course, or 30-level Green Certificate course, or 30-level Special Projects or 5 credits in 30-level Registered Apprenticeship Program (RAP) course.



## IMPORTANT DATES GRADUATION 2024

October 12 <sup>th</sup>	Grad Meeting (Parent and Grads) – BCHS Gymnasium @ 6:00 pm Displays will be up at 5:30 pm
September 14 <sup>th</sup>	Grad Google Classroom & BCHS website Graduation Tab open with updated Grad Information
October 20 <sup>th</sup>	Parent signed myPass Credential Print Out (Former Grad Application) due to Student Services Office
December 4 <sup>th</sup>	Online Booking Site opens for Grad Portrait sittings
January 8 <sup>th</sup> -12 <sup>th</sup>	Grad Portrait sittings
April 5 <sup>th</sup>	Last day to submit your baby picture
April 19 <sup>th</sup>	Must be passing all courses (including online) to be on the Grad List
April 26 <sup>th</sup>	Valedictorian Short List Package given out
May 3 <sup>rd</sup>	Valedictorian Package due by 4:00 p.m.
May 10 <sup>th</sup>	Valedictorian announced no later than this date.
May 16 <sup>th</sup>	Final Grad list posted
May 24 <sup>th</sup>	BCHS Graduation Ceremony – 6:00 pm at Genesis Place

# PARENT SIGNED MY PASS CREDENTIAL PRINT OUT

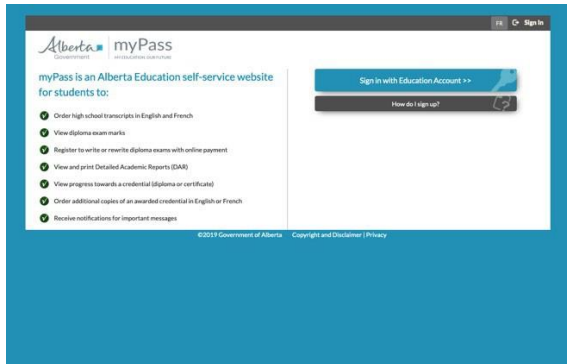
(Former Grad Application)

The parent-signed form is due to Student Services by **October 20th, 2023**.

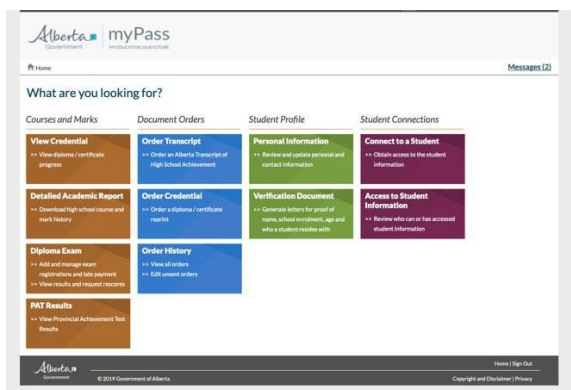
The signed print out from AB Education's myPass site ensures that student and parents are aware of the graduates current standing toward completion of their diploma or certificate requirements and what is still needed to be achieved.

**Step One:** Sign in using your Education Account (not school email).

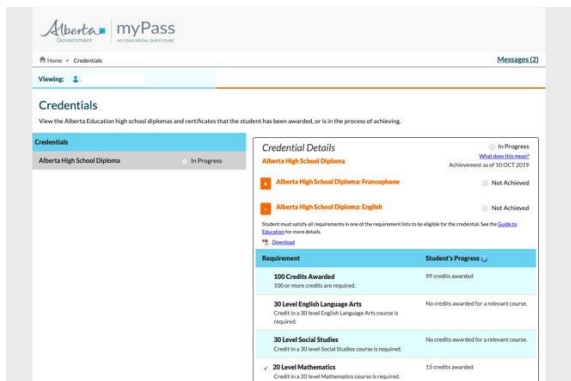
\*if you have not set up your myPass see the end of this document for set up instructions.



**Step Two:** click View Credential.



**Step Three:** Check your list of remaining courses needed, download and print the credential.



**Step Four:** Parent signature on the printed credential page and turn in to the Student Services Office.

# BERT CHURCH HIGH SCHOOL GRADUATION CEREMONY

## LIST 5 EASY STEPS TO STAY ON THE LIST

1. You must double check that you are registered in the necessary credits and courses to fulfill high school diploma requirements by the end your graduation year.
2. Attend classes and complete assigned work to a passing standard.
3. No mark is to be below 50% as of mid-term Semester 2 (April 19<sup>th</sup>)
4. Absences (unexcused) must not exceed 15 in any course required for graduation. If you have exceeded 15 absences, you need to meet with your administrator to ensure you are still in a position to participate.
5. If you are completing courses by distance learning or WeConnect online that are necessary for graduation, you must have 75% of all lessons completed and have a passing mark by the end of April 2024.

You are responsible to check the accuracy of the information needed for graduation using myPass.  
(high school courses, marks, credit totals, demographic and birthdate information)

**Any discrepancies or errors need to be discussed with your Administrator-**  
***Mr. New A-I; Ms. Cumberland J-Q; Mr. Makkreel R-Z***



# VALEDICTORIAN

## Grad 2024 Class Valedictorian: Bert Church High School

The Valedictorian has the honour of giving a speech at the graduation ceremony that shares the common memories, the realities of graduation, and the future aspirations of the Class of 2024. This graduate is a BCHS Charger who is striving for academic excellence while contributing to a positive school and community culture.

The Valedictorian will be selected through a three-step process which has at its foundation excellence in academic achievement.



**Step 1:** A short list of the top Academic 1% of the Grade 12 class will be compiled. Final academic course marks from grade 11 and Semester 1 of grade 12 will be used as well as the mid-term marks of Semester 2 for this calculation. Additional academic criteria: no mark lower than 75% in Grades 11-12. A student must have at least two years of registration at Bert Church High School.

These students will be invited to submit a Valedictorian Package.

**Step 2:** The students submit a package that highlights how they have contributed positively to school and wider community culture.

Considerations to highlight:

- Exhibited a positive attitude as a Charger
- Seen as an exemplary role model & contributing peer in the graduating class (behaviours & attendance have been outstanding)
- Extra-curricular or community involvement

### Step 3: The Selection Process

1. Valedictorian packages will be given out to the short list of students. These packages will be released **April 26<sup>th</sup>** & must be submitted to the office by 4:00 p.m. on **May 3<sup>rd</sup>**. No late applications will be accepted.
2. The packages will be reviewed and scored by a selection committee to determine the top 3 candidates.
3. The top 3 candidates will prepare a two-minute speech of introduction to demonstrate why they are the best choice for Valedictorian. This presentation will take place the week of **May 6<sup>th</sup>**.
4. A Selection Committee (teachers & administrators) will assess the candidates' speeches & select the class valedictorian.
5. The selected Valedictorian will then work with a teacher in the English department to craft their speech for the graduation ceremony.

## GRADUATION CEREMONY REQUIREMENTS FOR HONOURABLE MENTION AND HONORS

The recipients will have their level of academic recognition announced when they are walking the stage and be noted in the graduation program. They will also receive a memento of their hard work.

<b>Grade 12 – Based upon the requirements for Rutherford Scholarship</b>
<ul style="list-style-type: none"> <li>• Average of 75.0% to 79.9% in five courses - Honourable Mention</li> <li>• Average of 80% or higher in five courses - Honours</li> </ul>
Average is calculated from 5 designated subjects (Options/CTS courses may also be considered).
<b>One of:</b> <ul style="list-style-type: none"> <li>• English 30-1 OR English 30-2</li> </ul>
<b>At least two of:</b> <ul style="list-style-type: none"> <li>• Mathematics 30-1, 30-2 or 31</li> <li>• Science 30</li> <li>• Social Studies 30-1 or 30-2</li> <li>• Biology 30</li> <li>• Chemistry 30</li> <li>• Physics 30</li> <li>• A language other than the one used in the course above in Grade 12</li> <li>• *Special consideration will be given to those who do not have two courses found in this category*</li> </ul>
<b>Any two courses with minimum</b>  <b>Five credit value at Grade 12 level (30/35 level courses) including those listed above and combined advanced CTS courses</b> <ul style="list-style-type: none"> <li>• Five one-credit CTS modules can be combined and used as an option; or</li> <li>• One three-credit option course plus two one-credit CTS modules can be combined</li> </ul>
<b>NOTES:</b> <ul style="list-style-type: none"> <li>• Diploma courses – will use the blended mark of any completed diploma course and use school-based marks at the end of Term 3 (April 19 ) for current Semester 2 courses.</li> <li>• All other courses – will use final mark or current mark as of the end of Term 3.</li> <li>• French and Français are not the same course and not interchangeable</li> <li>• A course cannot be repeated after a higher-level course has been taken in the same sequence</li> <li>• <b>Marks will be computer calculated using the above notes and guidelines and students will be receiving the appropriate notation and award at the Graduation Ceremony.</b></li> </ul>



## GRADUATION CEREMONY

**Date:** Friday, May 24<sup>th</sup>, 2024

**Location:** Genesis Place, 800 East Lake Blvd. NE, Airdrie

<https://goo.gl/maps/yjFhEAJC3BoGyc8p8>

**Time:** 6:00 p.m. and lasting for approximately two hours. Doors will open at 5:00 p.m.



- Grads will wear a gown, stole, cap and tassel that are kept as a souvenir.
- Dress beneath the gowns is business casual, which means semi-formal (skirt, dress, or dress pants and dress shoes). ***NO FLIP-FLOPS.***

Failure to comply with this code may mean the graduate will be denied the privilege of walking across the stage to receive their diploma.



## COSTS ASSOCIATED WITH GRADUATION

**This year's grad fee is \$85. It will be included in the 2023/2024 fee invoice.**

**Mrs. Carol Twomey** is our Business Manager who handles anything to do with money at BCHS. Please contact Mrs. Twomey by calling the main office or by email at [ctwomey@rockyview.ab.ca](mailto:ctwomey@rockyview.ab.ca) for installment plans to help budget for graduation fees.

### GRADUATION FEE

The Graduation fee covers the cost of the ceremony which includes the following:

- Facility Rental (Genesis Place)
- Gown, stole, cap and tassel purchase
- Printing of programs
- A/V rental equipment
- Diploma covers
- Assorted decorations
- Flowers for the stage

School fees may be paid online at <https://rockyview.schoolcashonline.com/> or in person by coming to the main office.

If a student is removed from the grad list, the following refund policy applies:

- *Any graduate removed from the grad list after grad fees have been paid will lose a portion of their payment.*
- *Graduation is 100% user pay. Throughout the year, various items will be purchased or booked for each graduating student; therefore, it is necessary for each grad to be responsible for covering everything that has been purchased up until the time they were removed from the graduation list.*

## GRADUATION PHOTOS

The Graduation Committee arranges for an Lifetouch photographer to come to the school to take individual portraits. Each grad must have his/her picture taken at this time for the composite picture and the yearbook. There is **no charge** for the composite and yearbook picture, and you are under no obligation to order any further photographs from this photographer.



If you choose to sit for other pictures, there is a fee of \$40.00 for a 30-minute sitting. These photographs will be taken **January 8<sup>th</sup>-12<sup>th</sup>, 2024**. Online booking will be open the **week of December 4<sup>th</sup>**.

If you wish to order photographs from a Lifetouch photographer:

- Picture packages are listed with the proofs and costs varying widely. \*Photos are archived electronically so you can choose to order more at a later date.
- There will be a sitting fee charged (\$40) which includes a proof booklet to order from.

### HANDSHAKE PHOTO

This complimentary picture of the principal shaking hands with the Graduate onstage at the graduation ceremony is taken by Lifetouch. Students will be notified when these photos are available for pick up at the school office.

***QUESTIONS REGARDING PHOTOGRAPHS ARE TO BE DIRECTED TO LIFETOUCH  
Phone 403-255-5440***

## GRADUATION JEWELRY

Jostens is our school's choice for Grad Jewelry. Information regarding grad rings is available online at:

<https://www.jostens.com/apps/store/customer/1114800/Bert-Church-High-School/>

Rings are an additional cost which can vary widely depending on style. Please know that you are under no obligation to order a ring.

**QUESTIONS REGARDING JEWELRY ARE TO BE DIRECTED TO OUR JOSTEN'S REPRESENTATIVE, SEAN KELLY: Phone: 403-252-1774 Email: [sean.kelly@jostens.com](mailto:sean.kelly@jostens.com)**



## GRADUATION CLOTHING



Each year, students have the opportunity to buy specifically designed BCHS clothing to celebrate their graduation. Grad clothing will be available on the [BCHS website](#) to order anytime throughout the school year.

## GRADUATION GOWNS

In order to have the correct size gown, each graduate will need to be measured at home. In February, Mr. Verhees will send out a Google Form for students to submit their height to him. We will also send out an email letting everyone know that we are requesting this information so that no one is missed.



## STAFF GRADUATION COMMITTEE

### Staff Committee Members

GRAD REQUIREMENTS: Administrators / Student Services

- Maintaining an accurate Graduation Ceremony Participation list,
- Ensuring that the student has all courses necessary to receive their AB High School Diploma or Certificate of Achievement.
- Attendance

Background Organization: Ms. Cumberland & Ms. Chadwick

- Making arrangements for composite photo
- Making arrangements for Grad Portrait photo dates and times
- Set up Josten visits & in person order dates
- Ceremony facility details & décor
- Certificates
- Special Guest Invites

Ceremony: Mr. Ferguson and Mr. Verhees

- Coordinate taking all measurements/size of all grads for caps & gowns,
- Order and deliver caps & gown to ceremony,
- Letters of invitation and thank you notes.



## **BCHS CLASS OF 2024 GOOGLE CLASSROOM:**

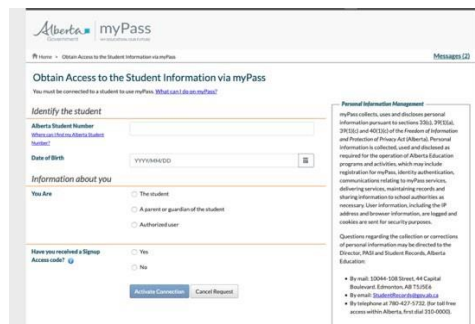
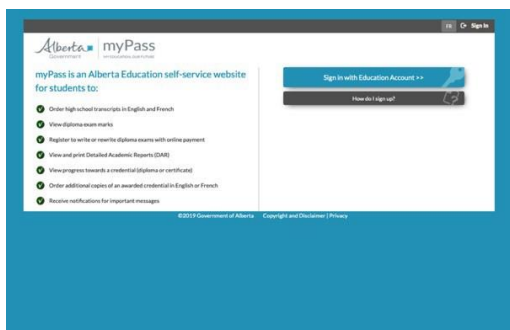
All grade 12 students who are in a position to graduate this year have been invited to the Google Classroom using their school email. Surveys, submitting baby photos, and other graduation information will be completed and distributed here.

If you have not received an invite through your school email account, please email Mr. Verhees at [mpverhees@rockyview.ab.ca](mailto:mpverhees@rockyview.ab.ca)





## myPass:



myPass is a secured site through Alberta Education. The website allows students to view their high school academic information including credit count and diploma exam results. **Students use myPass to order high school transcripts, register to rewrite a diploma exam, view their diploma results, and check on their graduation status.**

Registering is a two-step process because it is government secured. Once a student creates an education account using an email that is NOT their school email, students will receive a registration letter through Canada Post containing a PIN code. This PIN code expires within 30 days. Once you have the PIN code, you can enter it on the website to complete your registration. Alberta Education will send this letter to the address the school has on record, it is important that we have your correct address in demographics. When signing up for myPass, do not use your RVSchools email address as this email will expire once you graduate.


## POST SECONDARY INFORMATION

The Career Centre is now a part of Student Services. Each counsellor can meet with parents and students to offer support, resources and links to Post Secondary programs.

Ms. Liz Schweizer - Off Campus Education – (Contact Ms. Schweizer at [lschweizer@rockyview.ab.ca](mailto:lschweizer@rockyview.ab.ca))

1. ELAA 2023-2024 [Dates at a Glance poster](#). Contains information about the first day to apply, open house dates, contact info and deadlines.
2. Open Houses occur throughout September, October and November. There are other Career events for students as well. [Check the BCHS website for Career Events](#).
3. ALIS is a valuable resource containing jobseeker info, occupational profiles and information, as well as post-secondary information. <https://alis.alberta.ca/>
4. <https://tradesecrets.alberta.ca/> and <https://www.careersnextgen.ca/> are two excellent websites for specific information about Apprenticeships and the Registered Apprenticeship Program (RAP). See Mr. Kiernan for more information about RAP.
5. Budget, Scholarships and Loans. <https://studentaid.alberta.ca/> contains information about Alberta Scholarships, Grants and Loans. [scholarshipscanada.com](https://scholarshipscanada.com) is one website to find information about External Scholarships.
6. Check the Bert Church Website for more Career Center information including the Scholarship Directory. <https://bertchurch.rockyview.ab.ca/Members/stiemstra/career-centre/scholarships>
7. When applying to a Post-Secondary Institutions in Alberta, everyone should start with [Apply Alberta](#).
8. There are 26 publicly funded [Post Secondary Institutions in Alberta](#). These websites can be large and sometimes it is easier to find what you are looking for by Googling.

# Order Your **YEARBOOK**



**Don't forget to purchase  
your 2023-2024  
BERT CHURCH YEARBOOK**

**The 2023-2024 school yearbooks are now on sale.**  
The hardcover, full colour books are currently \$40 until December 31<sup>st</sup>, when the price will  
increase to \$45 until February 28<sup>th</sup>.

**YEARBOOKS can be purchased on SchoolCash**

<https://rockyview.schoolcashonline.com>

If you have any questions, please see Mrs. Stachniak in Room 2046 or email at



astachniak@rockyview.ab.ca



*Class of*  
**2024**  
*Congratulations*

