

Information Bulletin for Grade 12 Students at McCoy

This handout contains information that will assist grade 12 students to have a successful year at McCoy. It is important that students are able to access the necessary information about high school diploma requirements and about "graduation ceremonies". **It is the students' responsibility to make sure that they are aware of the requirements and that they fulfill these requirements.**

This handout contains information about the following:

- What does "graduation" mean? How is "graduation" different from earning a high school diploma?
- Religion requirements
- Off-campus programs
- Fees
- Posting of first grad list
- Posting of final grad list
- Meeting high school diploma requirements
- Post-secondary scholarships
- General awards
- McCoy awards
- Rutherford scholarship
- Rewriting and/or retaking diploma exam courses
- Student services/community liaison services
- Study skills
- SAT's and ACT's
- Applying to post-secondary institutions
- Transcripts
- Validation statements
- Alberta Education Bulletin – information for students

"Graduation" Requirements

Definition

Graduation requirements are DIFFERENT from high school diploma requirements. "Graduation" refers to having fulfilled McCoy High School requirements that will allow a student to attend the graduation ceremonies and banquet as a "graduate".

HOW DO I GET ON THE "GRAD LIST" ??????

Please read the following points very carefully. If you have any questions, please see Mr. Hendricks. **It is your responsibility to ensure that you meet the requirements to be part of "Graduation Ceremonies".**

1. A student must be in a position to earn at least 100 credits by the end of the school year. A student who fails a course at midterms in semester two will have those credits deducted from his or her total. Example: If a student has 103 potential credits, but is failing a 5 credit at midterms, he or she will not qualify for graduation ceremonies. ($103 - 5 = 98$) It is now too late to enroll in other courses to be able to participate in "graduation ceremonies". To be on the safe side, students should ensure that they have well over 100 credits to avoid any disappointments.
2. Students may complete the requirements in the first semester and then withdraw from school. This student will still be considered part of the "graduating class".
3. A student must complete CTS credits in a timely manner. For example, if a student is registered in a 5 credit CTS course, at least 2 must be completed by midterms with a 3rd credit underway. If that is not the case, those anticipated credits cannot be used towards the required 100 credits.
4. A student must have **passed** one religion course for every year in attendance at McCoy. If a student attended McCoy for only two years, they would be expected to complete two religion courses successfully. Students will have to repeat any failed religion courses if they wish to participate in "grad" ceremonies.
5. If a student is taking religion in semester two, they must be **passing this course at midterms to retain graduation status.**
6. All students must complete CTR1010 if taking work experience.
7. If a student is registered in work experience or RAP to meet minimum requirements, all work agreement, parent consent and monthly time sheets must be submitted to the work experience office. Students must also submit an evaluation by their employer after 125 hours of work.
8. Students must be in a position to complete distance learning courses from St. Gabriel's or ADLC. Failure to remain on schedule will result in removal from the "grad" list.
9. Students must pay their school fees to be on the **FINAL GRAD LIST**. Students can arrange to pay their fees on a payment plan. See the front office.

When is the **first** "Grad" List posted?

- When first semester diploma marks are available in March all students who have earned 90 credits and who meet all other requirements will be on the list.

When is the **Final** Grad List Posted?

- After second semester mid-term report card marks are available.
- Note: Students may also be removed from the previous list if they no longer meet requirements; failing a course that takes them below 100, failing religion, not handing in required work experience forms or not paying fees.

Only students on this list may purchase banquet tickets or be part of grad ceremonies.

Meeting High School Diploma Requirements

After you meet high school diploma requirements, Alberta Education will send your official diploma in the mail to you. It is quite common for students to receive their diploma after semester one if they have met all the requirements set by the government. If you complete high school diploma requirements in June, your diploma will not be sent to you until the following October.

This package contains the requirements for a high school diploma. Please note that possessing a high school diploma does not mean that a student will be accepted by a post-secondary institution. A student is advised to check post-secondary calendars for information. Post-secondary information is available in the Student Services Office. Students also receive the booklet "Time to Choose", which has all of the Alberta post-secondary websites. This booklet is a very valuable research tool for post-secondary information.

Post-Secondary Scholarships

Each post-secondary institution has its own application procedure. The Medicine Hat College has a very easy system. Once the MHC accepts a student, he or she can apply online for scholarships. If you are attending another institution please consult the calendar or the websites for information. All scholarships have deadlines.

There are numerous awards and scholarships that are available to students throughout the year. Please see the bulletin board by the student services office for opportunities and deadlines. Visit <http://www.alis.alberta.ca/et/fo/scholarships/scholarships.html> for information.

McCoy Awards

There are many awards available to students for academic achievement, entrance to certain post-secondary fields and for leadership and school/community involvement. To be considered for any non-academic awards, students must fill in a McCoy Awards application form. The form is included in this package or can be picked up from a counselor.

Rutherford Scholarship

The criteria have been included in this package for your reference. Students apply when they know they will be attending a post-secondary institution. May 1 is the deadline to apply if you are attending in the fall.

Retaking and/or Rewriting Diploma Exam Courses

If you are retaking and/or rewriting a diploma exam there is a form that must be filled out and mailed to Alberta Education at least two months before the diploma exam. There is also a fee that must accompany the request. See a counselor for these forms or visit <http://education.alberta.ca/admin/testing/forms.aspx>

Student Services/Community Liaison Office

The student services office is located near the front of the school. Information about work experience and RAP is available from the work experience office located beside the library. The academic counselor for grade 12 is Mr. Hendricks. Please advise him of any changes that will affect your graduation or high school diploma.

Community Services are also available at McCoy.

- AADAC – Ms. Karla Reyes
- Mental Health – Ms. Lillian Murphy
- Health Nurse – Mrs. Heather Roberts
- Resource Officer – Constable Marshall Armstrong and Fiddler

The community services office is located across from the Girl's Gym. Appointments and referrals to Lillian Murphy are made through one of our school counselors.

Study Skills

It is crucial for a student to become familiar with the strategies he/she use to study. If a student is not receiving the marks that he/she desires, changes are required. Remember, if he/she changes nothing, nothing changes. This involves taking ownership of becoming aware of how you study and evaluating what study strategies work best. Study skills booklets are available from the student services office.

SAT's and ACT's

Information is available from the Academic Resource Center at the Medicine Hat College. Phone 529-3896. Specific writing dates are posted by the student services office.

Applying to Post-Secondary Institutions

Each institution has its own application dates and deadlines. Visit their website or review its calendar in the student services office. Academic Advisors from the Medicine Hat College visit McCoy to offer assistance to students and to accept applications.

Transcripts

We can provide you with unofficial transcripts of the courses you have taken. However you must make arrangements to have official transcripts from Alberta Education sent to the institutions that you apply to. Transcript request forms are available from a counselor or visit <http://www.education.gov.ab.ca/learning/student-services/transcripts/>

Validation Statements

Sometime in semester one you will receive what is called a Validation Statement. This is a record of courses, credits, marks and demographic information that is on file with Alberta Education. It is your responsibility to make sure the information is accurate. The information will be used to issue your high school diploma. If there are errors or discrepancies please advise us.

Diploma Information for Students

Please refer to this bulletin if you questions about diploma exams, rewrites, appeals etc. Please note there are deadlines to follow and forms that must be filled out if you plan to rewrite exams. Visit <http://education.alberta.ca/students.aspx>