



October 17, 2017

Dear Grade 12 Parent/Guardian(s):

**IMPORTANT: PLEASE TRANSLATE**

Students in Grade 12 are required to complete a 4-credit course, currently entitled: **Graduation Transitions**. This is a mandatory but non-enrolling course, which means that students are responsible for completing the required competencies **on their own time**.

There are four main components of the course:

• **Post-Graduation Plan:**

Students must complete a comprehensive plan outlining what they plan to do in their first year after high school: further their education, work or travel. In their plan, students must answer the 5W's + H questions (who, what, where, when, why, how) plus include specific evidence that shows they are working towards their choice and preparing for a successful transition (e.g., acceptance letters, copy of transcript, updated resume, job applications, travel itinerary, copy of passport).

You can support your son/daughter by: asking about their plans; encouraging their choices (even if they don't align with yours); helping them find information or resources, and/or discussing logistics (e.g., finances, 'Plan B').

Graduation is exciting time but for many students the transition from high school to the 'real world' can also be overwhelming and the 'unknown' can create anxiety. Being able to openly talk about their choices and ask questions of supportive adults can ease the process. Please feel free to contact your son/daughter's counsellor or the school's career information advisor if you would like to discuss how to best support your son/daughter through this transition.

• **Reflections on Life Areas**

Students will be asked to reflect on their growth, self-awareness, mindsets, ability to think innovatively and problem solve, achieve balance, and consider future intentions/choices in each of the following life areas —finances, health & well-being, and career/education. These reflections will be word-processed or video-taped.

• **30 Hours of Work/Volunteer Experience:**

Students must complete 30 hours of work or volunteer experience. To prove they have met this requirement, they must complete a 4-page form in which they reflect on their experience and have their performance assessed by a supervisor. This form was recently given to your son/daughter in their Advisory class.

If your child does not currently have a part-time job or any volunteer experience they need to begin accruing these hours **NOW** in order to meet the April 1, 2018 deadline.

I will be hosting a workshop on **Friday, October 27<sup>th</sup>** during Advisory and lunch to discuss *volunteer opportunities* within Richmond if your child would like some support finding an appropriate placement. I will also be hosting a *Resume Writing* tutorial on **Wednesday, November 8<sup>th</sup>** during Advisory and lunch, if your son/daughter needs support updating their resume. Please encourage them to attend, if needed.

• **Capstone Project:**

A capstone project is a culminating project that allows students to demonstrate their learning using an area(s) of interest or passion as the basis for the project. Students must design, assemble, and present their project to an audience to demonstrate personal learning and achievement (in and out of school), growth in the core competencies (critical and creative thinking, communication and personal and social responsibility), and a reflection on their post-

graduation plan. The presentations will take place at the **Capstone Celebration on June 21/22, 2018**. We would love you attend!

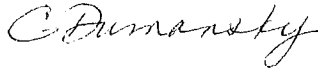
In the next few months, students will be given specific details about each of the above requirements. Some time will be allocated during Advisory to work on aspects of these assignments but a majority of them will have to be completed outside of school hours. **It is the responsibility of your son/daughter to finish ALL the requirements, on time, in order to graduate.** I will be working with Grade 12 Advisory teachers and students to monitor progress and provide support, as needed.

A list of due dates has been provided for your reference below. Although the dates seem far off there are many other competing agendas that come with being in Grade 12 (e.g., Provincial exams, preparing for and applying to post-secondary institutions, graduation events). Please support your child by checking in with their progress regularly and encouraging him/her to meet the deadlines in a timely manner.

Reminders will continue to be delivered to students via school newsletters and P.A. announcements. Copies of the Graduation Transitions requirements will also be available to download on my webpage (which you can link to directly via the MacNeill Secondary School website).

If you or your son/daughter have any questions, please contact me at the school or via my email or website.

Sincerely,



Catriona Dumansky (nee Misfeldt)  
Graduation Transitions Facilitator

Email: [cmisfeldt@sd38.bc.ca](mailto:cmisfeldt@sd38.bc.ca)

Website: <http://tinyurl.com/y9f38732> (or link via the MacNeill School Website → School Info → Our Staff)

## **DUE DATES FOR GRADUATION TRANSITIONS ASSIGNMENTS**

### **CAPSTONE PROJECT & CELEBRATION**

- Proposal February 1, 2018
- Capstone Celebration (Presentation of project + Q & A interview) June 21/22, 2018

### **30 HOURS OF WORK/VOLUNTEER EXPERIENCE**

- Form & reflections completed by supervisor & self April 1, 2018

### **POST-GRADUATION PLAN**

- Option A (further education), B (work) or C (travel) + evidence March 1, 2018

### **REFLECTIONS ON LIFE AREAS**

- Career/Education, Finances & Health & Well-Being May 1, 2018

## **HELPFUL CONTACTS**

### **COUNSELLORS:**

Mrs. J. Cantwell (A – Le)  
[jcantwell@sd38.bc.ca](mailto:jcantwell@sd38.bc.ca)

Mrs. D. Pasin (Lia – Z)  
[dpasin@sd38.bc.ca](mailto:dpasin@sd38.bc.ca)

### **CAREER INFORMATION ADVISOR:**

Ms. M. Mayer  
[mmayer@sd38.bc.ca](mailto:mmayer@sd38.bc.ca)

Ms. Mayer's Career Centre Facebook page:  
<https://www.facebook.com/pages/Ms-Mayer-Career-Centre/333673583360594>