

April 17, 2018

Dear Members of the Class of 2018 and Families:

The staff of Middletown High School congratulates seniors on their candidacy for diplomas from MHS! We are all so proud of our seniors' efforts and accomplishments! We want ALL seniors to enjoy a positive and memorable graduation day experience, so we need everyone's cooperation to ensure that the conclusion of the school year will be as safe, exciting, and enjoyable as the rest of the school year has been.

The graduation ceremony will be held in the Knott Arena at the PNC Sports Complex on the campus of Mt. St. Mary's University on Wednesday, May 30, 2018 at 2:00 pm. The university is located on Route 15 North in Emmitsburg, Maryland, which is about a 40 minute drive from Middletown High School. **The arena doors will close at 1:50 pm, so it is imperative that all guests be seated no later than 1:50 pm. Guests arriving after 1:50 pm will be required to wait in the lobby until the doors reopen which is AFTER the senior processional at about 2:05 pm.** Because we are expecting more than 3,000 guests, please plan for significant traffic delays and parking lot congestion. Allow an additional five to ten minutes to walk from the parking lot to the arena entrance and ticket-taker.

The doors to the arena will **open for ticket holding guests at 1:15 pm**, and while there will be ample seating for everyone, choice of seating location will be on a first-come, first-served basis. **Seniors must report to the field house for check in with their row supervisor and be in the processional line no later than 1:40 pm.** Families and guests are not permitted in the field house.

Please carefully review the reminders below and the attached Senior Calendar of Events
Grades, School Attendance and Behavior:

- Students are expected to remain fully engaged in the school program through Tuesday, May 22, 2018, the last official date for seniors. Wednesday, May 23, 2018 is senior exam make-up day and only seniors who have exams to make up are to be in school that day.
- All FCPS Policies and Regulations and MHS rules apply to graduating seniors through the conclusion of the graduation ceremony on May 30, 2018. Unexcused absences from school will result in disciplinary action. We ask that our seniors exercise good judgment at all times. Safety is of paramount importance. Participation in actions that result in vandalism of school property or disruption of school operations for the remaining staff and students, will result in disciplinary action and may result in exclusion from senior activity privileges including prom, the awards ceremony and the graduation ceremony.

Graduation Practices:

- All three graduation practices will be held in the Middletown High School auditorium from 8:00 am until 11:00 am. Graduation practices will be held on Thursday, May 24, Friday, May 25, and Tuesday, May 29, 2018. Students must arrive **on time to practice each day**. Water and snacks will be provided during practices. Medications and other personal requirements should be handled through the health office, in accordance with FCPS policy.
- **Attendance at all three (3) graduation practices is mandatory!** Doctor's appointments, work schedules, vacations, etc. are NOT considered valid excuses for missing a practice. **If a student misses a practice or leaves a practice without prior written permission from Ms. Jeffrey, he or she may lose the privilege of participating in the graduation ceremony.** Any questions regarding practices must be directed to Ms. Jeffrey by Friday, May 11, 2018.
- Students may not bring guests, family members, or friends to graduation practices. It is important for students to remain attentive during graduation practices. Food or beverages may not be brought to practices.
- To preserve an orderly instructional school environment for the more than 800 underclassmen students, seniors are expected to exit the school building and property in a safe and orderly manner following graduation rehearsals.

Graduation Attire, Ceremony Conduct, Financial Obligations, and Performances:

Attire:

- Gowns will be wrinkled coming out of the package; care for the gown according to package directions.
- The mortarboard is worn so that the top is parallel to the floor. It is not worn resting on the back of the head.
- FCPS and MHS approved cords, medals and pins are the only accessories permitted. Purses, flowers, cell phones, electronic devices, keys, and other items should be left with family to be held during the ceremony. Chewing gum is not permitted.
- Families with financial concerns may request assistance in securing appropriate dress by emailing Mrs. Boyll or Mrs. Anderson.
- In order to participate in the graduation ceremony, graduates are expected to adhere to the following dress requirements:

- **Males:** Dark pants, light or white dress shirt, tie, dress shoes with dark socks - **no jeans, work boots, or sneakers.**
- **Females:** Dress, skirt or dark pants and comfortable shoes - **no shorts, or sneakers.**

Ceremony Conduct:

Graduation day is one of the most important days in a student's life and a day that students and families have been looking forward to for many years which is why the graduation ceremony is a **dignified** and **formal** ceremony. **Every student deserves the opportunity for respectful recognition without interference or embarrassment as they cross the stage in front of literally thousands of people.** And when that student crosses the stage, the student and their families deserve to hear the graduate's name announced without interruption or yelling from the audience or fellow classmates. The graduate's name is only announced one time so while clapping is appropriate, it must stop as the next graduate approaches the stage. All members of the Class of 2018 will be expected to set the standard for appropriate behavior, and we request that families and guests help us create a dignified atmosphere for all of our students.

Financial Obligations:

Financial and property obligations must be settled by noon on Tuesday, May 22, 2018 in order for the student to receive a diploma. Mrs. Staub will handle clearing of all obligations.

Graduation Tickets:

- Tickets are required for admission to the graduation ceremony. Each graduate will receive **7 tickets** to the ceremony at the end of graduation practice on Friday, May 25, 2018. **All attendees regardless of age** are required to have a ticket.

Handicapped Special Seating/Interpreting Services

- Family members who require **special seating accommodations (for wheelchairs, etc.)** must complete and return the attached form to Ms. MacMillan by **Friday, May 11, 2018.** Otherwise, seating is on a first-come, first-served basis.
- Families in need of a **Sign Language Interpreter** will need to contact Sandra Marks at Sandra.marks@fcps.org by **May 1, 2018.** Those families will be provided special seating accommodations.

The Baccalaureate Ceremony:

- Sponsored by the PTSA, the baccalaureate ceremony will be held in the auditorium on Sunday, May 27, 2018 at 7:00 pm.
- All seniors are encouraged to attend with their families. See attached flyer.
- No tickets are necessary for this event.
- Families in need of a **Sign Language Interpreter** will need to contact Sandra Marks at Sandra.marks@fcps.org by **May 1, 2018.** Those families will be provided special seating accommodations.

The Senior Awards Ceremony:

- The Senior Awards Ceremony will be held on Tuesday, May 29, 2018 at 10:00 am in the MHS auditorium.
- No tickets are required.
- All graduates and their families are encouraged to attend.
- Families in need of a **Sign Language Interpreter** will need to contact Sandra Marks at Sandra.marks@fcps.org by **May 1, 2018.**
- Those families will be provided special seating accommodations.

Photography

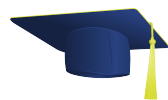
- A commercial photographer, Grad Images, has been retained for the graduation ceremony. You will receive, by mail from the photographer, materials to order a photo package of the graduate receiving his/her diploma.
<http://www.gradimages.com/Preregistration>
- Audience members are only permitted to take photos from their seats. Audience members are not permitted to take photos from other locations during the ceremony.
- Middletown High Senior Class will be offering **commencement t-shirts and flowers bouquets** which can be viewed and pre-ordered from the link or they can be purchased before graduation. Bouquets range from \$15-25.
<http://www.thecommentgroup.com/middletownhs>

We share the enthusiasm of the Class of 2018 as they near the completion of their high school career. This is a time for all students to finish their academic program in a spirit of commitment and pride. All staff members look forward to celebrating with you at the graduation ceremony on May 30, 2018!

Sincerely,
 Ms. Lee Jeffrey, Principal
 Mr. Danny Rumpf, Assistant Principal
 Ms. Brooke Hontz, Assistant Principal

Important Senior Dates - Class of 2018

<u>DATE</u>	<u>EVENT</u>	<u>TIME AND LOCATION</u>
Tuesday, April 17 10:00 am	Senior Meeting "18" Photo Taken	Auditorium 9:00 -
Friday, May 4	Mr. Middletown	Auditorium 7-10pm
Friday, May 11	Junior/Senior Prom	Myersville Volunteer Fire Department Building 8:00 pm – 11:00 pm
Monday, April 30	Special Seating Form Deadline If sign-language interpreter needed at graduation ceremony see instructions	Return to Stacy MacMillan
Monday, May 7-18	AP Testing - including makeup days	Students will be notified of locations/ times
Tuesday, May 22	Last Day for Seniors - Senior Exam Day deadline to pay financial obligations -see financial secretary Ms. Staub in the front office	Seniors attend all day
Wednesday, May 23	Exam Make-up Day	Only seniors who need to make up an exam attend – all others are excused
Thursday, May 24	Mandatory Graduation Rehearsal	Auditorium 8:00 am – 11:00 pm
Friday, May 25	Mandatory Graduation Rehearsal Bring caps, tassels, and gowns for class photo	Auditorium 8:00 am – 12:00 pm
Sunday, May 27	PTSA Sponsored Baccalaureate If sign-language interpreter needed see instructions	Auditorium 7:00 pm
Tuesday, May 29	Mandatory Graduation Rehearsal Senior Awards Ceremony	Auditorium 7:45 am – 9:00 am Auditorium 10:00 am
Wednesday, May 30	Graduation	-Mount Saint Mary's University -Doors open on the upper level at 1:15 pm -Students in line in the Field House by 1:40 pm -All doors closed - Parents/Guests must be seated by 1:50 pm



Honoring Graduates

We are going to be randomly giving away prizes such as gift cards and other items to members of the Class of 2018. There are 265 members of our graduating class and we could use your help in honoring our seniors! If you are interested in helping us honor members of the Class of 2018, please consider donating a gift card, preferably in increments of \$25. Places of interest to consider – restaurants, chain stores, movie theaters, gas cards, car washes, etc.

You may drop off your gift cards or other donations to Lisa Boyll or Cindy Anderson, in the main office through Wednesday, May 23, 2018. Thank you!