



MIDDLETOWN HIGH SCHOOL  
Lee Jeffrey, Principal  
Brooke Hontz, Assistant Principal  
Danny Rumpf, Assistant Principal

April 4, 2017

Dear Members of the Class of 2017 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 Sport Complex on the campus of Mt. St. Mary's University on Wednesday, May 31, 2017 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 23, 2017, the last official date for seniors. Wednesday, May 24, 2017 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 31, 2017. 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 gymnasium from 8:00 am until 12:00 pm. Graduation practices will be held on Thursday, May 25, Friday, May 26, and Tuesday, May 30, 2017. 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 12, 2017.**

- 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.
- 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 2017 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 May 25, 2017 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. **All attendees regardless of age are required to have a ticket.**
- Family members who require **special seating accommodations (for wheelchairs, etc.)** must complete and return the attached form to Ms. MacMillan or Mrs. Grossnickle by **Monday, May 1, 2017.** Otherwise, seating is on a first-come, first-served basis.
- Families in need of a Sign Language Interpreter will need to contact Michele Canzoneri at [michele.canzoneri@fcps.org](mailto:michele.canzoneri@fcps.org) by **May 1, 2017.** Those families will be provided special seating accommodations.

**The Baccalaureate Ceremony**, sponsored by the PTSA, will be held in the auditorium on Sunday, May 28, 2017 at 7:00 pm. All seniors

are encouraged to attend with their families. No tickets are necessary for this event. **Families in need of a Sign Language Interpreter will need to contact Michele Canzoneri at [michele.canzoneri@fcps.org](mailto:michele.canzoneri@fcps.org) by May 1, 2017.** Those families will be provided special seating accommodations.

**The Senior Awards Ceremony** will be held on Tuesday, May 30, 2017 at 10:00 am in the 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 Michele Canzoneri at [michele.canzoneri@fcps.org](mailto:michele.canzoneri@fcps.org) by May 1, 2017.** 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.

- Mount Saint Mary's 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.thecommentmentgroup.com/middletownhs>

We share the enthusiasm of the Class of 2017 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 31, 2017!

Sincerely,

Ms. Lee Jeffrey, Principal

Mr. Danny Rumpf, Assistant Principal

Ms. Brooke Hontz, Assistant Principal

## Important Senior Dates - Class of 2017

<u>DATE</u>	<u>EVENT</u>	<u>TIME AND LOCATION</u>
Wednesday, April 5	Senior Meeting Photo "17" Taken	Auditorium 9:40 - 10:40 am
Friday, April 28	Junior/Senior Prom	Walkersville Volunteer Fire Department Building 8:00 pm – 11:00 pm
Monday, May 1	-Special Seating Form Deadline -Sign-language interpreter request due (see instructions)	Return to Stacy MacMillan
Monday, May 1-19	AP Testing - including makeup days	Students will be notified of locations/ times
Tuesday, May 23	Last Day for Seniors - Senior Exam Day	Seniors attend all day
Wednesday, May 24	Exam Make-up Day	Only seniors who need to make up an exam attend – all others are excused
Thursday, May 25	Mandatory Graduation Rehearsal Financial Obligations due to Ms. Staub by noon	Gym: 8:00 am – 12:00 pm
Friday, May 26	Mandatory Graduation Rehearsal	Gym: 8:00 am – 12:00 pm
Sunday, May 28	PTSA Sponsored Baccalaureate If sign-language interpreter needed see instructions	Auditorium, 7:00 pm
Tuesday, May 30	Mandatory Graduation Rehearsal Bring Caps and Gowns Senior Awards Ceremony	Gym: 7:45 am – 9:00 am 8:00 am Class photo Gym: 10:00 am
Wednesday, May 31	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 2017. There are 260 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 2017, 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 Denise Staub, Financial Secretary, in the main office through Wednesday, May 24, 2017. Thank you!**

2017 MHS GRADUATION HANDICAPPED SPECIAL SEATING REQUEST FORM

The handicapped seating section in the Knott Arena is a reserved section on the floor level of the arena for guests who have difficulties with either walking, climbing steps, or other medical conditions. The reserved floor level section is preferred by handicapped guests because it does not require climbing numerous steps to find a seat in the arena. We can seat up to two (2) additional family members (total of 3) with a handicapped guest, if this form is submitted by Monday, May 1, 2017. Guests will need to use one (1) of the seven (7) tickets provided to each graduate. There are no special tickets for the reserved handicapped seating section.

Typically, the number of guests who require the reserved handicapped seating exceeds the number of handicapped parking spaces available. Guests and their escorts who have been granted reserved handicap seat assignments should plan to be dropped off at the arena entrance no later than 1:15 pm so that staff can assist guests with seating.

Complete and submit this form by emailing it to stacy.macmillan@fcps.org or fax it to 240-236-7450. Forms may also be dropped off in the front office to be placed in Ms. MacMillan's box. Ms. MacMillan will confirm all handicap and escort seating assignments with the individual listed as the contact on the form below starting Monday, April 24th. Email Ms. MacMillan if you have any questions.

Note: Reservations will not be held past 1:45 p.m.

2017 MHS GRADUATION HANDICAPPED SPECIAL SEATING REQUEST FORM

Please complete this form by either typing it or printing legibly and return no later than Monday, May 1, 2017. Thank you.

Graduate's Name: \_\_\_\_\_

Name of Handicapped Guest(s): \_\_\_\_\_

Name(s) of additional family member escorts who will be sitting with the guest (up to 2): 1) \_\_\_\_\_  
2) \_\_\_\_\_

The handicapped guest will bring the following equipment and/or has the following conditions (please check all that apply):

- wheelchair
- walker
- oxygen tank
- deafness (needs an interpreter)
- blindness
- heart condition
- Other (Explain) \_\_\_\_\_

Confirmation Contact: The person listed below will be contacted by Stacy MacMillan to confirm the handicap seating reservation.

Parent/Guardian: \_\_\_\_\_

Daytime #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Evening #: \_\_\_\_\_

email: \_\_\_\_\_



# *Beautiful Bouquets*

**WILL BE AVAILABLE FOR  
PURCHASE ON-SITE AT  
THE MIDDLETOWN GRADUATION!**

**IF YOU WISH TO PRE-ORDER, PLEASE VISIT:  
[HTTPS://WWW.THECOMMENCEMENTGROUP.COM/MIDDLETOWNHS/](https://www.thecommcementgroup.com/middletownhs/)**

**\*ALL PRE-ORDERS CAN BE PICKED UP AT OUR KIOSK  
ON GRADUATION DAY\***

**CASH & CREDIT ACCEPTED**

# An Invitation to the Senior Baccalaureate

Sunday, May 28, 2017 at 7pm  
MHS Auditorium



The MHS PTSA sponsored Baccalaureate is a gathering of seniors, families, and friends to enjoy music, dance, and inspirational thoughts by the Senior Class of 2017. This is an interfaith celebration to honor and bless our 2017 Seniors.

Seniors should arrive at 6:30pm with their graduation gowns (no caps or cords.)

We encourage you to submit up to 5 pictures for the slide show. These can be old or recent pictures of yourself, group pictures with your classmates, artistic photos you have taken, or any major events of your high school years (no formal senior pictures.) Email high quality photos in jpeg format to [mhsbacc2017@gmail.com](mailto:mhsbacc2017@gmail.com) by May 1, 2017. Please include your name.

Any Baccalaureate questions may be emailed to [mhsbacc2017@gmail.com](mailto:mhsbacc2017@gmail.com)

Updated Baccalaureate information can be found in the weekly MHS newsletter distributed by Find Out First and on the MHS website under the PTSA tab.