

Dear Members of the Class of 2019 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 29, 2019, 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 2,000 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, the attached Important Senior Dates, and other attachments:

Expectations:

- Students are expected to remain fully engaged in the school program through Tuesday, May 21, 2019, the last official day of school for seniors. **Wednesday, May 22, 2019**, 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 the graduating seniors through the conclusion of the graduation ceremony on May 29, 2019. 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 the 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 11:30 am. Graduation practices will be held on **Thursday, May 23, Friday, May 24, and Tuesday, May 28, 2019**. 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 so that our 280 seniors are prepared to cross the stage in front of over 2,000 people!** Doctor's appointments, work schedules, vacations, etc., are NOT considered valid excuses for missing a practice unless they are emergencies. Any questions regarding practices must be directed to lee.jeffrey@fcps.org by Friday, May 3, 2019. **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.** 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 in to the auditorium.
- To preserve an orderly instructional school environment for the more than 850 underclassmen students, seniors are expected to exit the school building and school property in a safe and orderly manner following graduation rehearsals.

Graduation: Attire, Ceremony Conduct, Financial Obligations, Tickets, Photography, & Handicapped Special Seating/Sign Language Interpreter Requests:

1. 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 the family members 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.
- Graduates are expected to dress in business casual attire. The following dress requirements are expected:
 - **Males:** Dark long pants, light or white dress shirt, tie, dress shoes with dark socks - **no shorts, work boots, or sneakers.**
 - **Females:** Dark long pants or skirt/dress and comfortable dress shoes - **no shorts, or sneakers.**(A student with a financial hardship needing assistance the dress requirement is encouraged to see a school counselor.)

2. 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 a student crosses the stage, the student and his/her family deserves 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 2019 are 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 and the audience.

3. Financial Obligations:

Financial and property obligations must be settled by noon on **Tuesday, May 14, 2019**, in order for the student to receive a diploma. Mrs. Staub will handle clearing of all obligations.

4. 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 24, 2019**. **All attendees, regardless of age**, are required to have a ticket.

5. 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>

6. Graduation Handicapped Special Seating/Sign Language Interpreting Service Request:

- Families in need of **Handicapped Special Seating and or a Sign Language Interpreter** must complete the green request form on page 4 included with this letter by **May 3, 2019**

Other Senior Events

Senior Awards Ceremony: 10:00 am on Tuesday May 28, 2019:

The Senior Awards Ceremony is open to ALL seniors and will be held in the MHS auditorium. Seniors receiving awards will be notified in advance by letter. All seniors planning to attend will be asked to complete an RSVP form at graduation practice Thursday, May 23.

- No tickets are required.
- Business casual attire.
- Families in need of **Handicapped Special Seating and/or a Sign Language Interpreter** must complete the green request form on page 4 included with this letter by May 3, 2019.

PTSA Sponsored Baccalaureate Program: 7:00 pm on either Monday, May 20 or Sunday May 26:

The PTSA sponsored Baccalaureate Ceremony will be held in the MHS auditorium. All seniors are encouraged to attend with their families. See the orange flyer attached to vote for a date. The final decision on the date will be made by March 1.

- No tickets are necessary for this event.
- Families in need of **Handicapped Special Seating and/or a Sign Language Interpreter** must complete the green request form on page 4 included with this letter by May 3, 2019.

We share the enthusiasm of the Class of 2019 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 29, 2019!

Sincerely,

Ms. Lee Jeffrey, Principal; Ms. Brooke Hontz, AP; Mr. Danny Rumpf AP

 **Important Senior Dates - Class of 2019** 

Only For Seniors Interested in Speaking Or Performing For Graduation or Senior Awards Ceremony:

Mon, Mar. 4 - Fri, Mar. 8	Interested seniors MUST SIGN-UP to audition in order to receive performance and speech paperwork.	Must see Ms. Duva in Rm 514 no later than Mar. 8
Fri, Mar. 8 KnightsQuest at 10:15 am	REQUIRED: Audition Informational Meeting with Ms. Duva	Rm 514
Fri, Mar. 22 at 2:30 pm DEADLINE	Draft copies of Speeches/Song lyrics must be submitted to Ms. Duva NO LATER THAN 2:30 pm	Rm 514 (see Ms. Duva if questions)
Wed, Apr. 9 at 2:30 pm	REQUIRED: Speech & Performance Auditions (auditorium)	Arrive no later than 2:20 pm (Staff panel to rate performances- rating information included in paperwork.)

Date	Event	Who, What, Where
Fri, May 3	Deadline to submit written requests to Lee Jeffrey for non-participants in graduation program and/ or to miss practice for extenuating circumstances.	Submit to lee.jeffrey@fcps.org
Fri, May 3	Deadline to submit written requests to Stephanie Davis for Handicapped Special Seating and/or Sign-language Interpreter for the MHS Awards Ceremony and MHS Graduation.	Submit to stephanie.davis@fcps.org
Fri, May 3	Deadline to submit form to request to Stephanie Davis for Handicapped Special Seating and/or Sign-language interpreter for the PTSA Baccalaureate Ceremony.	Submit to stephanie.davis@fcps.org
Sat, May 4	Mr. Middletown Program - program open to public	Auditorium 7:00 - 10:00 pm
Fri, May 10	Junior/Senior Prom: Myersville Volunteer Fire Department Building	8:00 - 11:00 pm
Tues, May 14	Deadline to pay financial obligations	Submit to Ms. Staub (office)
Mon, May 6-17	AP Testing: Students notified of locations/times	TBA
Tues, May 21	Last Day of attendance for Seniors: Senior Exam Day	Regular school day
Wed, May 22	Senior Exam Make-up Day: Only seniors who need to make up an exam attend	During course block
Thurs, May 23	1st Mandatory Graduation Rehearsal	Auditorium 8:00 – 11:30 am
Fri, May 24	2nd Mandatory Graduation Rehearsal: Bring caps, tassels, & gowns for class photo and senior send-off march at MHS	Auditorium 8:00 – 11:30 am
Mon, May 20 or Sun, May 26	PTSA Sponsored Baccalaureate Committee needs your input on the date. Vote using the link on the attached orange flyer by February 15.	Auditorium 7:00 pm
Tues, May 28	<ul style="list-style-type: none"> ● 3rd Mandatory Graduation Rehearsal ● Senior Awards Ceremony 	Auditorium 7:45 am – 9:00 am Auditorium 10:00 am
Wed, May 29	Graduation at Mount Saint Mary's University. Doors open to ticket holders (upper-level) at 1:15 pm for general seating. Graduates report to Field House by 1:40 pm. All doors will close to ticket holders at 1:50 pm for the graduate processional. Ticket holders arriving after 1:50 pm will be admitted after the graduate processional at approximately 2:00 pm.	

In Honor Of The Class of 2019: During graduation practices, we will be giving away prizes such as gift cards and other items to add a little excitement to the practices. There are 280 members of our graduating class so we could use your help in honoring/surprising our seniors. If you are interested in supporting our effort, please consider donating a gift card, in increments of \$15-\$25. Places of interest to our seniors are – restaurants, chain stores, movie theaters, gas cards, car washes, etc. **You may drop off your gift cards or other donations to the front office, attention: Denise Staub, now through Friday, May 17, 2019. Thank you for your consideration!**

**2019 Handicapped Seating & Sign Language Interpreting Service Request form for:
MHS Awards Ceremony, Baccalaureate, and Graduation**

Handicap Seating and Sign Language Interpreting Request Instructions:

- Reserved **Handicapped Seating** is for individuals who have difficulty walking stairs or other medical conditions. The handicapped reserved seating section for the Awards Ceremony and Baccalaureate is in the rear of the MHS auditorium. Due to the numerous steps, the reserved seating section for graduation is located on the floor level of Mount St. Mary's Knott Arena.
- Reserved **Sign Language Interpreting Service** section for the Awards Ceremony and Baccalaureate is in the front section of the MHS auditorium. For graduation, the reserved seating section is in the lower stands at Mount St. Mary's Knott Arena.

For Graduation and the Awards Ceremony, the guest/family member requiring a special seating assignment is permitted to have up to three (3) other family members sit with them in a reserved section as long as the form below is returned to stephanie.davis@fcps.org by May 3, 2019 and includes the names of the other guests. Each graduate will be issued seven (7) tickets. The graduate must provide each attending guest, regardless of seating needs, one of the seven tickets. Once requests are received, Ms. Debra Leonard will contact families with all final special seating assignments.

On the day of the Awards Ceremony and Graduation, staff/student ushers will escort guests with handicapped seating reservations or Sign Language seating reservations to an assigned seat. Be advised, that, the number of guests who require reserved handicapped seating exceeds the number of handicapped parking spaces provided at Mount St. Mary's. Guests and their escorts with confirmed reserved seating assignments should plan to be dropped off at the lower level arena entrance no later than **1:15 pm** so that staff ushers can assist with seating.

Complete and submit this form by emailing it to front office secretary stephanie.davis@fcps.org or fax it to 240-236-7450. Forms may also be dropped off in the front office.

Note: On Graduation Day, special seating reservations can not be reserved after 1:45 pm because the processional begins at 1:50 pm and the ceremony begins at 2 pm.

**2019 Handicapped Seating & Sign Language Interpreting Service Request form for:
MHS Awards Ceremony, Baccalaureate, and Graduation**

Please complete this form by either typing it or printing legibly and return no later than Friday, May 3, 2019. Thank you.

Graduate's Name: _____

First and Last Name of Handicapped Guest(s): _____

First and Last Name(s) of additional family member escorts who will be sitting with the guest (**up to 3**):

1) _____ 2) _____ 3) _____

So that we can better assist each guest, please check all that apply. The handicapped guest:

_____ will be in a wheelchair _____ will be using a walker/cane _____ will have an oxygen tank

_____ is blind _____ has a heart condition

_____ is hearing impaired (needs a Sign Language interpreter)

_____ Other (Explain) _____

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

Parent/Guardian Name: _____ cell # _____

Daytime #: _____ Evening #: _____ email: _____

For Office Use Only:

Date Request Submitted: _____ Approved (yes/no): _____ Date of Communication to Contact: _____

Note: _____

