



BRUNSWICK HIGH SCHOOL
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ASST. PRINCIPAL

April 3, 2009

Dear Graduates and Parents of Graduates:

This packet of information is being mailed to you so that you have adequate time to make plans for your graduation activities, should you choose to participate. Enclosed is the calendar of senior activities and important information regarding exams, Senior Awards/Academic Excellence, and the Graduation ceremonies. Please read this packet carefully as it will answer most questions you have about graduation procedures for Brunswick High School. **Deadlines will be strictly followed.** Remember, you do not have to participate in Graduation ceremonies. Your Graduation ceremonies are a special time for you and your family. Many hours of thought, planning, and preparation go into each activity. The Graduation Ceremony itself is a time of reverence and reflection. It is very important that those who choose to participate in the ceremonies be on time and remain until the end of each practice so that each ceremony runs as smoothly as possible. Now is the time to rearrange your work schedules, vacation time, etc. in order to participate fully. If you have any questions after reading this information packet, please call Mr. Grover at 240-236-8576.

I would like to take this opportunity to wish each of you success in the future. I hope that you will look back on your years at Brunswick High School with many fond memories. It has been a pleasure to have spent the past four years with you. Our teachers and staff have done their best to prepare each of you to be independent adults. Brunswick High School is blessed with a wonderful support group of parents who have donated countless hours to make your high school experience the best it could be. Regardless of where your future plans take you when you leave us, you have our best wishes for good health and happiness always.

Sincerely,

Kristi Mitchell
Principal



SENIOR EXAM INFORMATION

Seniors will take exams during their regular classes on **May 28th**. Seniors should report to school as though it were a regular school day. Departure times remain the same for seniors as their normal schedule.

May 29 – Exam Makeup Day.

Students with legal excuses for May 28th should schedule their makeup exams for May 29th. See your individual teachers to schedule a convenient time.

Seniors are reminded that underclassmen have regular classes and we request you do not use this time to socialize in the building. All seniors should leave the building upon completion of their exams.

GRADUATION PRACTICES

ATTENDANCE

ALL Practices are MANDATORY in order to participate in that ceremony. (If you are not participating in the Senior Awards Program, you do not need to attend that practice.) Doctor appointments, work schedules, vacations, etc. are NOT considered an excuse for missing practice. Now is the time to rearrange your schedule!

Any student who has an exceptional reason for requesting permission to miss practice must present a written request from parent(s) no later than May 15, 2009 to Mrs. Mitchell. Permission to miss a practice will not be automatic. Do not assume that permission has been granted until you receive that permission in writing from Mrs. Mitchell.

If a student misses practice without being granted prior written permission, he/she will not be allowed to participate in the practice(s) or actual ceremonies. Exceptional emergency situations may only be considered after a meeting is held including the student, parent(s), and the principal.

GUIDELINES

All practices are the same as regular school days and all school rules apply.

Students may not bring guests, family members, or friends to practice.

Students may not bring cell phones, radios, tape recorders, walkmans, Ipods, etc. to practices or ceremonies. Any of these items will be collected and held until after the Graduation ceremony. Valuables should not be left in the auditorium/gym during practices or in the gym during the actual ceremonies.

No food or beverages may be brought into the auditorium or gymnasium.

All seniors are expected to leave school grounds after the conclusion of each practice.

No students will be allowed to participate in any graduation activity if they are suspected of being under the influence of alcohol or drugs. Students and parents are advised that practice dismissal times will vary based on successful completion of each practice. Policies and procedures in school handbook apply to all functions!

FINANCIAL OBLIGATIONS

All obligations to the school **MUST** be paid by Friday, May 29th.

Any senior who has not paid his/her obligations to the school will not receive tickets to the Graduation ceremony, and will not receive his/her diploma.

DRESS CODE FOR GRADUATION CEREMONIES

GENERAL INFORMATION – ALL STUDENTS

- No chewing gum
- No sunglasses
- Jewelry must be tasteful

BOYS

- Long dress pants (dark and preferably black or navy blue) -- No jeans, corduroys, khakis, etc.
- Dark shoes and socks – No sandals, sneakers, work boots, etc.
- White shirt and dark tie
- Cap, gown, and tassel – No decoration or jewelry attached to cap, gown, or tassel

GIRLS

- An appropriate dress no longer than your graduation gown
- White dress shoes or sandals -- No sneakers or other “play” shoes, and no boots or flip-flops
- Cap, gown, and tassel – No decoration or jewelry attached to cap, gown, or tassel

GRADUATION JUNE 4, 2009 – 7:00 PM MT. ST. MARY’S UNIV. KNOTT ARENA

In order to participate in this ceremony, a student must:

1. Have successfully completed all necessary academic requirements.
2. Not have been involved in inappropriate or unlawful behavior which led to suspension from school during the practice period.
3. Dress exactly as required by the dress regulations noted.

GUIDELINES

1. Students will be assigned seats and places in the march line. Students may not change these assignments for any reason.
2. Each senior will receive 8 tickets to the Graduation ceremony. Tickets will be given to students at the end of the last Graduation practice, June 4th **if all obligations to the school have been paid.**
3. **Doors open to the public at 6:00 PM.**
4. Anyone who requires special consideration for seating (i.e. wheelchair bound individuals, medically or physically challenged individuals, those who need interpreter services, etc.) should notify Mr. Grover in writing specifying the special accommodations needed (see attached form). Special seating will be limited to the individual with the special need and up to 2 other accompanying guests. All other guests in the party must sit in General Seating. Please specify if arrangements are for the **Senior Awards Program, Graduation Ceremony, or both.** Please submit these written requests for special arrangements to **Mr. Grover no later than May 15, 2009.**
5. A professional photographer will be taking photos of all students as they are awarded their diplomas. Ordering information will be mailed directly to your home within two weeks of Graduation. For questions contact Victor O’Neil/Herff-Jones Studios at 1-800-320-2894.

6. Graduates must report to Knott Arena on June 4th **no later than 6:00 PM.** They will report to locations assigned during practice sessions. Once the class has begun the march into the arena, a senior arriving late will not be allowed to join the line and will not be allowed to participate on stage in the ceremony.
7. The folder handed to each student on stage will **NOT** contain their actual diploma. Students will pick up their actual diplomas in designated areas after the ceremony. Any student involved in inappropriate behavior during the ceremony will not receive their diploma on June 4th but at a later time mutually convenient to the parent(s) and the administrators. A discipline letter will be placed in the student's permanent record. Misbehavior could result in being escorted from the ceremony and/or an arrest. **Students who have not cleared their obligations to the school will not receive their diplomas.**
8. All guests are asked to be seated before the procession begins. Once the graduates begin to enter the arena, no guests will be allowed to enter the arena until the processional has ended. Your full cooperation is respectfully requested.
9. The graduation ceremony will not be videotaped this year. Guests who bring video cameras into the arena must remain seated and may not sit or stand in the aisles.
10. Persons wishing to take pictures during the graduation ceremonies are requested to remain in their seats.
11. There is usually significant traffic congestion on Route 15 North as guests arrive for commencement exercises. Many guests arriving at approximately the same time create this congestion. To help alleviate this problem, the school system has hired additional personnel to assist with parking. Also, we strongly recommend that you arrive at Knott Arena 30 to 45 minutes before the commencement exercises to help reduce traffic congestion on Route 15 and the parking areas adjacent to the Knott Arena.

CEREMONY ETIQUETTE

A SPECIAL NOTE TO FAMILY, FRIENDS, AND GUESTS

1. All those attending the Senior Awards program and Graduation ceremonies are requested to be seated at least 10 minutes prior to the official beginning time of each ceremony. Guests are asked to remain seated during the entire ceremony.
2. Please do not bring infants or young children to these ceremonies. The Senior Awards program and Graduation ceremonies are long, formal events. Children become restless and cause distractions to the ceremony. Out of respect for our graduates and their families, please make arrangements for care of young children during the ceremonies.
3. All guests are reminded that the Senior Awards program and Graduation Ceremony are formal programs. Our graduates and guests will cherish the memories of these events. Please help us provide a dignified atmosphere by refraining from clapping, yelling, etc. as the graduates receive their diplomas.

We respectfully request that you hold your applause until all graduates have been awarded diplomas. **This will ensure that each student's name will be heard by the audience.**

Cheering for your child takes away from the next child as our readers never stop reading names. Please do not cheer. This is a formal event to honor the hard work of all of our graduates. Remember, someone could be cheering and you won't be able to hear your child's name. Let's all be respectful of each others' children.



Safe and Sane



Class of 2009

Register Now for the Safe & Sane After-Graduation Party at Adventure Park

Safe and Sane will be at BHS on April 7, during lunch time, to take registrations for the after-graduation party at Adventure Park. The cost is **only \$25**. Sign up now before the fee goes up!

Also, check the website often for updates, www.bhs.edu, click on Safe and Sane.

REQUEST FOR EXTRA GRADUATION TICKETS

Each graduate will receive eight (8) tickets for the graduation ceremony at Knott Arena. We will be able to accommodate most requests for extra tickets, if it is requested (in writing) in advance. In the past, we have been able to provide up to four (4) extra tickets per family with no problems, and we anticipate this being the case again this year. These extra tickets will be distributed along with the eight regular tickets at the graduation practice the morning of June 4th, provided that the student has met all financial obligations to the school.

If your family is in need of extra tickets to the graduation ceremony, please complete this form and return it to Mr. Grover **by Friday, May 15, 2009**. If you have any questions, you may contact Mr. Grover at 240-236-8576.

Graduate's Name: _____

In order to accommodate our guests, we are requesting extra tickets to the graduation ceremony.

Number of Extra Graduation Ticket(s) Desired: _____
(up to **four**)

Parent Signature: _____

Daytime Phone Number: _____

PLEASE RETURN THIS FORM TO MR. GROVER BEFORE FRIDAY, MAY 15, 2009.

Senior Class Picnic

Wednesday, June 3, 2009
Ballenger Creek Park
11:00 AM to 1:00 PM

MENU

Country Fried Chicken
Hamburgers
Hotdogs
Macaroni & Cheese
Red Skinned Potato Salad
Potato Chips
Baked Beans
Potato Rolls
Brownies
Sweet Iced Tea & Lemonade

Catered by:



TICKETS

\$5 each

ACTIVITIES

Volleyball
Ultimate Frisbee
Wiffleball
Kickball
Etc.

PLEASE DETACH THE BOTTOM OF THIS FORM AND RETURN IT TO MR. GROVER BEFORE FRIDAY, MAY 29, 2009

Graduate's Name: _____

Number of Picnic Ticket(s) Desired: _____ **Amount Enclosed:** _____
(\$5 each – Checks payable to BHS)

My signature below demonstrates my understanding and willingness to follow all school and park rules at the senior class picnic.

Signature: _____