

FRANCIS SCOTT KEY HIGH SCHOOL



Senior Graduation Book
Class of 2020

CLASS OF 2020 SCHEDULE and INFORMATION

In order for a senior to be eligible to participate in graduation exercises they must complete the Maryland State Graduation requirements by the end of the fourth marking period of their senior year. Seniors who are required to attend summer school after the date of graduation to make-up or meet requirements **will not** be able to participate in graduation exercises until the following year. It is each student's responsibility to be certain that the requirements have been or are scheduled to be met and that course work is being completed satisfactorily.

****Dates are tentative and subject to change; updates will be sent out to Seniors and Parents. ****

Feb 24: Senior Class Meeting - Distribution of Senior Booklet–Auditorium-Advisors hand out booklet and get signature sheets signed.

Feb 24: Cap and Gown/Graduation Announcements - information to be distributed at Senior Meeting - Auditorium

March 3 & 4: Orders taken for Cap and Gown/Grad Announcements – Cafeteria - all lunch shifts

CCCTC, Concurrent Enrollment, Interns, Mentors, etc. may leave orders in the School Counseling Office PRIOR to March 4. They may also drop off their orders in the morning before leaving for their assignments. Orders may be placed online at <http://www.balfour.com> or call the company direct 1-800-254-2628. Orders must be made before April 17th to guarantee delivery. Additional fees may apply to online and mailed orders.

April 14-24: PROM TICKET SALES - ticket cost is \$50 each (all obligations must be met before you can purchase tickets)

April 24: Community Service Hours due to Mrs. Seiberlich (Service-Learning Coordinator)
Commencement Application/Senior Permission slip due to Main Office
Special Needs/Hearing Impaired Seating requests for Graduation due to School Counseling Office

Week of May 4th: Distribution of Cap and Gowns during lunch

May 8: All administrative, financial, and media obligations settled by 3:00pm

May 15: Prom Meeting for juniors and seniors – Auditorium – **MANDATORY**

May 16: PROM @ The Wyndham in Gettysburg 6:00pm – 10:00pm

May 26: Senior Exams Mod 1, 1B, 3 & 4B

May 27: Senior Exams Mod 1A, 2, 4 & 4A (Last day for seniors at FSK unless taking make-up exam/locker cleanout during Advisory)

May 28: Make Up Exams – 7:30am – 9:30am (senior failures due by 11am) **ONLY SENIORS WITH MAKE-UPS NEED TO REPORT**

June 1: Graduation practice 8:00am until completed (**Report to FSK main gym by 7:30am**)
Full graduation attire – MANDATORY – No food or drinks permitted!
Graduation ticket distribution (**All obligations and senior survey must have been completed**)

June 2: School Awards Assembly 8:00am – 11:00am - FSK Auditorium – **MANDATORY**
Due to seating restraints 3 guests per graduating senior are allowed to attend (**Tickets are not required**)
Full graduation attire - Report time - 7:30am - Main Gym

Class of 2019 Panoramic & Advisor Picture – 11:00am - Main Gym – **Full graduation attire - MANDATORY**

Senior Picnic 11:30am – 1:30pm (**optional**) - following graduation practice

Community Awards Ceremony - 7:00pm - FSK Auditorium (**report time 6:45pm - Auditorium**)
By Invitation Only - Social afterward - Attire is business casual

June 3: Graduation Practice – at McDaniel – 11:00am (report time 10:45am Gill Gym) –**MANDATORY**
Attire - Caps, tassels and shoes needed for practice

June 3: GRADUATION - McDaniel College – 7:00pm (seniors must arrive and be in location by 6:15pm)

If you are unable to attend graduation you may view the entire graduation streaming online at www.carrollk12.org

TABLE OF CONTENTS

Principal’s Letter.....4

Class Leadership.....5

Policies Affecting Seniors6

Rehearsal Requirements.....7

Graduation Details.....8

Dress Code.....9

Graduation Etiquette.....10

Additional Information.....10

Special Needs Seating Request Form.....11

Hearing Impaired Guests Request Form.....11

Senior Permission Form.....12

Commencement Application.....12

Francis Scott Key High School

3825 Bark Hill Road

Union Bridge, MD 21791

Phone: 410.751.3320

Fax: 410.751.3325

Building Excellence ✦ Maintaining Tradition

Dear Students of the Class of 2020,

Congratulations on your upcoming graduation from Francis Scott Key High School. During the last four years you have had a variety of experiences that have been designed to prepare you academically, socially, and emotionally for success after high school. As you enter the final phase of your high school career and prepare to participate in the planned senior activities, I would ask your cooperation in making these activities memorable and enjoyable experiences for everyone.

Organization is an essential component to the successful completion of your senior year. This senior book will be extremely helpful. Please keep it handy to use as a reference. It provides useful information such as reminders, deadlines, and dress code requirements for you and your parents. To avoid possible conflicts involving employment or other non-school activities, please be sure to give enough notice to your employer, non-school coach, or whomever necessary, so that they can plan around your graduation commitments.

Graduation is one of the biggest moments in your life. The events and ceremonies that you will take part in throughout the upcoming months are rich in history and tradition. Throughout all of the graduation activities, please conduct yourself in a manner that demonstrates an appreciation for the formality and significance of these final events of your senior year. Your observance of the rules will help ensure that you and your classmates will have a prom, breakfast, graduation week, and commencement ceremony to look back on with pride and happy memories. You have all worked very hard to get to this point and you deserve to celebrate and be celebrated. The rules and procedures in place are necessary to ensure that you have the best experience for you, your friends, and your families.

I would like to personally wish each of you the very best in all of your future endeavors. Some of you will be continuing your education, while others may be pursuing careers. Where you choose to focus your time and energy will directly impact what comes to you in life. Your educational foundation is one of the keys to your success and your future. It is my hope that the skills and preparation that we have tried to impress upon you will help you make choices that will allow you to reach your full potential. On behalf of the faculty and staff of Francis Scott Key High School, I wish you a productive and rewarding remainder of the school year.

Shannon E. Mobley
Principal
Francis Scott Key High School

Class of 2020 Officers

Senior Year 2019-2020

President: Hannah Hockensmith

Vice President: Jordan Eaves

Secretary: Rachel Wright

Treasurer: Justin Rieger

Historian: Kirstin Kurtz

Advisor: Mrs. Brillhart

Administration

Mrs. Shannon Mobley, Principal

Mrs. Shannon Zepp, Assistant Principal

Mr. Wesley Winters, Assistant Principal



POLICIES AFFECTING SENIORS

Student Obligations:

Before a senior is given graduation tickets, a final report card, and before school records are approved for release to colleges or potential employers, all assigned detentions and outstanding financial obligations must be cleared. Seniors who have any questions regarding obligations should check with the teacher, coach, media center personnel, or Mr. Winters, Assistant Principal for the Class of 2020. Seniors with unresolved detention(s) or financial obligations must resolve all obligations prior to the first graduation rehearsal. Seniors who have not met all obligations and who have not completed academic responsibilities for graduation will not be permitted to attend and/or participate in rehearsals and graduation ceremony. Diplomas for these seniors will be issued in the main office only when obligations have been met. All administrative, financial and media obligations are **due by 3:00pm on Friday, May 8, 2020.**

Community Service Learning

Students must complete 75 hours of Community Service Learning in order to graduate. Students will not receive a diploma until all 75 hours have been submitted and verified. All Service-Learning hours must be submitted to Mrs. Seiberlich no later than **Friday, April 24, 2020**, to be eligible to participate in commencement activities. Students who are enrolled and passing courses that grant them hours will have those course hours automatically applied and do not need to submit forms.

Final Examinations

All seniors must take a final exam or have a culminating activity in each course. Final examinations will be administered on:

Tuesday, May 26, 2020 – Mods 1, 1B, 3 and 4B

Wednesday, May 27, 2020 – Mods 1A, 2, 4 and 4A

Thursday, May 28, 2020 – Make-up Exams – 7:30am – 9:30am

Because attendance at graduation rehearsals is critical, any make-up examinations must be arranged prior to the graduation rehearsals.

No exemptions will be given. All exams must be completed by 10:00am on May 28th.

Senior Permission Slip

Seniors wishing to leave school premises during scheduled school time must return a signed permission slip to the main office before being excused. The permission slip is found in this booklet and must be returned to the main office by **April 24, 2020**. Once finished for the day, seniors will be able to leave school at the conclusion of rehearsals.

Participation in Graduation Exercises

Seniors and their parents are reminded that only seniors who have met all graduation requirements and have fulfilled all obligations by **Friday, May 8, 2020**, are entitled to participate in graduation ceremonies. Students and parents with concerns about meeting requirements are encouraged to contact the student's guidance counselor immediately. **If a senior becomes ineligible to participate, we will inform the student and parent. However, in no case, will a student be allowed to attend or participate in any graduation program or practices unless all graduation requirements have been met.**

School Rules Apply to Outside Activities

We feel it is appropriate to remind seniors that many activities are taking place in the weeks preceding graduation. Although these activities are taking place off school grounds, school rules and regulation will apply because these activities are school sponsored. Any offenses requiring suspension could and will affect graduation. For example, if students are caught smoking, consuming alcohol, or are found in possession of alcohol or drugs at the Prom, they will be suspended for up to five school days. The student may not be allowed to participate in graduation activities.

Senior Student/School Accounts:

Student documents on CCPS student drives will be wiped clean and no longer accessible after graduation. In addition, school email will no longer be accessible after graduation. Students are encouraged to retrieve/upload any of their schoolwork/projects onto a personal drive device (i.e. thumb drive or email to personal account) prior to graduation.

REHEARSAL REQUIREMENTS

In order to ensure a smooth graduation on Wednesday, June 3, 2020, **all seniors participating in graduation are required to attend all rehearsals.** It is also mandatory that seniors attend the morning Senior Awards Ceremony. Please refer to the senior schedule for the dates and times.

Seniors who participate in a work release program are required to be at the rehearsals as scheduled. Please inform your employers of this obligation to avoid unnecessary conflicts. Your attendance is mandatory to ensure a smooth performance. Some topics to be covered at the rehearsal are rules and conduct, processional and recessional order and seating, dress requirements, and answers to questions as presented by members of the class. Failure to attend any mandatory rehearsals will result in student being unable to participate in the graduation ceremony on June 3, 2020.

On each rehearsal day, seniors are required to report at the specified time. Please remember that school may be in session for the remainder of the student body. Only those seniors who have justifiable business are to be in the classroom areas. No senior may return as visitors while school is in session. **Since parking space is an issue at FSK, seniors will be allowed to park in the bus lot without a parking permit. The bus lot will be available from 8:00am until 1:30pm.** Seniors are also reminded to drive safely when coming to and from graduation rehearsals and ceremonies.

Monday, June 1, 2020, seniors will report directly to the FSK Auditorium at **7:30am** for their first rehearsal. Commencement attire including gown, cap with tassel and proper dress including footwear must be worn. Graduation tickets will be distributed to all students who are clear of obligations at the conclusion of this rehearsal. **NO FOOD OR DRINK PERMITTED! Please leave your personal belongings in your vehicle!**

Tuesday, June 2, 2020, seniors will report to the Main Gym at **7:30am** in full graduation attire. The school awards assembly is considered a graduation practice and is **mandatory** for all graduates. Following the awards ceremony, the senior panoramic picture will be taken followed by the senior picnic from 11:30am to 1:30pm. Attending the picnic is an optional activity. **NO FOOD OR DRINK PERMITTED! Please leave your personal belongings in your vehicle!**

Tuesday, June 2, 2020, the seniors participating in the Community Awards Ceremony should report to the auditorium with their guests by **6:45pm**. The ceremony begins at 7:00pm. Only graduates being recognized are required to attend. Parents are invited. The attire for the evening is professional attire and a social will follow the ceremony.

Wednesday, June 3, 2020, last graduation practice at 11:00am. Seniors will report at 10:45am to McDaniel College. This is a **MANDATORY** practice. Caps, tassels and shoes are needed (graduation gown is NOT necessary)! **NO FOOD OR DRINK PERMITTED! Please leave your personal belongings in your vehicle!**

Wednesday, June 3, 2020, seniors will report to McDaniel College by **6:15pm** for Graduation. Full graduation attire is required.

GRADUATION DETAILS

Graduation Tickets

Admission to graduation is by ticket only. Due to the restrictions placed upon McDaniel College by the Maryland State Fire Marshall, each graduating senior will be allotted ten (10) tickets **ONLY**. Unfortunately, we will not be able to honor replacement ticket requests or allow entry for “forgotten or lost” tickets. It is important that you keep your tickets in a secure location and remember to bring them to the graduation ceremony. Every family member must have a ticket to gain admission. If you need additional tickets, ask another senior who may not use all of theirs.

Seating at McDaniel College and Lobby Restrictions

Seating for graduation at McDaniel College is on a first-come, first-served basis. No seats may be reserved. Doors to Gill Gym will open at 6:00pm for guests holding a ticket for admission. Please ask that your friends and family members attending the graduation ceremony be seated no later than 6:45pm to avoid interference with the faculty and student processional into the ceremony. The ceremony will begin promptly at 7:00pm.

The main lobby will be closed and locked for BOTH the processional and recessional. We anticipate locking the lobby doors at approximately 6:50pm and then again ten minutes prior to the conclusion of the ceremony. During these lock down periods – no family members or guests may be present in the lobby. The lobby will be reopened following the processional and recessional. Family members and guests who need to exit the complex must do so by the exterior exit doors during the lock-down periods.

Handicapped and Special Seating

There will be a reserved area for the physically handicapped and hearing-impaired guests. Seats in this section will be counted in your allotment of ten tickets. If you require handicapped seating please complete appropriate forms included at the end of this booklet and submit the written request form to Ms. Bassler in the Counseling Office on or before **April 24, 2020**.

Announcement of Names

Every parent, guardian, family member, and guest want to hear his or her graduating senior’s name announced during the ceremony. Unlike a recreational or sporting event, where yelling and shouting are encouraged and permitted, the Commencement Ceremony should have an aspect of regality and formality. In order to permit each family to hear their senior’s name called, we ask that during the reading of names all applause and other celebratory sounds are held until the end.

Rules of Conduct

Rules of conduct, professional and recessional order, seating, and school policies will be enforced at all times. Any student who violates any of these conditions will forfeit their privilege of obtaining their diploma during the ceremony.

Procedure for Walking Across the Stage and Receiving your Diploma

Each graduate’s name will be called in a specific order. Each graduate will wait at the bottom step until the top step is clear. Once cleared, move from the bottom to the top step and wait until your name is called. When your name is announced, step forward to receive your diploma cover. Extend your left hand to receive the diploma cover and then shake hands with the Board of Education presenter with your right hand.

Recessional lines will proceed directly to Gill Gymnasium where graduates will pick up their diploma envelopes containing the diploma and other items.

Graduation Pictures and Video

In order to ensure the appropriate dignity for the graduation ceremony and an unobstructed view for guests, photographers from the audience are asked to take pictures from their seats. Members of the audience will not be permitted to be present in the aisles or near the senior section or stage area. Video cameras are allowed only in the bleachers, not on the main floor of the gym.

In addition, a professional photographer from Pictures-R-Us will be taking pictures of each senior as the diploma is awarded. If these pictures are desired, they must be ordered and paid for by completing the order form received in the mail from Pictures-R-Us.

DRESS CODE

Caps and Gowns

Caps and gowns will be distributed in May. All seniors must order a cap and gown in order to participate in the graduation ceremony. The cost of the cap and gown increases as the date of graduation approaches, due to non-bulk shipping costs. Visit www.balfour.com to order your cap and gown. **Graduation gowns were updated for the 2017 Graduation ceremony, therefore, old caps and gowns from siblings or graduates in previous years will not be permitted.**

Graduating seniors at Francis Scott Key High School traditionally wear their caps, gowns, appropriate dress attire, and dress shoes at the Awards Assembly and Graduation. ***Seniors should put their names in their caps prior to the first rehearsal.***

Since these activities are voluntary for the graduate and because we respect our graduates, their families, and invited guests; seniors inappropriately dressed will be removed from the lineup prior to these events and will not be allowed to participate in a formal capacity.

Appropriate Dress to Wear Under Caps and Gowns:

Students must wear the following:

- white buttoned-down dress shirt or white/light blouse
- dark tie (no bow ties) with buttoned-down dress shirts
- black, blue or dark dress slacks (no tan or khaki colored trousers)
- black, brown or white dress shoes, boots, or sandals (no flip-flops are permitted)
- dark socks with shoes/boots

OR:

- an appropriate, non-patterned dress or skirt/blouse combination
- black or white dress shoes or sandals (no flip-flops are permitted)

ALSO:

- jewelry is permissible as long as it is not worn on the gown itself
- CCPS/FSK service awards and honor pins may be worn

* Rather than spend a significant amount of money on the appropriate graduation attire, please consider other means to find the items you may need. Older relatives, friends, and neighbors are good sources for some of these items, especially dress shoes.

The gown cannot be ironed because it will melt. It should, however, be removed from the bag and allowed to hang loosely for at least one week prior to the first rehearsal.

The cap should be placed upon the head with the longer point of the crown to the back. The shorter point should be centered on the forehead down far enough so that the top is level and parallel to the floor. The tassel is draped over the left temple. Tassels should not be pinned or sewn but should be permitted to hang naturally.

The changing of the tassel from the right to the left side is an action practiced in many schools. It is intended to give the graduate a feeling of personal significance and to mark graduation. The changing of the tassel will be led by the president of the class after all participating seniors have received their diploma covers.

GRADUATION ETIQUETTE

Announcement and Name Cards

Obtaining name cards and announcements is the responsibility of the individual senior. Receipt of a graduation announcement does not automatically insure a ticket to the graduation ceremony at McDaniel College. Admission to the graduation ceremony is by ticket only.

The etiquette observed when sending announcements is as follows:

1. Announcements are provided with an inner, un-gummed envelope and an outer envelope, or with one envelope only. Either is socially acceptable.
2. You should address the envelope yourself, using a pen with blue or black ink.
3. The outer envelope should carry the full mailing address. Do not abbreviate "Street" or "Road" or the state.
4. The inner envelope should carry names only in the form you would use in conversation: Mr. and Mrs. Smith, or Helen and Tom, or Aunt Margaret.
5. If children are included list them by name on the inner envelope, but not on the outer envelope, unless only one envelope is used.
6. If the announcement does not have a personal cardholder, insert your card in the announcement with its back to the announcement.
7. Insert the announcement in the inner envelope with the folded edge at the bottom and the front facing the flap. Do not tuck in the flap.
8. Insert the inner envelope in the outer with the flap of the inner envelope facing the address side of the outer envelope.
9. Seal the outer envelope neatly and send it by first class mail.
10. Announcements should be mailed to arrive at their destination approximately two weeks prior to the date of commencement.

Thank You Notes

Good manners and accepted social practice dictate that you thank someone for a graduation gift, for a favor, or for some courtesy extended to you.

Never fail to acknowledge a gift. A prompt acknowledgement lets the sender know that the gift has arrived. Whenever possible, be specific in one way or another. If you merely say, "Thanks for the gift," the sender may think you have forgotten what it was that was sent to you or that you have no use for the gift. Tell how you are using the gift or how you plan to use it. Try to make a favorable comment about the gift, or quote something complimentary which someone has said about it. If the present is a sum of money, tell what you plan to do with it. A thank you note should be enthusiastic and sincere, but never "gushy." If you are especially pleased say so, but do not pretend. Your thank you note should be handwritten.

ADDITIONAL INFORMATION

Those students who must attend summer school in order to meet graduation requirements will not be allowed to participate in any graduation ceremonies or activities and will be given their diploma upon successfully completing summer school.

All students participating in Graduation activities **MUST** be at all practices. Only those students excused by Mr. Guerra or by an emergency will be an exception. If you do not attend a practice, your name will be dropped from the list participating in Graduation activities. You may contact the school by calling 410-751-3320.

Your cooperation is expected at all the practices. Cooperation will allow us to finish earlier and do a better job in Senior Graduation activities.

After dismissal, all seniors are expected to leave the school grounds. They are not permitted to visit other schools in the area.

Special Needs Seating

Plans are being formulated to reserve an area for guests who are wheelchair bound or are having mobility problems. Should you have a family member who needs this special seating, please complete this form and return it to Mrs. Bassler in the School Counseling Office on or before April 24, 2020. (No Exceptions).

Please note: Due to limited space, only (1) one additional family member is permitted to sit with the family member(s) with special needs. Each person seated in this section must present a ticket for admission to the graduation ceremony and all tickets for this area will be marked "handicapped ticket" no regular tickets are allowed. Tickets for seating in this area are included in your allotment of ten.

Student's Name: _____

Number of special needs seats requested (total for everyone sitting in this area) _____

How many in your party will be in a wheelchair? _____

****Please list the name(s) of the family members(s) needing special needs seating.**

*Do you wish to have (1) one additional family member sit in this area? If yes, please list their name.

1. _____

.....

Hearing Impaired Guests

Should you have a family member who needs interpretive services, please complete this form and return it to Mrs. Bassler in the School Counseling Office on or before April 24, 2020 (No Exceptions).

Please note: Due to limited space, only (1) one additional family member is permitted to sit with the family member who needs interpretive services. Each person seated in this section must present a ticket for admission to the graduation ceremony and all tickets for this area will be marked "handicapped ticket" no regular tickets will be allowed. Tickets for seating in this area are included in your allotment of ten.

Student's Name: _____

Number of interpretive service seats requested (total for everyone sitting in this area): _____

Please list the name(s) of the family members(s) needing interpretive seats:

Do you wish to have (1) one additional family member sit in this area? If yes, please list their name

1. _____

Francis Scott Key High School Commencement Application

DUE ON OR BEFORE Friday, April 24, 2020 to the Main Office

Please check one item only:

1. ____ I plan to participate in the Commencement Ceremony.

2. ____ I **DO NOT** plan on participating in the Commencement Ceremony.
I will pick-up my diploma at FSK beginning on Thursday, June 4, 2020
after 9:00am.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

SENIOR PERMISSION SLIP

Students are permitted to leave early upon completion of all graduation practices and administrative approval with parent permission. Completing, signing and submitting this form signifies your consent for your student to be released from school.

Student Name (Printed): _____

Student Signature: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____