

FRANCIS SCOTT KEY HIGH SCHOOL



Senior Graduation Book Class of 2021 Part 1

CLASS OF 2021 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 17: Senior Class Meeting – Virtual through Google Classroom - Distribution of Senior Booklet-Advisors hand out booklet to Hybrid students and get signature sheets signed. Booklet will be online

Feb 17: Cap and Gown/Graduation Announcements – Virtual through Google Classroom-information to be distributed at Senior Meeting (Hybrid students)

Feb 23 & 25: Orders taken for Cap and Gown/Grad Announcements – Cafeteria - all lunch shifts.

CCCTC, Concurrent Enrollment, Interns, Mentors, etc. may leave orders in the Main Office PRIOR to Feb. 25. They may also drop off their orders in the morning before leaving for their assignments. After Feb. 25, all orders must be placed online with Balfour at <http://www.balfour.com> or call the company direct 1-800-254-2628. Orders must be made before April 1st to guarantee delivery. Additional fees may apply to online and mailed orders.

April 14: 9am, Senior Class / Graduation Meeting – MANDATORY

April 23: Community Service Hours due to Mrs. Seiberlich (Service-Learning Coordinator)

Week of May 3rd: Distribution of Cap and Gowns during lunch

May 7: All administrative, financial, and media obligations settled by 3:00pm

May 14: Senior Bash, After School

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Building Excellence ✦ Maintaining Tradition

Dear Class of 2021,

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 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 experiences to look back on with pride and happy memories. You have all worked very hard to get to this point and you deserve to be recognized. 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 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

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 7, 2021.**

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 23, 2021**, 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. More information about final exams will be shared when the schedule is finalized.

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 7, 2021**, 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 **all seniors participating in graduation are required to attend all rehearsals**. We will share more information about dates and times of rehearsals when a schedule is published.

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 each rehearsal day, seniors are required to report at a 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.

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 a certain number of tickets **ONLY**. We will share more information about how many tickets are allotted to each graduate closer to graduation. 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.

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 tickets. When we are able to share information about how many graduation tickets are allotted to each senior, we will share information about requesting handicapped and special seating.

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.

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.

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 Ms. Mobley 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.