

Poolesville High School
17501 Willard Road
Poolesville, Maryland 20837
240-740-2400



March 18, 2020

Dear Seniors and Parents:

The coming months are sure to be filled with many proud moments as graduation draws near. In the spirit of celebration, the senior class officers have planned a few graduation festivities. This packet outlines the programs and contains the information necessary to reserve your places at these activities. Please read the following information carefully. The schedule for the week is outlined below:

Friday, April 24 th	Prom
Wednesday, May 20 th	Senior Graduation Dinner – 6:00pm -8:30pm Maggiano's 5333 Wisconsin Ave. Washington DC 20015 (Red Line Metro Stop)
Friday, May 22 nd	Last Day for Seniors to check out with teachers.
Monday, June 8 th	Graduation Rehearsal (New Gym) and Senior Breakfast (Cafeteria) Breakfast/Rehearsal begins at PHS at 8:00 am – Mandatory Attendance We will go to Poolesville ES for clap out wearing cap and gown **Tickets and Caps & Gown distributed** Picnic at Beallsville Fire Department – 12:00pm- 3:00pm
Tuesday, June 9 th	Graduation at Mount St. Mary's University, PNC Sports Complex at 10:00 am Students need to report at 8:45 am

Please note that the dinner and picnic are optional. However, if you plan on attending graduation, the REHEARSAL IS MANDATORY!!

Obligations must be paid by Friday May 22nd in order to participate in any Senior activities including graduation.

Enclosed you will find information on these activities. Please make sure that you read the packet in its entirety. For each activity there is a flyer outlining the pertinent information, along with a parent permission form. All forms and payment for the activities must be returned by **Friday, April 3, 2020** to Mr. Traver or in basket in main office. Please reply by this date to ensure your participation in senior week activities and graduation. If you choose to pay by check, you may write one check (made payable to PHS) for all events.

If you have questions regarding senior activities, please contact Mr. Traver at 240-740-2400 or [Clayton F Traver@mcpsmd.org](mailto:Clayton_F_Traver@mcpsmd.org). If you have questions regarding graduation, please contact Ms. Grubb at 240-740-2440 or [Regina R Grubb@mcpsmd.org](mailto:Regina_R_Grubb@mcpsmd.org).

Once again, congratulations on reaching this milestone, and I hope you enjoy the festivities planned to celebrate this momentous event.

Sincerely,

Clayton Traver
Class of 2020 Sponsor

Regina Grubb
Graduation Coordinator

Graduation Ceremony for the Class of 2020
Tuesday, June 9th at 10:00 am
Mount St. Mary's University—PNC Sports Complex
16300 Emmitsburg Rd, Emmitsburg, Maryland 21727

Time:

Seniors- Please plan to arrive by 8:45 am dressed in your cap and gown. Please do not bring any personal items with you as there will not be a safe place to keep them during the ceremony. You will enter through the side doors of Knott Arena into the Field House.

Parents will be allowed to enter the Knott Arena at 9:20am. Seating is on a first come, first-served basis. The graduation ceremony will begin promptly at 10:00 am. To permit the procession of graduation, the doors will close at 9:55 am. After the procession has ended, the doors will reopen. The ceremony should conclude around 12:00 pm.

Parking:

The PNC Sports Complex will be on the right-hand side of the campus when you are traveling up route 15 North. Once you arrive at Mount St. Mary's there will be security personnel to help with parking.

Admission:

All parents and guests must have a ticket to enter Knott Arena for graduation. Graduates are guaranteed seven **7** tickets. Please complete your ticket request at the bottom of the next page. Do **NOT** include your graduating child in the count. If you would like to ask for additional tickets, please, indicate that number as well. There is a system in place to distribute the remaining tickets to those requesting them if more become available. **Please note that there is no guarantee that you will receive the additional tickets.**

STUDENTS WILL RECEIVE THEIR GRADUATION TICKETS FOLLOWING THE GRADUATION REHEARSAL ON MONDAY MORNING, JUNE 8, 2020.

Special Seating Needs and Handicapped Seating:

Please indicate at the bottom of the next page if you need special seating. These seats are part of the seven allocated tickets per student. Please also indicate if the guest will be in a wheelchair or that seating can be in a Knott Arena seat. All handicapped seating will be on the ground floor of the gymnasium. Due to limited seating in handicapped area, one additional seat will be provided for a family member or friend to sit with the guest in the special seating area.

Interpreters:

Individuals who need sign language or any other special assistance to participate in the graduation exercises **MUST** indicate that service at the bottom of the next page. Please be specific in your request. **(Please email Ms. Grubb ASAP with this request)**

Photography and Videography:

Individuals may take non-flash photographs while seated. Please be respectful of others around you. Victor O'Neill Studios will be taking pictures of the graduates as they cross stage. Photos will be available for purchase through the Victor O'Neill Studio website.

Attire:

Caps and Gowns (distributed after graduation rehearsal) should be wrinkle free. No sunglasses. No chewing gum. No signs or decorations.

Academic attire, as noted in the Commencement 2020 Guidelines, includes the following:

- Long dress pants with white collared shirt
- Dress, skirt and blouse
- Dress shoes

Graduates attire should not detract from the cap and gown, ceremony, or celebration.

Diplomas:

The students receive their diplomas at the conclusion of the recessional in the Dillon Field House and then will exit from side door. **Diploma receipt is contingent upon appropriate behavior during the ceremony.**

Graduation is a special day for everyone involved. Please cooperate in making alternative arrangements for babies and very young children for the graduation – one crying child can diminish a special moment for another family. Staff at the Knott Arena will request crying infants be taken to the foyer during the ceremony.

Mount St. Mary's University has indicated that parents may not bring balloons, signs, or any type of noise makers to be used during the ceremony. Please note that flowers are welcome after the ceremony for your child.

We would like to request your support in ensuring that your graduate understands the importance of appropriate behavior during rehearsal and the ceremony. Finally, please be advised that students who appear to be under the influence of drugs or alcohol to any degree or do not follow MCPS and PHS behavior policy at any of the planned senior activities **will not** be permitted to participate in the graduation ceremony.

This is truly a special group of young people of whom we are all especially proud. We want the graduation of the Class of 2020 to reflect the special "class" that they have demonstrated throughout their years at Poolesville High School and look forward to sharing this day with you.

Ticket Information: Special Seating Needs and Handicapped Seating

Please complete the bottom portion of this form, detach it and return to Mr. Traver or in basket in main office by **Friday, April 3, 2020.**

Student Name _____ Phone # _____

Parent Name _____ Best contact # _____

Number of tickets needed (up to 7) # _____ Additional tickets requested # _____

A sign interpreter is requested: Yes No

Handicapped Seating: Yes No (If yes please specify below on lines provided)

Y N Space for wheelchair needed, _____

Y N Chair on floor needed, _____

**Senior Graduation Dinner
Wednesday, May 20, 2020**

**6:00pm-8:30pm
Check-in begins at 6:00 – Meals to be served at 6:30
Maggiano's
5333 Wisconsin Ave NW
Washington, DC 20015**

The evening will include a buffet style dinner and the senior slide show provided by members of the senior class.

All graduating seniors are invited to attend this dinner. Dinner attire requested.

The cost for each senior is \$35

The monies raised by the Class of 2020 will be used to subsidize the remainder of the cost for each graduate plus the gratuity.

*Please complete the attached form below and return it along with the payment by the deadline. **Please keep in mind that there can be no refunds due to our commitment of numbers to Maggiano's.** If you have any questions, please, feel free to contact Mr. Traver at 240-740-2400 or Clayton_F_Traver@mcpsmd.org.*

Please complete the bottom portion of this form, detach it and return to Mr. Traver or in basket in main office **by Friday, April 3, 2020.**

Student Name _____

Yes, I will be attending _____

_____ Total amount enclosed (\$35 per graduate)

_____ Check

_____ Cash

Dietary Restrictions? If yes please explain.

**Graduation Rehearsal
Monday, June 8, 2020
8:00am-12:00pm
Poolesville High School Gymnasium**

This practice is **MANDATORY** for all seniors planning to attend the graduation ceremony at Mount St. Mary's University. **You must remain at this practice for the entire time!**

Complimentary breakfast will be provided for the seniors by the Class of 2020 beginning at 8:00am in the Cafeteria.

Following the practice, **all seniors will receive their caps, gowns, and tickets for graduation. Students will then drive/walk to PES for the elementary students to have a clap out for them. They should wear their cap and gowns.**

Please check the fit of your gown immediately upon receipt. Problems with gowns should be reported on Monday, June 8th, by 3pm to Ms. Susan Krouner at 240-740-2415.

Senior Picnic
Monday, June 8, 2020
12:00-3:00pm
Upper Montgomery County Volunteer Fire Department, Beallsville Md.

Following graduation practice, there will be a picnic at Beallsville Fire Department. This event allows the Class of 2020 one last opportunity to spend time together, reminisce about high school, sign yearbooks, eat, and participate in a variety of activities.
Students must sign-in once they arrive.

No one will be allowed to leave and re-enter the picnic.

Activities (some equipment will be provided, you may bring your own)

Volleyball

Softball

Basketball

Kickball

Football

This event is **\$10 per graduate**.
Students are responsible for their own transportation to and from the picnic.

Please complete the form below and return to Mr. Traver or in basket in main office by
Friday, April 3, 2020.

Student Name _____ Cell Phone # _____

Parent Name _____ Phone # _____

I hereby give my child permission to attend the senior picnic. I understand that he/she is responsible for transportation to and from this event.

_____ Parent Signature

_____ Yes, I will be attending

_____ Payment Enclosed (\$10 per graduate)

_____ Check _____ Cash

Dietary Restrictions? If yes please explain.

To be signed by both parent and child:

Zero Tolerance Policy (in effect for all Senior Activities)

It is illegal for anyone under the age of 21 to have or to use any drugs or intoxicants. It is illegal to provide controlled substances for anyone under the age of 21. MCPS and Poolesville High School have a zero tolerance policy towards having, using, or distributing drugs, intoxicants or weapons anywhere on school property. Any student found to be “under the influence” (of ANY amount) of drugs or intoxicants on school grounds or at any school sponsored activities may be denied the privilege of participating in any senior activity including the graduation ceremony.

I have read the above statement and agree to abide by the zero tolerance policy for Montgomery County Public Schools.

Student Name (print)	Signature	Date
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Parent Name (print)	Signature	Date
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Cap, Gown and Tassel Information

- Cap, Gown and Tassel have been ordered for all seniors.
- Below is a breakdown of the cost and what needs to be paid for:
 - Cap, Gown and Tassel Combination--\$27.50
 - Gown Only--\$20.00
 - Cap Only--\$10.00
 - Tassel Only--\$10.00
- You can pay for these items by
 - Cash or Check made out to PHS and bring into the main office and place in basket at front desk or give to Mr. Traver. Put payment in a sealed envelope with students first and last name.
 - Going to the online store to make payment.

