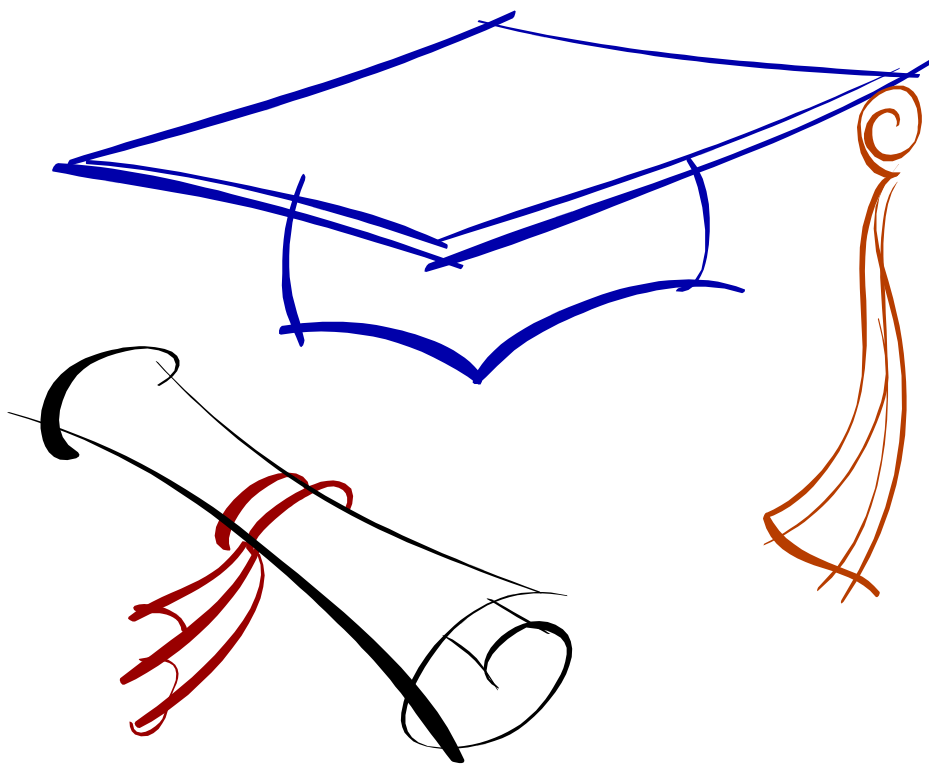


# Milford High School

## Graduation Guide for Parents



# Class of 2014



Dear Parents and/or Guardians,

We have followed, with great interest, the careers of the Class of 2014 and have attempted to note their accomplishments, both in the classroom and in extracurricular activities. We would like to commend and congratulate you and the seniors on their successes. We will be proud to include the Class of 2014 among the ranks of other distinguished Milford High School Alumni.

This booklet is intended to answer some of the questions you may have concerning graduation and related senior events. We feel it is helpful to have a calendar of events and times to enable you to prepare and plan for school and family activities. Please take a few minutes to review the material and discuss it with your candidate for graduation.

If you have any questions, please call Vickie Parker, Principal Secretary; or Allison Willson and Janelle Schunk, Senior Class Advisors at 831-2990. You may also go to the senior website <http://seniors.milfordschools.org/> for all senior information.

Sincerely,

Mark D. Lutz  
Principal

## **GRADUATION**

*is a chance to touch the horizon,*

***BUT...***

*First there must be love, sadness,*

*Fear, joy, giving, taking...*

*And mostly living.*

## REQUIREMENTS FOR GRADUATION

All seniors and early graduates **must fulfill all the requirements for graduation** in order to participate in the commencement exercises.

The courses listed below are the minimum requirements for graduation established by the State Department of Education and the Milford Board of Education. To be eligible for graduation, students must have passed all sections of the Ohio Graduation Tests and have successfully completed a **total of 21 credits**. The 21 credits must include the specific required courses listed below and at least 6 credits worth of electives.

ENGLISH	4.00	MATHEMATICS	4.00	HEALTH	.50
WORLD STUDIES	1.00	SCIENCE	3.00	PHYSICAL ED.	.50
AMER. HISTORY	1.00	AMER. GOVERNMENT	1.00	ELECTIVES	6.00

Seniors who do not meet **all** requirements for graduation **will not** be permitted to participate in the commencement ceremony. **THERE WILL BE NO EXCEPTIONS.** SENIORS NEEDING CORRESPONDENCE COURSES, NIGHT SCHOOL CLASSES, ETC. SHOULD HAVE ALL COURSEWORK COMPLETED BY **APRIL 30<sup>TH</sup>** TO INSURE THAT WORK IS GRADED AND THE EXAM CAN BE GIVEN IN MAY. Deficiencies must be completed successfully and verified with the counseling office no later than May 9<sup>th</sup>. Don't wait until the last minute to enroll in these classes. Seniors should see their counselor if there are any questions or concerns. Don't run the risk of not graduating because of outstanding coursework.

### OHIO GRADUATION TESTS

Passing performance on the Ohio Graduation Tests is one of the criteria that determine the diploma earned by each student at the successful completion of grade twelve. **Any student who graduates must have passed all Ohio Graduation Tests in order to earn a high school diploma and participate in the graduation ceremony.**

### SENIOR EXAMS

Seniors who have a "B" average in the class during their last semester of school and also completed their community service hours by April 14<sup>th</sup> will be exempted from the exam. It is possible for seniors to be exempted from some, but not all exams.

The following schedule has been established for those seniors taking exams:

**Thursday, May 15<sup>th</sup>** – during regular class periods 5, 6 & 7

**Friday, May 16<sup>th</sup>** – during regular class periods 1, 2, 3 & 4

NOTE: *There may be a change in dates if we have snow days or calamity days to make up.*

### COMMUNITY SERVICE HOURS

**ALL** seniors (with the exception of Great Oaks Campus students) must complete twenty hours of community service to graduate May 24<sup>th</sup>, 2014. Students who do not complete their community service by the **April 14<sup>th</sup> deadline** will have the option to attend school on May 19, May 20 and May 21 in order to participate in the graduation ceremony. Students will not graduate or receive their diplomas until one of these options has been completed.

### FEES AND OBLIGATIONS

**Any seniors who have an outstanding obligation WILL NOT BE ISSUED THEIR DIPLOMA nor be permitted to participate in the Graduation Ceremony until ALL obligations have been cleared.** This includes book fines, athletic fees and uniforms, school fees, band fee, textbooks, etc. Please remind your senior to take care of these obligations early to avoid confusion and problems at the end of the year. This also applies to all vocational school students.

If you are uncertain whether or not your senior has obligations, contact Mrs. Susan Duffy at 576-2201 or Mrs. Karen Lewis at 831-2990.



# GRADUATION INFORMATION

## DISTRIBUTION OF GRADUATION ANNOUNCEMENTS

Seniors who have ordered announcements will receive them on the following dates:

Milford High School	Thursday, March 6 <sup>th</sup> and Friday, March 7 <sup>th</sup> during lunch in the cafeteria
Live Oaks Campus	Tuesday, April 8 <sup>th</sup> , at 7:15 AM in the cafeteria
Scarlet Oaks Campus	Tuesday, April 8 <sup>th</sup> , during lunch in the cafeteria
Laurel Oaks Campus	Friday, March 21 <sup>st</sup> at 8:00AM

All monetary balances **must be paid** in order to pick-up announcements. If you have a remaining balance, you have or will receive notice in the mail from Graduate Service, Inc. If there is a balance due, please bring on the days listed above or to Mrs. Parker. After MARCH 7<sup>th</sup>, seniors at Milford High School can pick up announcements from Mrs. Parker in the main office. **All balances are to be paid by May 2<sup>nd</sup> in order to participate in the graduation ceremony.** Checks should be made payable to Graduate Service, Inc., **NOT to Milford High School.** If you have any questions, call Graduate Service, Inc. at 272-5890.

## GRADUATION SPEECHES

Seniors who wish to audition for graduation speeches should contact Mrs. Allison Willson in B12. **An informational meeting will be held on Thursday, March 6<sup>th</sup> at 2:15 PM in B12.** Auditions will be held Wednesday, March 19<sup>th</sup> at 2:15 PM and those chosen will be announced on Thursday, March 20<sup>th</sup>. Mrs. Willson will also help seniors with the presentation of speeches after selection has been made.

## ACADEMIC SIGNING DAY PROGRAM

Milford High School is holding an Academic Signing Day Program to recognize the top 25 students in the Class of 2014. This event will be held on **Wednesday, May 7<sup>th</sup> beginning at 3:00 PM** in the high school auditorium. During the program, students will be introduced and information about their academic achievements, college acceptances, scholarships, and most importantly, the college or university where they will matriculate will be announced. A representative from the college or university along with friends, family members and school staff will be invited to the recognition program. Following the program, a reception with a photograph session will be held.

## SENIOR AWARDS PROGRAM

The Senior Awards Program honors the class of 2014 for their academic achievement, scholarship, athletics and community service. The program will be held on **Thursday, May 8<sup>th</sup> at 7:00 PM** in the high school auditorium and is by **invite only**. Students who will be recognized will receive a personal invitation in late April. This program welcomes families of those seniors being recognized. If you are to receive an award, **please make sure you are in attendance at the Awards Program. Recipients are asked to contact employers to make sure they are not working that evening.**

## BACCALAUREATE SERVICE

On **Monday, May 12, 2014**, there will be a Baccalaureate service for all interested Milford High School seniors and their families. It will be a special worship service along with a spiritual challenge to the students. Interested students will plan and lead this special opportunity. All seniors and families are welcome to this service that will be a time of worship and focus on the spiritual dimension of the future next step in our graduates' lives.

## SENIOR PIZZA PARTY

The members of the Class of 2014 are invited to share a time for friendship at the annual pizza party that will be held **BEFORE** senior exams on Thursday, May 15<sup>th</sup> at 10:00 AM in the big gym.

## LAST DAY FOR SENIORS

The last day for seniors will be Friday, May 16<sup>th</sup> unless we have snow days or calamity days to make up.



## **THE JUNIOR-SENIOR PROM**

The 2014 Milford High School Prom will be held on **Saturday, April 26, 2014** at the Oasis from 8:00 PM-12:00 midnight. *Tickets will not be sold at the door on Saturday.* **Ticket prices will be \$25.00 on April 16<sup>th</sup> & 17<sup>th</sup> and \$35.00 on April 22, 23, & 24 at all upper class lunches. Information & ticket purchase forms were distributed February 26<sup>th</sup> in homerooms. Guest forms will be available outside D38 and in the main office.** If you have any questions, please contact Mrs. Kathy Teski, Junior Class Advisor, at [teski\\_k@milfordschools.org](mailto:teski_k@milfordschools.org). All school rules of conduct will be enforced. Tickets will be sold at:

**Milford Campus** – Wednesday, April 16<sup>th</sup> & Thursday, April 17<sup>th</sup> (\$25.00) at all upper class lunches

Tuesday, April 22<sup>nd</sup>, Wednesday, April 23<sup>rd</sup> & Thursday, April 24<sup>th</sup> – (\$35.00) at all upper class lunches

**Live Oaks Campus** – ONLY Wednesday, April 16<sup>th</sup> during lunch for \$25.00 – If tickets are not purchased at that time you will need to come to the high school and purchase them after school hours in D38 for \$35.00.

**Scarlet Oaks Campus** – ONLY Thursday, April 17<sup>th</sup> at 8:00 AM for \$25.00 – If tickets are not purchased at that time you will need to come to the high school and purchase them after school hours in D38 for \$35.00.

**Laurel Oaks Campus** – To purchase a ticket, students must email Mrs. Wakeham, ([wakeham\\_m@milfordschools.org](mailto:wakeham_m@milfordschools.org)) by April 17<sup>th</sup> so arrangements can be made by mail.

**At the Success Academy** – Wednesday, April 16<sup>th</sup> & Thursday, April 17<sup>th</sup> (\$25.00) and Tuesday, April 22<sup>nd</sup>, Wednesday, April 23<sup>rd</sup> & Thursday, April 24<sup>th</sup> and after school in room D38 at MHS (\$35.00).



## **AFTER PROM**

MILFORD HIGH SCHOOL'S 2014 AFTER PROM WILL BE SPONSORED BY THE PARTNERSHIP FOR MILFORD HIGH SCHOOL AFTER PROM. This event is designed to provide our students and their guests a safe environment after the dance. It will be held at Milford High School following the April 26<sup>th</sup> prom dance from 12:30 AM to 5:00 AM. Detailed ticket information and an extensive prize list will be available in mid-April. After Prom tickets will be \$20.00 each for the first week and \$25.00 thereafter.

Tickets for the lock-in event will be sold in the cafeteria during lunch on dates to be determined. Tickets bought at the door will be \$30.00. This year's theme is "Comicon" and will be billed as "After-Prom-icon". In addition to many great prizes, we will have an abundance of food and drinks. The activities include laser tag, the largest blow up obstacle course made, many giant inflatable's, casino games, contests, a live band and much more. Parents and friends are invited to preview the event between 8 pm and 10 pm on April, April 26<sup>th</sup>.

We hope to see all juniors and seniors at this memorable event and hope to see their families at the community preview.

Please contact Cari Cerda at 513-693-0881 or e-mail her at [caricerda@gmail.com](mailto:caricerda@gmail.com) if you have any questions or would like to help out with fund raising, decorating, chaperoning or clean up.

### **GRADUATION REHEARSAL**

Seniors who wish to participate in the graduation ceremonies **MUST be present at rehearsal on Friday, May 23<sup>rd</sup> at 6:45 AM in the big gym.** SENIORS WILL NOT BE PERMITTED TO PARTICIPATE IN THE COMMENCEMENT CEREMONY IF NOT AT PRACTICE. Seating and lineup will be rehearsed as well as procedures during the ceremony. Seniors should contact employers in advance to insure that they are not scheduled for work at this time. **Rehearsal should be completed by 10:00 AM.** Students will not be excused from rehearsal for work or post-secondary classes.

### **CAP AND GOWN DISTRIBUTION**

**If your senior has not ordered a cap and gown, you MUST call Graduate Service, Inc., IMMEDIATELY at 272-5890. All gowns MUST be ordered by April 11<sup>th</sup>, to insure participation in the graduation ceremony. Seniors not ordering a cap and gown by April 11<sup>th</sup> will not be permitted to participate in the commencement ceremony.** Students who have ordered a cap and gown but have not completed graduation requirements and are unable to participate in the graduation ceremony, will receive a refund for the cap and gown in June from Graduate Service, Inc.

Cap and gowns will be distributed **before the graduation rehearsal** at Milford High School on **May 23<sup>rd</sup> from 6:45-7:00 AM in the big gym.** To insure that all seniors have caps and gowns, all seniors **MUST** wear a cap and gown at the rehearsal. Gowns will be **RENTED** and will be returned to Graduate Service representatives immediately following the commencement ceremony. The gowns can be pressed prior to the graduation ceremony, but caution should be used as the gowns can be easily scorched. **CAP, TASSEL AND NECK MEDAL WILL BE KEPT BY ALL GRADUATES.**

## **TICKETS ARE NOT REQUIRED FOR THE GRADUATION CEREMONY!**

### **GRADUATION CEREMONY**

The graduation ceremony will be held at Xavier University at the Cintas Center on Herald Avenue in Cincinnati (see attached for directions) at **4:00 PM on Saturday, May 24, 2014.** Seniors are to be in the preparation area **no later than 3:15 PM.** This beautiful facility is equipped with handicapped parking and other special needs facilities. This is a wheelchair accessible facility. If you have a particular concern, please contact the high school office and we will help in any way possible. **Doors to seating areas will be open at 2:30 PM.** Those graduates, who do not participate in the ceremony, may pick up their diplomas from the Guidance Office after May 27<sup>th</sup>. **During the ceremony, parents are reminded to refrain from taking pictures in the area in front of the stage as graduates will be using this area to return to their seats.**

### **SENIOR DRESS CODE FOR GRADUATION CEREMONY**

1. Extreme high heel shoes are not recommended for girls. Dress shoes should be worn.
2. Boys are not required to wear a coat under their gown. However, **dress trousers, shirt and tie are required!**
3. **NO GYM SHOES OR BLUE JEANS WILL BE WORN. YOU WILL BE REQUIRED TO CHANGE CLOTHES.**
4. Girls are permitted to wear dress pants/pant suit with the graduation gown.
5. **Gowns will be returned to the Graduate Service representatives after the graduation ceremony. The cap, tassel and the neck medal is yours to keep.**

### **GRADUATION PHOTOGRAPHS**

Graduation Photographs – The photographer has you covered! There is no need to worry about making sure your seats are close enough or on the right side of the stage to capture your graduate. The photographer will be photographing every student as they receive their diploma at graduation. You will then be able to go on line at <http://eagles.keiserphotography.com/> and look at the proof of that candid photo. You may then place your order if you wish to purchase copies. All students will be photographed.

### **SENIOR CONDUCT AND BEHAVIOR**

Graduation from high school is an event which occurs only once in a lifetime. We attempt to make the graduation ceremony a memorable and joyous occasion for all of the people involved. We would hope that you as parents, who have long awaited this occasion, will help us in impressing upon your seniors the dignity and honor of this traditional ceremony so that the behavior will be in accord with the very highest standard that you expect, that we expect and that the seniors expect of themselves. To insure that each and every graduate's name can be heard, **we ask that cheering and applause be postponed until after the entire class has been presented.** Individual outbursts of enthusiasm would be inappropriate and should be reserved for individual family celebrations following the ceremony. Any noise makers, etc. are prohibited in the Cintas Center and will be confiscated by Cintas personnel.

## IMPORTANT DATES

*You may go to the senior website for all senior information – <http://seniors.milfordschools.org/>*

### **GRADUATION ANNOUNCEMENTS DISTRIBUTED**

Milford High School  
Live Oaks Campus  
Scarlet Oaks Campus

Thursday, March 6<sup>th</sup> & Friday, March 7<sup>th</sup> at lunch in the cafeteria  
Tuesday, April 8<sup>th</sup>, at 7:15 AM in the cafeteria  
Tuesday, April 8<sup>th</sup>, at lunch in the cafeteria

### **GRADUATION SPEECHES**

At Milford High School

Informational Meeting – Thursday, March 6<sup>th</sup>, 2:15 PM, (room B12)  
Auditions – Wednesday, March 19<sup>th</sup>, 2:15PM, (room B12)

### **TICKET SALES FOR PROM & AFTER PROM**

At Milford H.S. Campus  
At Milford H.S. Campus  
At Live Oaks Campus  
At Scarlet Oaks Campus  
At Laurel Oaks Campus

April 16<sup>th</sup> and 17<sup>th</sup> – (\$25.00) all upper class lunches  
April 22<sup>nd</sup>, 23<sup>rd</sup>, & 24<sup>th</sup> – (\$35.00) all upper class lunches  
Wednesday ONLY, April 16<sup>th</sup> during all lunches for \$25.00  
Thursday ONLY, April 17<sup>th</sup> @ 8:00 AM for \$25.00  
Arrangements to be made by emailing Mrs. Wakeham @  
[Wakeham\\_m@milfordschools.org](mailto:Wakeham_m@milfordschools.org)  
April 16<sup>th</sup> and 17<sup>th</sup> – \$25.00  
April 22<sup>nd</sup>, 23<sup>rd</sup>, & 24<sup>th</sup> – \$35.00  
Week of April 21<sup>st</sup> after school at MHS in room D38 for \$35.00

Success Academy

### **JUNIOR – SENIOR PROM**

Saturday, April 26, 2014 at 8:00 PM – Midnight at the Oasis in Loveland

**AFTER-PROM is sponsored by Partnership for Milford High School After Prom and will follow Prom 2014 at the High School from 12:30 AM until 5:00 AM. Tickets for the event will be sold in the cafeteria during lunch on dates to be determined.**

### **ACADEMIC SIGNING**

Wednesday, May 7, 2014 at 3:00 PM in the high school auditorium

### **SENIOR AWARDS PROGRAM**

Thursday, May 8, 2014 at 7:00 PM in the high school auditorium

### **BACCALAUREATE SERVICE**

Monday, May 12, 2014 at 7:00 PM

### **SENIOR EXAMS**

Thursday, May 15<sup>th</sup> – Periods 5, 6, 7 in regular class periods  
Friday, May 16<sup>th</sup> – Periods 1, 2, 3, 4 in regular class periods

*NOTE: There will be a change of dates if we have snow days or calamity days to make up.*

### **LAST DAY FOR SENIORS**

Friday, May 16, 2014

*NOTE: There will be a change of dates if we have snow days or calamity days to make up.*

### **GRADUATION REHEARSAL**

Friday, May 23<sup>rd</sup> @ 6:45 AM – **ATTENDANCE IS MANDATORY**  
In Milford H.S. Big Gym

### **GRADUATION CEREMONY**

Saturday, May 24<sup>th</sup> @ 4:00 PM – seniors must arrive by 3:15 PM  
Xavier University – Cintas Center, 1624 Herald Ave., Cincinnati, Ohio

### **GRADUATION PHOTOGRAPHS**

A photographer will be taking photographs of every graduate receiving their diplomas during the graduation ceremony. Proofs will be on line at <http://eagles.keiserphotography.com/> for your viewing and also to place your orders.

### **GRADUATION TICKETS**

**NO TICKETS** will be needed for the Graduation Ceremony

