



PATUXENT HIGH SCHOOL

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Sabrina M. Bergen, Principal

Mark A. Gladfelter, Vice Principal
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Anne D. Rickwood, Vice Principal
Stephen J. Crouse, Activities Director

February 28, 2017

Dear Seniors and Parents/Guardians:

Attached is the information regarding the end of the year activities for seniors and Graduation 2017. Each of you must understand and follow all of the described policies in order to assure that our closing activities will be successful.

There are many activities planned for the upcoming weeks and we would like to congratulate the following Senior Class Officers and Sponsors for their leadership in planning these senior class activities:

President:	Emily Wose
Vice President:	Samantha Falco
Treasurer:	Lily Hensler
Secretary:	Nicole Konecny
Sponsors:	Mrs. Brown & Mrs. Heamstead

This is an exciting and important time in your senior's life. If, after you read the attached information, you find that you still have questions, please do not hesitate to contact myself or the school.

Sincerely,

Bert Forrest
Vice Principal ~ Senior Class Administrator

Anne Rickwood
Vice Principal- Graduation Coordinator

Senior Calendar:

May 5	2:30 pm	Return Graduation Form of Intent to the Main Office
May 5	2:30 pm	Written Request for Extra Tickets Due to Mrs. Rickwood
May 12	2:30 pm	Project Grad Contracts and Consent Form due to Financial Secretary
May 13	7:00 – 11:00 pm	Junior/Senior Prom – Annmarie Gardens
May 19	10:00 am	Senior's Last Day! Senior Picnic at the PHS Stadium @ 10:00
May 25	7:00 pm	Baccalaureate/PHS
May 31	6:30 pm – 9:00 pm	Senior Awards Assembly/PHS
June 2	2:30 pm	Notification of non-graduating seniors
June 7	8:00 am	Graduation Practice/PHS *
June 8	8:00 pm	Graduation/Show Place Arena
June 8	11:30 pm	Project Graduation/Depart from PHS
June 9	12:00 – 4:30 am	Project Grad – Pax River NAS
June 9	5:00 am	Return to PHS for Breakfast

*Students who are late for graduation practice will be placed at the end of the procession line. This is the order that students will march during the actual graduation ceremony.

Timeline for Spring 2017 Assessment:

May 1	AP Testing	A.M.	Environmental Science Chemistry	P.M.	Psychology
May 2	AP Testing	A.M.	Spanish Language	P.M.	Physics I
May 3	AP Testing	A.M.	English Literature- 12 th grade		
May 4	AP Testing	A.M.	US Government		
May 5	AP Testing	A.M.	U. S. History Studio Art Deadline		
May 8	AP Testing	A.M.	Biology Music Theory	P.M.	Physics C
May 9	AP Testing	A.M.	Calculus AB Calculus BC		
May 10	AP Testing	A.M.	English Language-11 th grade		
May 11	AP Testing	A.M.	World History	P.M.	Statistics
May 12	AP Testing			P.M.	European History
May 17 May 18 May 19	Sr CCE Testing Sr CCE Testing Sr CCE Testing		Health/Business/PE/World Language Science/Social Studies Math/English		
MAY 19	Last Day For Seniors				

Important Prom Policy:

This activity is one of the highlights of the school year. Consequently, we do not want to have any incidents occur which might detract from the students' enjoyment. All students attending the Prom are under the jurisdiction of **school and county rules**.

Once you and your guest arrive, you are to remain inside the building until you are ready to depart. No one will be allowed to re-enter after leaving.

All guests who are not currently attending PHS need prior approval from the school administration to attend the Prom. **No one 21 years of age or over is permitted to attend the Prom.**

Only the purchaser of tickets may use those tickets. Identification will be required at the Prom.

Pictures will be taken throughout the evening.

Date: May 13, 2017 @ 7pm to 11 pm @ Annmarie Gardens

Notification of Non-Graduating Seniors:

Any senior not graduating due to course failures, will be notified via telephone by June 2, 2017. These students will NOT attend the graduation rehearsal on June 7, 2017. Also, seniors who choose not to attend the graduation ceremonies may receive their diplomas from their respective counselor after June 9, 2017.

Financial Obligations:

A notification for financial obligations will be given to any senior who has an outstanding debt to PHS. All financial obligations **MUST** be cleared by noon on May 19th. **Tickets to graduation will not be distributed to those with financial obligations.**

Baccalaureate Information:

A letter and information regarding the Baccalaureate Service that will be held at Patuxent High School on May 25, 2017 at 7:00 P.M. will be provided at a later date through senior English classes. This event is sponsored by SMILE Ecumenical Ministries, Inc.

Project Grad:

Attached you will find information pertaining to Project Grad. This is a program that is sponsored by Calvert Alliance Against Substance Abuse, Inc., local businesses and organizations. It is a graduation party that provides a safe and drug free place for students to go and celebrate. Project Grad will be from June 8th at 11:30 pm until June 9th at 4:30 am, with buses returning to PHS at 5:00am. It will be held at Patuxent River NAS. Buses will transport the students for this event. Seniors and one guest are permitted to attend. Guest must be 20 years of age or younger. The cost is \$10.00 per guest and \$10.00 per graduate. The graduate will get their \$10.00 back. Please note that the 16 day absence policy will be in effect for the guests. We urge all students to attend this exciting event that includes games, dancing, prizes and food.

- Ninth graders are not permitted to attend.

Graduation Information:

A. Calvert County Public Schools Graduation Procedures

Any student eligible for graduation from a county high school that chooses to participate in graduation exercises must conform to the rules and regulations established for these exercises. They include:

1. Each student must be responsible for obtaining and wearing the proper attire in the manner prescribed. (See "Attire for Graduates" in this package.)
2. Each student must have met all school obligations.
3. No student under suspension or expulsion at the time of graduation exercises shall be allowed to participate.
4. Students must conduct themselves in a dignified manner appropriate for these exercises.
5. The student and their parent/guardian must sign a "Form of Intent" in order for the student to participate. The "Form of Intent" shall incorporate the rules and regulations pertaining to students in this matter. This form must be signed by the student's parent/guardian.
6. The student must participate in all scheduled practices unless otherwise approved by the school administration.
7. All students remain under the jurisdiction of school rules and regulations through completion of all graduation exercises.
8. No cap throwing or diploma will be held.

B. Rehearsals for Graduation

Date: June 7, 2017

Time: 8:00 A.M. until perfect

Place: PHS Gymnasium

Senior class picture-inside bleachers in gym immediately after rehearsal – graduation tickets will be distributed after the class picture has been taken.

1. Any student not in attendance for rehearsal will not be able to walk.
2. If any student is late, they will be placed at the end of the line.

C. Distribution of Caps and Gowns

All caps and gowns that have not been picked up already will be distributed at the Graduation Rehearsal on June 7th.

D. Graduation Ceremonies Information

Date: June 8, 2017

Time: 8:00 pm

Place: Show Place Arena

E. Arrival of Graduates

Graduates should arrive at the Show Place Arena by **7:00 pm**. The Senior Class Sponsor will meet the graduates at the front tunnel (closest to Rt. 4). Only graduates should report to this area – NOT family and friends.

F. Attire for Graduates

Dark Blue or Black Pants/Skirt
White Shirt
Black or Brown Dress Shoes
Tie

If choosing to wear a dress,
Solid Color Dress
Dark/Neutral/White Dress Shoes

***NO FLIP FLOPS OR TENNIS SHOES**

Students must wear the designated cap and gown without personal ornamentation.

In accordance with the Board of Education regarding Graduation Exercises the above attire is to be worn by all students electing to participate in the ceremony. If you are not in the proper attire, you will not be allowed to participate in the ceremony.

G. Behavior

Students must follow all Board of Education and school rules. Students must conduct themselves in a dignified manner appropriate to this activity. Misbehavior will result in being removed from line and missing the graduation ceremony.

H. Meeting Location for Graduates and Families

Parents may meet the graduates on the Rt. 4 side of the Show Place Arena after the graduation ceremony.

I. Diploma Information

Students will receive a diploma cover during the commencement exercise. Your official diploma will be issued after the graduation program is completed. Tables will be set up for distribution and students who have met all requirements will receive their diploma at that time. Any student not in compliance with graduation procedures must meet with Mrs. Bergen before he/she will receive his/her diploma.

J. Seating Information and Special Seating Arrangements

All seniors will receive 10 tickets for seating for Graduation 2017. Extra tickets are available on a first come basis and your request must be submitted in writing to Mrs. Rickwood. **TICKETS WILL NOT BE GIVEN TO ANY SENIOR WHO HAS AN OUTSTANDING FINANCIAL OBLIGATION.**

There is special seating available for handicapped guests. Please see Mrs. Rickwood if any special seating arrangements need to be made.

K. Photographs and Video Tapes of Graduation

There is a company that takes still photos as each graduate receives his/her diploma. This company has the addresses for all graduates and will send you a "proof" of this picture with an order form if you are interested in purchasing.

There is a company that produces a videotape of the graduation ceremony. The company will have a table set up in the front of the Show Place Arena as you enter for the ceremony. Orders for the videotape may be made at this time.

Patuxent High School
12485 Southern Connector Boulevard
Lusby MD 20657

Form of Intent - Graduation Information

Please return this form to the Main Office no later than May 5, 2017.

**Graduation 2017
Form of Intent**

This is to certify that I have read and understand the procedures for Graduation 2017 exercises.

I have decided that my son/daughter, _____
(Please Print Name)

_____ will

_____ will not

participate in the Graduation exercises for Patuxent High School on June 8, 2017.

I understand that tickets for graduation will not be given to any senior until all financial obligations are cleared.

Student Signature Date _____

Parent/Guardian Signature Date _____

Please list below if there are any special seating arrangements/interpreter needs for handicapped guests.

February 28, 2017

Dear Parents of Graduating Seniors:

On the night of graduation (June 8th) there will be a graduation party for all seniors and one guest at Patuxent River Naval Air Station. Busses will leave Patuxent High School at 11:30 P.M. The party will last until 4:30 A.M., so students should arrive back to PHS about 5:00 A.M. for breakfast. Students should be picked up from Patuxent High School no later than 6:00 A.M.

This party is called Project Graduation and is subsidized by the Calvert Alliance Against Substance Abuse, Inc. This is a 4 hour party that will include bowling, volleyball, basketball, and swimming throughout the night. Food will be provided by Solomon's Optimist Club and PHS PTSA.

The purpose of Project Grad is to provide a safe place for students to go which is alcohol and drug free.

We urge you to allow your graduate to attend. This is a wonderful ending to their 12 years of education. It has always been successful in the past. Please return the signed contracts by May 12th.

Again, we strongly ask that you give permission for your senior to attend this fun event. Please sign the Project Graduation Contract and Consent Form and return to the financial secretary no later than May 12th. In addition, each guest must complete the Contract and Consent Forms.

Many Thanks,

Mr. Forrest
Vice Principal ~ Senior Class Administrator

Mrs. Rickwood/Mrs. Brown/Mrs. Heamstead
PHS Project Grad Coordinators

Project Grad
Absolute Deadline for Registration:
May 12, 2017
NO EXCEPTIONS!!!

General Information:

1. Each senior must pay \$10.00, which will be refunded after return to PHS. Each guest must pay \$10.00. The guest fee is non-refundable.
2. Beginning Monday, April 24th, payment for Project Grad may be made during lunch shifts or in the Finance Office. A table will be set up in the lobby for this purpose on certain days.
3. Make sure that you read the contract and that all the appropriate people sign.
4. Turn in the signed contract by May 12th. This is the absolute deadline – if you miss this deadline, you will not be able to attend.
5. Remember that you must ride the bus to and from Project Grad.
6. Each person boarding the bus must have a picture ID and is subject to search. Each guest must check in with the senior bringing them.
7. Guests may not have more than 16 absences for the school year.

Rules and Regulations:

1. All participants will arrive and remain chemical free.
2. Parents or responsible adults will be called to take any violator of Rule 1 home.
3. Any violations will be dealt with (through the police) according to the law.
4. All cars will be left at PHS and all seniors and their guests will be transported by the provided buses. No individual cars will be allowed.
5. Seniors and their guests will be responsible for their own actions at the party and on the buses. Partygoers are under the supervision and jurisdiction of attending adults. Seniors and guests are expected to show all adults (who are volunteering their time and energy) respect and consideration. The property of the host is to be respected at all times and rules designated at Patuxent River NAS must be followed.
6. Seniors and their guests must board the busses and be signed on together. If your guest has not met you prior to boarding the bus, they will not be allowed to board the bus at a later time.
7. All participants will be required to provide a **picture ID card** for boarding the bus.
8. All guests are subject to review and approval by the administration of PHS. No change in guests after the form has been submitted.

Note to Parents:

- Be sure to communicate with your graduate on their pick-up/transportation arrangements from the high school to your home.
- Project Graduation is not responsible for transportation or supervision of the graduates from PHS to their homes.

Class of 2017 Project Graduation Contract

I, the undersigned, understand that on the night of June 8, 2017 and the morning that follows there will be a drug/alcohol free graduation party. I AGREE THAT I WILL NOT DRINK ALCOHOL OR TAKE ANY ILLICIT DRUGS BEFORE OR DURING THE PARTY. I also agree to abide by all set rules. If I bring a guest, he/she will also sign and honor this contract.

Print Senior: _____ Signed Senior: _____

Print Guest: _____ Signed Guest: _____

Grade: _____

I hereby consent for the above senior to participate in Project Graduation on the night of June 8, 2017. I have read and fully understand the rules.

Signature of Parent/Guardian: _____

Phone # (for that night): _____

Contact Person: _____
(if different than above)

Neatly Print Name of Senior (Last, First)

Neatly Print Name of Guest (Last, First)

Seniors - Please list your 1st period teacher
(for Career Students list the 1st teacher you have at PHS and what period)

Teacher: _____ Pd: _____

FOR OFFICE USE

PATUXENT HIGH SCHOOL PROJECT GRADUATION

SENIOR CONSENT FORM:

I hereby give permission for my son/daughter, _____, to participate as a member of the Project Graduation group during the school year 2016 - 2017.

Parent Signature: _____ Date: _____

In the event of accident or injury I (parent) _____ give my permission for medical or hospital treatment by a physician.

Parent's Signature: _____

Parent Contact Numbers: _____

GUEST CONSENT FORM:

I hereby give permission for my son/daughter, _____, to participate as a member of the Project Graduation group during the school year 2016 - 2017.

Signature: _____ Date: _____

In the event of accident or injury I (parent), _____ give my permission for medical or hospital treatment by a physician.

Parent's Signature: _____

Parent Contact Numbers: _____

Project Graduation 2017
Waiver Form

The undersigned, _____, hereby waives any and all rights that he or she may have to file a claim for damages, or initiate proceedings in any court, for the purpose of asserting a claim for damages, resulting from any injury that he or she may sustain while participating in Project Graduation 2017. The undersigned also agrees to save and hold harmless the Board of County Commissioners of Calvert County, Maryland, ("Board of County Commissioners"), its officers and employees; Calvert Alliance Against Substance Abuse, Inc. (CAASA), its officers and employees; the Board of Education of Calvert County/Calvert County Public Schools (CCPS), its officers and employees and any volunteer assisting with the event. This waiver extends to any injuries or damage caused by conditions found on the premises, the actions of any individual who is not a county employee, CAASA employee or CCPS employee or event volunteer, acts of God, or any other cause beyond the control of the Board of County Commissioners of Calvert County, Maryland, CAASA, and CCPS and their employees.

Further, the undersigned gives the Board of County Commissioners/CAASA/CCPS permission to use his or her name, photos, and/or family pictures taken at Project Graduation 2017 for publicity purposes.

Signature of student

Date

Signature (parent or guardian if under 18 years of age)

Date

PROJECT GRADUATION 2017
RULES and WAIVER
(To be attached to student contract)

1. **ALL participants will arrive and remain drug and alcohol free. Any participant found in violation of this rule will have to call a parent or responsible adult to be taken home.**
2. Any legal violations will be dealt with according to law through the police.
3. Seniors and their guests will have all bags, backpacks, and purses checked prior to boarding the buses. **NO EXCEPTIONS.**
4. Parents/Guardians will be contacted should the senior and/or their guest fail to participate in Project Graduation unless prior contact has been made with the appropriate school official.
5. All cars will be left at the pick-up sites and all seniors and their guests will be transported by provided buses. **No individual cars will be allowed access to the Project Graduation location. No exceptions!**
6. The property of the Project Graduation host is to be respected at all times and rules designated by the host must be followed. Seniors and their guests will be responsible for their own actions at the party and on the buses. Party-goers are under the supervision and jurisdiction of attending adults. Seniors and guests are expected to give all volunteers respect and consideration.
7. Seniors and their guests must board the buses and be signed on together. If your guest has not met you prior to boarding the bus they will not be allowed to board at a later time or site. All participants will be required to provide a picture i.d. card (i.e. driver's license, student i.d. card, etc.) for boarding on the buses.
8. All participants will have their bags, backpacks, purses and any other type of bag inspected by law enforcement prior to boarding the buses.
9. All guests are subject to review and approval by High School Administration.

The undersigned, _____, hereby waives any and all rights that he or she may have to file a claim for damages, or initiate proceedings in any court, for the purpose of asserting a claim for damages, resulting from any injury that he or she may sustain while participating in Project Graduation 2017. The undersigned also agrees to save and hold harmless the Board of County Commissioners of Calvert County, Maryland, ("Board of County Commissioners"), its officers and employees; Calvert Alliance Against Substance Abuse, Inc. (CAASA), its officers and employees; the Board of Education of Calvert County/Calvert County Public Schools (CCPS), its officers and employees and any volunteer assisting with the event. This waiver extends to any injuries or damage caused by conditions found on the premises, the actions of any individual who is not a county employee, CAASA employee or CCPS employee or event volunteer, acts of God, or any other cause beyond the control of the Board of County Commissioners of Calvert County, Maryland, CAASA, and CCPS and their employees.

Further, the undersigned gives the Board of County Commissioners/CAASA/CCPS permission to use his or her name, photos, and/or family pictures taken at Project Graduation 2017 for publicity purposes.

Signature of student

Date

Signature (parent or guardian if under 18 years of age)

Date

**Class of 2017
Project Graduation Parent Volunteer Contract**

I, the undersigned, understand that on the night of June 8th, 2017 and the morning that follows there will be a drug/alcohol free graduation party. I AGREE THAT I WILL NOT DRINK ALCOHOL OR TAKE ANY ILLICIT DRUGS BEFORE OR DURING THE PARTY. I am a certified volunteer with the Calvert County Public School System and I also agree to abide by all set rules.

Signed Volunteer: _____

Neatly Print Name of Volunteer (Last, First)

Home Phone #: _____

We thank you in advance for helping to make Project Graduation a successful night. Without your help it would not be possible. As a small token of appreciation you will receive a Project Grad T-shirt. Please indicate below the size you would prefer. Thank you.

Size: _____

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