

MANCHESTER VALLEY HIGH SCHOOL



Senior Graduation Book Class of 2022

Important Dates



Dates may be changed by the administration of MVHS if deemed necessary.

- Feb 1 Diploma Form– check student e-mail to verify and complete online form for corrections only
March 1 **CAP AND GOWN ORDERS DUE!** – at www.balfour.com
- April 2nd Prom 7-11pm at Valley Mansion
- April 19-22 Senior Spirit Week
Tues: White Out – Freshman Year or white shirts
Weds: Silver Stars – Sophomore Year or gray/silver shirts
Thurs: Blue Crew – Junior Year or blue shirts
Fri: Maverick Mania – Class of 2022 Shirts
- Apr 22 Deadline for submission of Service Learning Hours **for Awards**
- May 2-13 AP Testing
- May 7 Graduation Online Form Due
- May 18 Distribution of Caps and Gowns 9am Cafeteria
Yearbook Distribution
- May 18 Exams for Seniors only Mods 2B &/4B
- May 19 Exams for Seniors only Mods 2/2A & 4/4A
- May 20** Exams for Seniors only Mods 1 & 3
Mod 4 Graduation Meeting for all Seniors 1pm Auditorium
Last day for Seniors and Final Senior locker clean-out
- May 23 Senior Makeup Exams
- May 24 8:00am Senior Recognition Ceremony by Invite Only – Dress Attire for Invited Grads
- May 26 8:00am Dress Rehearsal at MVHS required for all graduates followed by Class Panoramic Picture - Full graduation attire required.**
- May 27 Graduation practice at McDaniel College 11:00 AM**
Seniors should report at 10:30 AM
Casual attire, but graduates are encouraged to bring/wear the same footwear they plan to wear while walking across the graduation stage.
Senior Picnic: 1-3pm at Westminster Island Green
- May 31 Senior Awards Ceremony 9:00 AM**
Required for all students- Full graduation attire required.
Class of 2022 Panoramic Picture Orders Due
- Jun 1 GRADUATION 3:00 PM at McDaniel College**
Full graduation attire required.
Seniors must arrive and **be in location by 1:45 PM**

Class of 2022 Executive Board

President.....	Kyrsten Lucas
Vice President.....	Olivia Fuller
Secretary.....	Courtney Bell
Treasurer.....	Brienna Wohlschlegel
Historian.....	Erin Ash
Class Advisors.....	Mr. Phil Lewis and Ms. Lea Nappier

Manchester Valley High School Administration

Principal.....	Mr. Joseph Guerra
Assistant Principal.....	Mr. Chris Merson
Assistant Principal.....	Ms. Lois Tiffany

Please complete the online form!

Graduation Form COMPLETION IS REQUIRED for all seniors.

Title	Link	Due Date
<u>CLASS OF 2022 GRADUATION FORM</u>	<u>www.tinyurl.com/manvalgradform22</u>	Friday, May 6 th



HIGH SCHOOL

“Achieving Excellence Together”

Dear Students of the Class of 2022,

Congratulations on your upcoming graduation from Manchester Valley 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 outside the walls of our school. The past year has been an incredible challenge in a variety of ways. Despite these obstacles, you have overcome it all to make it to this important milestone. As you enter the homestretch 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 involved.

One of the keys to a successful completion of your senior year is organization. This senior booklet will help you with this key component. Keep this booklet handy for ready reference. It contains reminders, deadlines, dress code requirements, and other useful information for you and your parents. To avoid possible conflicts involving employment or other non-school activities, give enough notice to your employer, non-school coach, or whomever, 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 steeped in history and come with much pomp and circumstance. 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 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 in your high school careers, and you clearly deserve the best experience we can provide.

I would like to personally wish each of you the very best in all of your future endeavors. Your contributions to Manchester Valley High School have made it a better place, and your success in post-secondary education, the military and in the work force will be a reflection of the quality education that you received while you were with us. On behalf of the faculty and staff of Manchester Valley High School, I wish you the best for a productive and rewarding remainder of the school year.

Sincerely,

Joseph Guerra
Principal

GRADUATION DRESS CODE

Caps and gowns are the official and traditional attire for students in many countries of the world. In most cases, students wear caps and gowns only at graduation exercises and on other special occasions. Graduating seniors at Manchester Valley High School wear their caps, gowns, appropriate dress attire and dress shoes at the Senior Awards Ceremony and Graduation.

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:

- plain buttoned-down dress shirt with a collar or blouse (white is recommended)
- dark **tie** with buttoned-down dress shirts
- neutral color dress slacks (black, navy, gray, tan, or khaki-colored trousers) or an appropriate, non-patterned dress or skirt/blouse combination
- neutral dress shoes, dress boots, or dress sandals (no flip-flops are permitted)
*Please make sure you can walk easily in your shoes up stairs, etc.

Also:

- Jewelry is permissible as long as it is not worn on the gown itself.
- Only school issued stoles, cords, medals, and pins may be worn with your gown.
- Graduation caps should all be the same and not decorated or painted.

*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. Please contact your school counselor if you need assistance.

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 rehearsal.

Mortar boards (caps) should be parallel to the floor and are **not** to be decorated. The tassel is draped over the right temple.

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 conducted after all participating seniors have received their diploma covers.

Manchester Valley graduates wear a navy blue cap and gown, which should have be ordered from www.balfour.com for \$38 or borrowed from alumni who wore navy. If students only need a tassel or would like to purchase an additional tassel, the cost is \$10. Caps/Gowns/Tassels will be delivered to MVHS and distributed in May.

GRADUATION REQUIREMENTS AND GUIDELINES

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. Check with your senior to be certain the requirements have been or are scheduled to be met and that course work is being completed satisfactorily.

Student Obligations

Before a senior is permitted to get graduation tickets, participate in graduation exercises, and before school records are approved for release to colleges or potential employers, all assigned detentions and outstanding financial obligations must be cleared. Seniors with unresolved detention or financial obligations must resolve all obligations prior to the graduation rehearsal.

Please note: Only those students who have participated in all graduation rehearsals, have obtained and worn the appropriate attire as outlined in this handbook, and have met all graduation requirements may take part in the graduation events.

Graduates are NOT allowed to have anything that would cause a distraction during the rehearsals or ceremonies, including, but not limited to: coffee, drinks, chewing gum, sunglasses, hats, noisemakers, etc. Please make arrangements to leave items with parents/guardians or in your vehicle. Car keys and cell phones should be tucked away.

Senior Permission Slip

Many senior activities are scheduled for part of the school day after senior finals are completed. In order for seniors to leave school when activities are not scheduled, seniors wishing to leave school premises during scheduled school time must have parent permission before being excused. The permission slip is part of the online form and should be completed by **May 6th**. Once done, seniors will be able to leave school at the conclusion of rehearsals and events.

GRADUATION REHEARSALS

To insure a smooth graduation, all seniors participating in graduation **are required to attend rehearsals AT MVHS ON MAY 26TH AT 8:00AM in full graduation regalia and AT MCDANIEL COLLEGE ON MAY 27TH AT 11:00AM in casual attire.** Seniors who are on work release are required to be at the rehearsal as scheduled. Please inform your employers of this obligation to avoid unnecessary conflicts. Transportation is your responsibility. Parents/Guardians are responsible for arranging transportation for students to/from rehearsal. No food or drinks. Cell phones should be tucked away. All obligations must be cleared.

Some topics to be covered at the rehearsal are: Rules and Conduct, Processional and Recessional Order and Seating, Dress, and Answers to Questions presented by members of the class. After senior exams conclude, seniors must have administrator approval to be in the building except for official senior activities and graduation events.

Honor Roll, Service, and Senior Recognition Ceremony

Graduating seniors being recognized will be receive an invitation to participate and bring guests on **May 24th at 8:00AM at MVHS.**

Senior Awards Ceremony

School-based and community awards will be presented at a formal assembly in the auditorium on **May 31st at 9:00AM at MVHS.** All graduates are required to attend. Graduates wear full graduation regalia.

GRADUATION TICKETS/SEATING

We are pleased the Class of 2022 will be able to assemble as a group all together this year. Each graduate who participates in graduation will be given eight (8) tickets issued at the graduation rehearsal at MVHS on May 26th. Admission is by ticket only and every PERSON attending graduation, regardless of age, needs a ticket. The event will be streamed by the Community Media Center online.

Seating at McDaniel College

Seating for graduation at McDaniel College is on a first-come, first-served basis. There will be Special Needs seating available for those with mobility issues or requiring interpretation services. Special Needs tickets can be requested using the Online Graduation Form. The Special Needs tickets will count as part of the 8 tickets, not additional seats. No other seats may be reserved. Doors will open at 2:00 PM for guests holding a ticket for admission. Please ask that ticket holders attending the graduation ceremony be seated no later than 2:40 PM to avoid interference with the processional into the arena. The ceremony will begin promptly at 3:00 PM.

The entrance will be closed for BOTH the Processional and Recessional. We **anticipate closing the entrance doors at approximately 2:50 PM** and then again ten (10) minutes prior to the conclusion of the ceremony. During these lockdown periods – no family members or guests may be present in the lobby.

GRADUATION PARKING

More information regarding parking will be sent prior to the ceremony.

GRADUATION CEREMONY

Announcement of Names

Every parent, guardian, family member, and guest wants 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 are asking that during the reading of names ALL APPLAUSE and OTHER CELEBRATORY SOUNDS are held until the end. Artificial noise makers are prohibited and will be confiscated.

Rules of Conduct

Rules of conduct, processional 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.

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 being asked to take pictures from their seats. Members of the audience will not be permitted to be present in or near the senior section or stage area.

In addition, a professional photographer from Lifetouch will be taking pictures of each senior as the diploma is awarded. Photographs will be available to purchase online at www.events.lifetouch.com after the ceremony. The ceremony will be streamed live on the CCPS website and will be available for viewing for a limited time following graduation.

Distribution of Diplomas

You do NOT receive your actual diploma during the graduation ceremony, only the diploma cover for it. When you recess out at the end of the graduation ceremony, you will report back to the area where you assembled prior to graduation and will receive your graduation packet, which will include your diploma, certificates, and any other items. These will be arranged alphabetically. Only those graduates who have satisfied all of their obligations and conducted themselves appropriately during the ceremony will receive these materials.

Conclusion of Ceremony

Following the graduation ceremony-families should make a plan to meet their graduate at their vehicle or parking area. Graduates will be departing from the area where they will pick-up their diploma. Families will be departing from the gym.

Unanswered Questions

If you have any questions or concerns regarding senior activities, please call either Ms. Nappier or Mr. Lewis, Senior Class Advisors. If you have any questions or concerns related to graduation, please contact Ms. Troutman at KLTrout@carrollk12.org or 410-386-1673.

GRADUATION ETIQUETTE

Announcements and Name Cards

Obtaining name cards and announcements is the responsibility of the individual senior. Graduation announcements are not graduation tickets. Each person you intend to invite to graduation must be given a graduation ticket.

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. You should address the envelope yourself, using a pen with blue or black ink.
2. The outer envelope should carry the full mailing address. Do not abbreviate “Street” or “Road” or the state.
3. 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.
4. If children are included list them by name on the inner envelope, but not on the outer envelope, unless only one envelope is used.
5. If the announcement does not have a personal cardholder, insert your card in the announcement with its back to the announcement.
6. 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.
7. Insert the inner envelope in the outer with the flap of the inner envelope facing the address side of the outer envelope.
8. Seal the outer envelope neatly and send it by first class mail.
9. 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 acknowledgment 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 that you’ve 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 don’t pretend. Your thank you note should be handwritten.



HIGH SCHOOL
"Achieving Excellence Together"

Non-Participation in Graduation Ceremony

***READ THIS FORM BEFORE YOU SIGN IT.
ONLY COMPLETE AND RETURN IT IF YOU ARE NOT
PARTICIPATING IN GRADUATION.***

By signing this form, you are notifying the administration of Manchester Valley High School that you will not be participating in the graduation ceremony at McDaniel College on June 1, 2022. Please return to the Counseling Office by **May 6th**.

Student Name: _____

Student's Signature

Date

Parent/Guardian Signature

Date

Please read the form before signing.