

**GRADUATION GUIDE**  
**FOR PARENTS**  
**TROY HIGH SCHOOL**



**CLASS OF 2023**



Dear Parents:

We are quickly approaching the end of the year, which means it is time to plan for the Troy High School graduation. There are many details that go into this event, which can be overlooked with all of the excitement that comes with graduation.

Please use this booklet to provide answers to the most commonly asked questions by seniors and their parents. Review the material carefully and use it as a reference during your planning this spring.

All seniors must have completed all academic and other requirements including, but not limited to, end of course exams, community service, and paid all past fees and fines in order to participate in the Troy High School commencement on May 27, 2023.

**Please note: The Academic Assembly on Thursday, May 18th is invitation only and for students being recognized in some way for their academic achievement. Invitation letters will be mailed to families during the first week of May. If you receive a letter to this event, please RSVP to Mrs. Schreiber at Schreiber-C@Troy.K12.oh.us.**

**Please see page 3 of this guide for a complete list of important dates.**

We will make every effort to keep you informed of your senior's academic progress. We ask that you, in return, make every effort to be informed to help ensure that your senior successfully completes all academic requirements. Please contact your guidance counselor, Mr. Chuck Metz (A-F) at 332-6046, Mrs. Loren Evilsizor (G-O) at 332-6047, Mr. Aaron Gibbons (P-Z) at 332-6048 for additional information. You can also visit the Troy High School web site at [www.troy.k12.oh.us](http://www.troy.k12.oh.us). Choose "Troy High School" from the "Schools" options. On the Troy High School homepage, click on Guidance on the left side. Counselor contact information and graduation requirements can be found on this page.

I hope that you find this booklet helpful as you plan for what is certain to be a busy time for your family. As always, please feel free to contact the high school if you have any questions.

Go Trojans!

Dave Dilbone  
Principal

## MISCELLANEOUS

1. Seniors must provide their own transportation to the Farewell Assembly at the high school. Seniors will then walk to Hobart Arena for marching practice on **Tuesday, May 23**. There will be no driving to Hobart Arena after the Farewell Assembly. Marching practice is **required** of all seniors who want to march for graduation. School appropriate attire is required; spring dresses or pants suits for the ladies and dress shoes and socks, dress slacks, dress shirt and tie for the men. Students who need help in obtaining appropriate clothing should see Mr. Dilbone, Mr. Schultz or Mrs. Dedrick.
2. After graduation practice, students are not permitted back into the high school. Leave all personal items including book bags and purses at home.
3. Any senior who disrupts or contributes in any way to the disruption of normal school operation during the final days of the school year will be subject to disciplinary action including, but not limited to, being denied participation in commencement on May 27th. Any graduating senior participating in or contributing to inappropriate behavior during commencement will be promptly removed from the ceremony and will not receive their diploma.
4. Any graduate choosing not to participate in commencement should tell Mrs. Schreiber **as soon as possible** so seating arrangements for commencement can be finalized. Diplomas for students not attending commencement may be picked up at the high school on Tuesday, May 30. No diplomas will be issued before May 27th.
5. If you do not intend to keep your cap and gown you may give it to a staff member after graduation or bring it to the high school main office during regular school hours.
6. **Immunization Records.** A copy of each student's immunization record will be included in the diploma envelope received at graduation. THS only retains immunization records for one year after graduation.
7. **Computer Data After Graduation.** Student computer accounts will be available to non-returning students until about **June 30, 2023**. After this date, all such accounts and associated files/e-mails will be deleted forever. Graduates are encouraged to transfer their files/e-mails they want to keep off Troy's system onto their personal account by this time. For detailed instructions on how to perform this task, visit: <http://wiki.troy.k12.oh.us/x/VQBIAQ>.
8. **Chromebook.** Seniors are expected to turn in their Chromebook and original charger on their last academic day, which this year will be Friday, May 19. See page 8 of this guide for more information.

## COMMENCEMENT REQUIREMENTS

**ALL SENIORS MUST HAVE COMPLETED ALL ACADEMIC AND OTHER REQUIREMENTS INCLUDING, BUT NOT LIMITED TO, END OF COURSE EXAMS, COMPETENCY & READINESS REQUIREMENTS, COMMUNITY SERVICE, PAID ALL PAST FEES AND FINES, AND RETURNED CHROMEBOOK AND CHARGER IN ORDER TO PARTICIPATE IN THE TROY HIGH SCHOOL COMMENCEMENT.**

A student who fails a second semester class that is needed to fulfill a graduation requirement will not be permitted to participate in commencement, even if the credit can be made up in summer

school. Commencement is reserved only for those students who have successfully completed all coursework and other graduation requirements in order to walk in the graduation ceremony.

## CLASS OF 2023 GRADUATION REQUIREMENTS

English	4 Credits	Health	0.5 Credits
Science	3 Credits	Physical Education	0.5 Credits
Math	4 Credits	Fine Arts	2 Semesters (7-12)
Social Studies	3 Credits	Electives	6 Credits
<b>Total</b>			<b>21 Credits*</b>

\*In addition to obtaining 21 credits, students must pass all required end of course exams as well as meeting Competency and Readiness requirements as determined by the State of Ohio.

### Other Requirements:

1. Any senior having a fee to pay, book or chromebook and charger to return, or any other obligation **must have it cleared by 3:00 PM on Monday, May 22nd** in order to participate in commencement. **All fees paid after May 12th must be paid in cash, money order or by credit card using Payschools.**
2. Seniors wishing to participate in commencement **must attend** marching practice in its entirety. Marching practice will be held on **Tuesday, May 23rd** at approximately **8:30 AM at Hobart Arena.**
3. **Senior Community Service must be completed by Monday, May 22nd.** It must take place in the city of Troy and cannot be done during school hours. THS and fulltime CCP students must complete 10 hours of community service. UVCC, MVCTC, TOPS and CBIP students must complete 5 hours of community service. Please contact Mrs. Straughn in the main office with any questions about community service hours.

## IMPORTANT EVENTS

Wednesday, March 29	UVCC Senior Meeting – <i>Hartzell Lecture Hall</i>	9:00 AM
Wednesday, March 29	Senior Meeting – TAC	Trojan Time
Saturday, April 22	Prom -- <i>Dayton Art Institute</i>	8:00-11:00 PM
Thursday, May 18	Academic Assembly – Hobart Arena	7:00 PM
Thursday, May 18	Senior Finals	Periods 1-3-5-7
Friday, May 19	Senior Finals	Periods 2-4-6
Friday, May 19	Senior Locker Clean-out	Trojan Time
Friday, May 19	Last Academic Day for Seniors and Chromebook & Charger Collection	
Monday, May 22	No School for Seniors	
Monday, May 22	Senior Dinner	5:30 PM
Tuesday, May 23	Senior Farewell Assembly – meet in the auxiliary gym	7:40 AM
Tuesday, May 23	Marching Practice –Hobart Arena - after assembly	8:30 AM
Thursday, May 25	UVCC Convocation – Hobart Arena	7:00 PM
Saturday, May 27	Commencement – Hobart Arena	10:30 AM

**SENIOR ACTIVITIES**  
**These activities are for seniors only**

**Monday, May 22, 2023 – Senior Carry-In Dinner**

Each senior attending the Senior Dinner must bring one food dish to share. The food dish should serve at least 15 people. Students should bring the type of item listed below based on the first letter of their last name.

<b><u>STUDENTS WHOSE LAST NAME BEGINS WITH:</u></b>	<b><u>BRING TYPE OF ITEM LISTED BELOW</u></b>
A through C	Salad
D through I	Dessert
J through L	Breads
M through S	Meats/Casseroles
T through Z	Vegetables

**Tuesday, May 23, 2023 – Last Day for Seniors**

**Senior Farewell Assembly** Auditorium 7:40 AM  
(Meet in Aux Gym)

- Ladies wear school appropriate spring dress/pants suit (please leave your purse in your car)
- Men wear dress slacks, dress shirt and tie, and dress shoes & socks

**Marching Practice** Hobart Arena Following Assembly

- Required of all seniors who want to march for graduation
- (Walk to arena – NO DRIVING)

**\*\* MAKE SURE THAT ALL FINES & FEES HAVE BEEN PAID  
AND CHROMEBOOKS & CHARGERS HAVE BEEN RETURNED \*\***

**COMMENCEMENT INFORMATION**

1. Commencement will be held on Saturday, May 27, 2023 at Hobart Arena.
2. Commencement will begin promptly at 10:30 AM. Doors will be open to the public at 9:00 AM.
3. Graduates should arrive NO LATER than 9:45 AM and should BE IN MARCHING ORDER BY 10:15 AM. Information regarding marching lines, etc., will be given to the graduates at practice on May 23rd.
4. PARENTS: GRADUATES ONLY IN THE STAGING AREA.
5. The commencement ceremony will be live streamed via the WTHS youtube channel.

## THE CEREMONY

***THE TROY HIGH SCHOOL COMMENCEMENT WILL BE CONDUCTED WITH DIGNITY AND RESPECT. GRADUATES, PARENTS, AND GUESTS ARE REMINDED THAT COMMENCEMENT IS A CEREMONY, NOT A CELEBRATION.***

Participation in commencement is optional. Graduates wishing to participate in the ceremony must adhere to the following guidelines:

1. Males and females will wear caps and gowns.
2. Required dress code:  
Males: Dress shirt and tie, dark dress slacks, and dress shoes and socks  
Females: Spring dress or pants suit
3. Graduates will be seated and diplomas distributed in random order.
4. Men should remember to remove their caps during the Alma Mater and the National Anthem.
5. Tassels are worn on the right before you receive your diploma. After all seniors receive their diplomas and before the recessional, we will switch tassels to the left.
6. Please no chewing gum at graduation!
7. A reminder to all graduates, anyone participating or contributing to inappropriate behavior during the ceremony will be removed immediately!

## GRADUATION REMINDERS!!!

1. Caps, gowns, and announcements were ordered through Jostens in the fall and have been distributed.
2. If a cap and gown does not fit, seniors should contact Jostens at 552-9904 as soon as possible.
3. Any senior who has not yet ordered a cap and gown should do so no later than April 14. Information is available in the main office and guidance.
4. Only honor cords, honor tassels; and military cords may be worn on or around graduation attire. **The cap and gown may not be altered (except for fitting) in any other manner. Writing on or decorating of the cap is not permitted.**
5. It is strongly recommended that graduates do not bring purses or any other item to carry during the ceremony.

# GRADUATION SLIDESHOW/POWERPOINT

## ENTER TEXT

We ask that each student provide information for their individual slide. This information will be collected online. **Students may submit their text and images now by visiting: [troycityschools.org/slides](http://troycityschools.org/slides).** This link with directions will also be emailed to seniors and made available on our website. Students will have through Sunday, May 7th, to enter their information into the system. Students may use their school Chromebooks to enter their text, or home computer (so long as they are logged into their Troy student account). UVCC students will be able to use their UVCC login. All other students should contact: [gradmedia@troycityschools.org](mailto:gradmedia@troycityschools.org) to manually submit their contact information.

## SUBMIT YOUR OWN PHOTO

Once again, we are allowing seniors to submit their own image for their slide, if they so desire. Otherwise, we will use senior yearbook pictures from Speedshot Photography. Personal pictures will need to look professional, dignified, and meet minimum size/quality requirements, or their yearbook photo will be used instead. The decision to use an uploaded picture will be at the sole discretion of the Slide Staff and/or Mr. Dilbone. A student without an uploaded picture or one from Speedshot may have the Trojan crest in its place. Some details are provided below, with full detail being provided on the submission site.

At the same time, students will be able to submit images for the Baby Picture Video. They may submit one senior photo and one baby picture. The senior photo does not need to be the same as the graduation slide photo, and if a senior photo is not submitted, their yearbook photo will be used. Participation in the baby video is voluntary and not required to do a graduation slide.

## OTHER INFO

A week before graduation students will be able to preview their slide via a Google Drive invite. After May 7<sup>th</sup>, text changes will only be accepted electronically via a THS staff member, or in-person at the arena immediately following graduation practice.

Students should take this procedure seriously, since it will reflect on themselves, their family, and Troy High School during the graduation.

## SLIDESHOW INTAKE AND REQUIREMENTS

Each student will enter their accomplishment info for their slide into a form on the school website. To help students prepare, the following criteria will apply:

- **Limited to 6 lines, with 25 characters per line, but no more than 125 characters total (including spaces).**

Example:

(Line 1) President of

(Line 2) Math Club

(Line 3) Ohio State

(Line 4) University

(Line 5) Troy Foundation

(Line 6) Scholarship





found by going to the High School webpage, clicking on Class Pages on the top menu, and choosing Class of 2023.

## **SENIOR CHROMEBOOKS**

Seniors are expected to turn in their Chromebook and original charger on their last academic day, which this year will be Friday, May 19. Exact drop-off procedures will be supplied to students prior to the 19<sup>th</sup>. If a student is absent that day, they should turn them in as soon as possible to the main office. A fine may be assessed on May 22, but will be removed once turned in. Seniors taking AP Exams the week of the 23<sup>rd</sup> will turn theirs in following their last test.

Please remove all cases, covers, USB adaptors, stickers, and other personal material from the Chromebook. If you do not believe you can safely do this, turn it in as is and we will do this for you. In such a case, you may not get items back and fines may apply if it takes an extensive amount of time to restore.

### **Chromebook Fines**

Chromebooks will be evaluated for any damages that warrant a fine, and these fines will be assessed at the time of drop-off. Any Chromebook NOT turned in by May 19, without a pre-approved reason to keep it longer, will be assessed a \$200 lost Chromebook fine. Any Chromebook not turned in with the original charger may be assessed a \$20 lost charger fine (chargers have labels that match the Chromebook). Both fines may be removed when turned back in. For a complete list of fines, visit: [troycityschools.org/cbfines](https://troycityschools.org/cbfines)

## **COMPUTER DATA AFTER GRADUATION**

Student computer accounts will be available to non-returning students until about June 30, 2023. After this date, all such accounts and associated files/e-mails will be deleted forever. Graduates are encouraged to transfer any files/emails they want to keep off Troy's system onto their personal account by this time. For detailed instructions on how to perform this task, visit: [troycityschools.org/takeout](https://troycityschools.org/takeout).