

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



**CLASS OF 2019**

Dear Parents:

We are quickly approaching the end of the year, which means graduation is coming up quickly. 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.

Candidates for graduation must complete all academic requirements and community service, pay all outstanding fees, and pass all parts of the Ohio Graduation Test in order to participate in **commencement on Saturday, May 25, 2019.**

**Important dates to keep in mind:**

**May 22<sup>nd</sup> – Senior finals**

**May 23<sup>rd</sup> – Senior finals**

**May 24<sup>th</sup> – Farewell Assembly and Graduation Practice**

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 insure 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, or Mr. Paul Delwiche at 332-6049 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 "School News" and choose the article titled "Graduation 2019".

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.

Sincerely,

Dave Dilbone  
Principal

## MISCELLANEOUS

1. Seniors must provide their own transportation to the Farewell Assembly at the high school. Seniors will then walk to the arena for commencement rehearsal on Friday, May 24th. 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 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 25th. 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 let his/her counselor know by May 6th, 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 28th. No diplomas will be issued before May 25th.
5. If you do not intend to keep the 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, 2019. 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 of 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>.

## COMMENCEMENT REQUIREMENTS

**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.**

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 course work. Students must have passed all End of Course Exams in order to walk in the graduation ceremony.

## CLASS OF 2019 GRADUATION REQUIREMENTS

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

### Other Requirements:

1. Any senior having a fee to pay, book to return, or any other obligation **must have it cleared by 3:00 PM on Wednesday May 22<sup>nd</sup>**, in order to participate in commencement. **All fees paid after May 1<sup>st</sup> must be paid in cash, money order or by credit card using EZ Pay.**
2. Seniors wishing to participate in commencement **must attend** rehearsal in its entirety. Rehearsal will be held on **Friday, May 24<sup>th</sup>** at approximately **9:00 AM at Hobart Arena.**
3. **Senior Community Service must be completed by Monday, May 20<sup>th</sup>.** 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 and MVCTC students must complete 5 hours of community service.

## IMPORTANT EVENTS

Wednesday, April 10	Chicken Dinner – <i>Commons</i>	3:30–7:00 PM
Saturday, April 13	Prom – <i>Dayton Art Institute</i>	8:00 – 11:00 PM
Tuesday, May 7	Senior Meeting -- <i>Auditorium</i>	8:20 AM
Wednesday, May 8	UVCC Senior Meeting – <i>Hartzell Lecture Hall</i>	9:00 AM
Tuesday, May 21	Awards Assembly – <i>Hobart Arena</i>	7:00 PM
Wednesday, May 22	Senior Finals	Periods 1-3-5-7
Thursday, May 23	Senior Finals	Periods 2-4-6
Thursday, May 23	Senior Locker Clean-out	7:55 AM
Thursday, May 23	Senior Dinner – <i>Cafeteria</i>	5:30 PM
Friday, May 24	Last Day of Classes for Seniors	
Friday, May 24	Senior Farewell Assembly – <i>meet in the auxiliary gym</i>	7:40 AM
Friday, May 24	Marching Practice – <i>Hobart Arena – following assembly</i>	9:00 AM
Saturday, May 25	Commencement	10:30 AM

**SENIOR ACTIVITIES**  
**These Activities Are For Seniors Only**

**Thursday, May 23, 2019 – 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

**Friday May 24, 2019 – Last Day for Seniors**

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

\*Ladies wear school appropriate spring dresses (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 \*\*\*\***

**COMMENCEMENT INFORMATION**

1. Commencement will be held on Saturday, May 25<sup>th</sup>, 2019 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 24<sup>th</sup>.
4. PARENTS PLEASE: GRADUATES ONLY IN THE STAGING AREA.
5. Special seating will be available for guests with physical limitations. Please call by May 22, 2019 for any special requests.
6. Parents: No reserving more than 5 seats. Please be considerate of others during this event to honor your graduate.

## 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 dresses
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 in the fall and were distributed at the high school on February, 27<sup>th</sup>. UVCC students will pick up their items at the Career Center on Friday, March 22<sup>nd</sup>. Only cash or money orders will be accepted.
2. If a cap and gown does not fit, seniors should contact Jostens, Inc. 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 15<sup>th</sup>. 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 POWERPOINT SHOW

### The Graduation Slide Show

Each student will need to provide information for their individual slide to be displayed as they walk across the stage. This information will be collected during Senior English classes Friday, May 3.

UVCC students should get an invite in their UVCC Gmail account between May 1<sup>st</sup>-6<sup>th</sup> to submit their text electronically (more info will follow). All other students, including College Credit Plus students, should make time to come to the library at THS on May 3<sup>rd</sup> between 7:45 a.m. – 3:30 p.m. Students will be able to make up the intake process, or make changes to their text, on their own time through Wednesday, May 15<sup>th</sup> in the THS Library (during open hours). If a student cannot make it to THS, or check their UVCC account, during these dates, please contact the main office at THS prior to May 15<sup>th</sup>.

This year, we will use senior yearbook pictures from Speedshot Photography. The deadline to have a slideshow picture for the graduation slide taken by Speedshot has past. Mr. Owen will take pictures in his room (THS 105) for the slideshow only until May 15<sup>th</sup>. A student without a picture from Speedshot or Mr. Owen will have the Trojan crest in its place.

Speedshot will be photographing the graduation ceremony and each graduate as they walk across the stage. Those images may be purchased from the website: [www.speedshotphoto.com](http://www.speedshotphoto.com). A week before graduation students will be able to preview their slide via a Google Drive invite. After May 15<sup>th</sup> changes will only be accepted electronically via a THS staff member or immediately after graduation practice at the arena.

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

### **Slide Show Intake and Requirements:**

At the time they come to the computer lab, each student will enter the accomplishment info for their slide into a computer. Students should know what they want to have on their slide before coming to the lab. The criteria is:

- **Limited to 6 lines, with 25 characters per line, 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

- **The following are suggestions for content:**

Clubs and positions held while at THS

Sports and awards won

Academic awards

Scholarships or grants received

Schools or colleges attending after high school

Military plans after high school

Special thank yous to family, staff, or mentors

- **The following items are NOT appropriate comments:**

- Quotes

Comments not directed toward academic pursuits or accomplishments

Anything that is lewd or contains vulgar language.

Anything that violates policies set forth in the Student Code of Conduct or Troy School District's policies.

**Use the following form to organize your information.**

**NAME** \_\_\_\_\_  
**LINE 1** \_\_\_\_\_  
**LINE 2** \_\_\_\_\_  
**LINE 3** \_\_\_\_\_  
**LINE 4** \_\_\_\_\_  
**LINE 5** \_\_\_\_\_  
**LINE 6** \_\_\_\_\_

### **Graduation Media**

All graduation media will be posted on the Troy City Schools website. Graduates, family and friends will have free access to Commencement, farewell assembly and senior dinner speakers, senior superlatives, senior memories and the graduation slide show. Directions for access to the media will be posted on the TCS website soon after graduation.