

Class of 2014

Charles F. Brush High School



*Senior Class Important Information
Booklet*

Charles F. Brush High School

4875 Glenlyn Rd.

Lyndhurst, Ohio 44124

Mr. Kenya L. Harrington, Principal

November 2013

(Revised January 14, 2014)

Dear Senior Students, Parents & Guardians,

Congratulations to you and your family as we embark on the final chapter in your success here at Brush. This booklet has been developed in order for you to have important information at your fingertips. ***Many events are scheduled throughout the course of the 2013-2014 School Year involving Seniors. PLEASE POST THIS INFORMATION IN A CONVENIENT PLACE AND SAVE FOR REFERENCE.*** This information is also given in an attempt to answer the many questions that arise each year concerning senior activities.

NOVEMBER 2013

- ***Review the Graduation Commitment***
- ***Return your Name Verification sheet to Mrs. Sanford by Thursday, December 12, 2013***

Graduation Commitment

All Candidates for June 5, 2014 Commencement Ceremony

Our expectation is that every senior will participate in the commencement ceremony on Thursday, June 5, 2014, at 6:30 p.m. at the Palace Theater. The commencement exercise is a traditional, dignified ceremony that is a special event for the participants, their families and friends. The entire school community recognizes the event as the culmination of 13 years of education. We at Brush High School believe that graduation is a right and that participating in the commencement exercise is a privilege. In order to participate in the graduation ceremony all requirements for a graduation diploma needs to be completed by, Friday, May 16, 2014. **The requirements for graduation are as follows:**

- **20 units of credit:**

4 Units.....Language Arts	3 Units..... Social Studies
4 Units..... Mathematics	.50 Units..... Health
3 Units.....Science	.50 Units..... Physical Education
5 Units..... Electives (<u>Electives</u> - All students must earn: 5 credits. Credits must include at least one unit or two (.50) units of Business, Technology, Fine Arts, and/or World Language. Colleges will require 1 full unit in fine arts. All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at <u>LEAST TWO SEMESTERS OF FINE ARTS TAKEN ANY TIME IN GRADES 9-12.</u> Students following a career-technical pathway are exempted from the fine arts requirement.)	
- **Passing all 5 parts of the 10th Grade Ohio Graduation Test**
- **All student fees paid in full**

Any student who completes the above graduation requirements before May 16, 2014, will have earned the privilege of participating in the commencement exercise on June 5, 2014. Students unable to complete the above graduation requirements by May 16, 2014, will not participate in the commencement exercises. Students who complete the graduation requirements after June 1, 2014, but before August 15, 2014 will receive a Brush High School diploma dated August 15, 2014. These rules are necessary to enable the administration to prepare a dignified ceremony for all students.

Signed Commitment & Diploma Information

IF YOU MISSED THE December DEADLINE PLEASE COMPLETE THIS FORM BY FRIDAY
****JANUARY 24TH****

Please return this page to Mrs. Sanford in the Principal's Office, by Thursday, December 12, 2013.
Each senior is required to sign and return the commitment below to Mrs.
Sanford in the Principal's Office by Thursday, December 12, 2013

I agree to adhere to the following rules and agreements. I understand that failure to abide by the rules and agreements will result in being denied the opportunity to participate in the 2014 graduation ceremony.

- Adherence to the 2013-2014 Brush High School Code of Conduct & the Brush High School attendance policy
- Mandatory attendance at commencement rehearsal on Thursday, June 5, 2014. All students must ride the school buses to and from the rehearsal and to the graduation ceremony
- The designated school cap and gown must be ordered and worn for the graduation ceremony
- Only cords, sashes and flowers designated by the school may be worn or carried

Student's Signature

Parent/Guardian Signature

Date

Diploma Information

Your high school diploma is a legal document which you will keep for the rest of your life. Therefore it *must include your legal name, including your middle name OR your middle initial. **NO NICKNAMES.*** Please fill out the bottom of this form indicating your full legal name as it will appear on your diploma being careful to indicate capitals, accents, Jr. where required. PLEASE PRINT CLEARLY

My Legal Name is:

First Name: _____

Middle Name or Initial: _____

Last Name: _____

Jr./III, etc: _____

If this sheet is not returned by Thursday, December 12, 2013, your name will appear on your diploma as it does in our computer database.

Please BE ADVISED, Your name will be read at Commencement as it appears on your diploma.

November 21st Financial Aid Night will be held at 6:00 pm in the PAC. We will have another Financial Aid Night on January 28, 2014.

Scholarships and College Visits:

Throughout the year pay close attention to announcements and read your email from Ms. Pestello, your Guidance Counselor. If you have any concerns please stop and see or email Ms. Pestello for assistance at Pestelloc@sel.k12.oh.us .

DECEMBER 2013

December 12th is the deadline for the Signed Commitment and Diploma Information Sheet. Please return your signed form to Mrs. Sanford in the Principal's Office.

JANUARY 2014

January 10th – January 16th First Semester Final Exams

January 22nd Senior Assembly - 1st Period (8:10 a.m.) in the Performing Arts Center. Important information for ALL seniors. Graduation orientation, measuring for cap & gown and graduation announcements and souvenir packets distributed. **Vocational students must attend.**

****NEW DATE-January 24th** Senior Project Introduction to all Senior Social Studies Classes.

January 28, 2014 Financial Aid Night will be held at 6:00 pm in the Library.

January 30th CAP, GOWN & MEDALLION (\$32.00) AND GRADUATION ANNOUNCEMENTS
(Final cost will depend on your order.)

Orders are taken by our Herff Jones, Representatives in the Cafeteria Commons during lunch periods - **9:58 a.m. to 1:02 p.m.** The cost of the Cap & Gown is \$32.00 and will be paid directly to Herff Jones.

Cap and gown purchase is refundable.

Cap & Gown and graduation announcement orders will be taken at **ArcTech. from 9:00 – 9:45 a.m. & 1:15 – 1:45 p.m.**

FEBRUARY 2014

February 6th CAP, GOWN & MEDALLION (\$32.00) AND GRADUATION ANNOUNCEMENTS
(Final cost will depend on your order.)

Orders are taken by our Herff Jones Representatives in the Cafeteria Commons during lunch periods - **9:58 a.m. to 1:02 p.m.** The cost of the Cap & Gown is \$32.00 and will be paid directly to Herff Jones.

Cap and gown purchase is refundable.

Cap & Gown and graduation announcement orders will be taken at **ArcTech. from 9:00 – 9:45 a.m. & 1:15 – 1:45 p.m.**

Feb. 28th ***Deadline for Senior Project Applications*** If you find difficulty in meeting this deadline please give Mr. Komperda, A-Wing Assistant Principal advance notification and he will advise you and make the appropriate accommodations.

Feb. 18th - 28th Sign-up for commencement speakers with Mrs. Pruitt-Sorrells

MARCH 2014

March 18th Preliminary graduation speeches are due. Return to Mrs. Pruitte-Sorrells

March & April Formal interviews for Senior Project applicants

APRIL 2014

April 17th

Senior Class Meeting, 8:05 a.m., PAC Seniors will be advised of all of the important responsibilities that are required to participate in the June 5th Commencement. They will also be advised that they may sign up for additional/extra tickets for the Commencement as of this date. (More information regarding ticket on the pages to come as you continue to read the booklet.)

April 25th Senior Send-Off & Pep Assembly

April 25th Senior Project Students - Locker Clean Out

- Locker clean-out for Seniors going on Senior Project.
- Turn in books to your teachers as you attend class.

At 2:55 p.m. turn in lock, parking tag and sign-out sheet in the cafeteria commons. Students on early release may turn in items at 2:00 p.m.

April 28th & April 29th

Students on Senior Project must pick up a Senior Project sign-out form from the Guidance Office for teachers to sign and record your grade.

MAY 2014

April 28th - May 21st

- **SENIOR PROJECT Begins April 28th for Seniors who have applied and qualify and will continue through May 21st**

May 9th - May 14th AP Testing

Students participating in Advance Placement classes are eligible to be tested during this week. The Guidance Office will provide more information as we approach these dates.

May 12th -May 16th Second Semester Senior Final Exams

May 14th Senior Awards Program by invitation only

May 15th - 16th Locker clean-out for remaining Seniors

May 16st THE LAST DAY FOR SENIORS

Senior Finals end on Friday, May 16th; therefore this is the last day for seniors!! Seniors should exemplify positive and young adult behavior in the days that lead up to the June 5th Commencement. Any Senior involved in acts of vandalism or unacceptable behavior will forfeit their privilege to participate in commencement exercise. We have the utmost confidence that the Class of 2014 will conclude their senior year in a mature and cooperative manner.

May 16th

GRADUATION REQUIREMENT DEADLINE

All graduation requirements including OGT Testing and Twilight School **must be completed** by May 16th to participate in Commencement exercises.

May 16th

STUDENT FEES

Student Fees for Seniors are **due to be paid no later than May 16th**. We will not be permitted to accept payment by personal check after May 1st. **(No Personal Checks after 5/1/2014) Please be advised, any senior with an outstanding balance for fees as of May 16th will not be permitted to participate in the Commencement exercise and will not be permitted to pick up their Cap and Gown or Tickets.**

May 20th - & May 21st

2013-2014 YEARBOOKS WILL BE AVAILABLE IN MAY!

Yearbook distribution will occur on Tuesday, May 20th and Wednesday, May 21st in the Welser Hallway. Yearbooks will be available for all students who ordered them before and after school on both days, and for seniors during cap and gown pickup times. Extra yearbooks will be available for \$60.00

May 20th

***CAP & GOWN – GRADUATION TICKET PICK UP**

Pick up cap and gown and graduation tickets (**4 tickets per student**) in Welser Gym Hallway, 9:30 a.m. – 11:00 a.m. and 2:00 – 3:00 p.m. NO pickup of cap and gown or tickets between 11:00 a.m. and 2:00 p.m. Cap & gown and graduation tickets will be issued to the student and/or their parent only. All graduation requirements must be met and all fees paid to receive graduation tickets. After receiving cap & gown and graduation tickets on Tuesday, May 20th seniors are will be kindly asked to immediately exit from the Welser Gym Doors.

HONOR CORDS

Honor Cords will be issued with the cap & gown to students who are members of the National Honor Society, National Technical Honor Society, MAC Scholars, MAC Diamonds, Honor Roll, Merit Roll, and AVID. **STOLES** will be issued to the senior class officers and student congress officers. Only students belonging to the above designated groups will be permitted to wear cords/stoles with their gowns for the graduation ceremony.

May 21st

SENIOR PROJECT SYMPOSIUM

Senior Project Symposium will be held at 7:00 p.m. in the PAC. The pick-up of cap, gown and graduation tickets for Senior Project Students will take place in Welser Hallway from 5:30 p.m. to 6:45 p.m.

May 20st and May 21nd

***TICKETS**

Tickets are reserved with assigned seating and will be distributed at the same time as the cap and gown. Admission is by ticket only. Each senior will be given a total of **four (4) tickets**. **If any extra tickets are available**, each senior may purchase up to 2 additional tickets at \$5.00 each. **On or after Monday, April 7** you may call Mrs. Chandler in the Main Office at 216 691-2080 to put your name on a list for possible additional tickets or sign-up with her in the General Office. The deadline for Extra Tickets will be paid for when tickets are picked up. If you do not need all four tickets, please return the extras to Mr. Harrington's office. **If there is a question as to whether a student will graduate or if the student has outstanding fees, tickets will be withheld until exams have been completed and all fees have been paid.**

SENIOR PROM & AFTER PROM ACTIVITIES

May 23rd

SENIOR PROM will be held at **Landerhaven, Friday, May 23, 2013.** The prom package consists of a prom dinner ticket and an after prom ticket. Cost: is approximately \$120.00/couple or \$60.00/single. Picture packages and Cedar Point tickets are optional and can be purchased with the prom package. **Prom Pictures** Cost is approximately \$36.00 or \$45.00 depending on package. **Dinner/Dancing** 6:00 p.m. to 11:00 p.m. Dinner will be served at 7:30 p.m. This activity is sponsored by the senior class and faculty of Brush High School.

May 24th

AFTER PROM will be held at Brush High's Welser Gym from 12:00 a.m. – 3:00 a.m. on May 24, 2013. **After Prom is sponsored** by the PTSA. There will also be dancing, food & refreshments available. **Students may enter Welser Gym between 12:00 and 1:00 a.m. only and once they are there they must stay.** All students need to exit the building by 3:00 a.m.

May 25th

CEDAR POINT

Cedar Point tickets for Sunday, May 25, 2014, will be available to purchase when purchasing prom tickets. They are approximately \$35.00 each and are not included in the prom ticket package. **This is not a school sponsored event.**

Prom weekend should be a time of joy and happiness. Let's do everything in our power to encourage behavior that will contribute to a safe and healthful weekend for all our students.

PARENTAL RESPONSIBILITY

All pre and post prom activity decisions and curfews are at the discretion of the parents and their students. Social affairs before and after the dance are the responsibility of those parents who are entertaining. Parents should actively chaperone all parties and provide strong guidelines for guests to follow. Alcohol and other illegal substances should be prohibited. We are asking all parents to make it their business to say "NO" to behavior that is unsuitable for young people.

JUNE 2014

Thursday, June 5, 2014
COMMENCEMENT DAY

DRESS

It is not necessary to wear caps and gowns to rehearsal. Students are to arrive the evening of commencement in full academic dress. Men will be wearing gold caps and gowns and women will be wearing white caps and gowns. Sunglasses are not permitted. Nothing extra may be carried or worn.

Dress for Men: Men are to wear white shirts with conventional collars, plain colored dark tie (no bow ties), plain dark socks, dark shoes, plain dark dress slacks.

Dress for Ladies: Ladies are to wear white or light colored dresses and white dress shoes. Be aware that dark colors and printed fabrics will show through your white gown. Please wear medium to low heels since there are several steps to walk down off the stage. The only flowers permitted to be carried or worn during the ceremony are those provided by the school. Do not bring any purses or cameras.

HANDICAPPED SEATING

Special sections will be provided for handicapped (wheelchair) seating. An attendant will be available to assist you with seating. **Please inform Mrs. Sanford (216 691-2068) by Thursday, May 15th if wheelchair seating is needed** and arrangements will be made. It is not necessary to arrive early as all seats are reserved. All handicapped ticket requests will be counted in your ticket allocation of **4 tickets.**

COMMENCEMENT DAY ITINERARY

June 5th **GRADUATION REHEARSAL June 5th (8:30 a.m. – 12:30 p.m.)**
Report to Welser Gym Hallway @ 8:30 a.m. – BE ON TIME!

Students participating in commencement *must* attend the rehearsal. **NO EXCEPTIONS!!!** Busing will be provided to and from Brush for the rehearsal. Students do not need to wear their caps & gowns for rehearsal. The buses will return from the Palace Theatre to the high school at approximately 12:30 p.m.

COMMENCEMENT TRANSPORTATION

June 5th - Report to Brush @ 4:45 p.m.

ALL Graduates must ride the bus. No Exceptions!!! Students must be at Brush at 4:45 p.m. to board the buses at Welser parking lot. All Graduates must ride the bus to the Palace and may arrange for their own transportation home. If transportation is needed back to Brush it will be provided. Students should report for the bus dressed in their caps and gowns. NO Exceptions!!!

STUDENTS SHOULD COME DRESSED IN FULL REGALIA WHEN THEY BOARD THE BUSES AT 4:45 P.M.

COMMENCEMENT

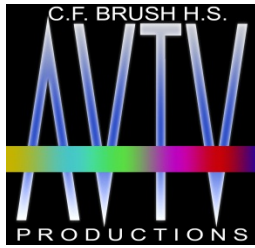
Thursday, June 5th at 6:30 p.m. at The Palace Theatre

Commencement will be held at the Palace Theatre, 1615 Euclid Avenue, Cleveland, Ohio. The Palace Theatre is one of the treasures of Playhouse Square. Its elegance will add to the dignity of our commencement ceremony and help make it a memorable occasion for all. The doors will open at 6:00 p.m. It is not necessary to arrive early as all seats are reserved and are by ticket only.

The faculty and administrative staff of Brush High School have spent many hours preparing a commencement program that is worthy of the Class of 2014, their parents and the school community. Let's maintain the dignity of the program by refraining from individually recognizing graduates. Let's make the 2014 Commencement the best in the history of Brush High School. It should be understood that all rules of school behavior apply at graduation. If you would like to order a copy of this momentous occasion on DVD, please find attached the Video Production Order Form.

PARKING

There is ample parking available at the Playhouse Square parking garage off Chester Avenue. Additional parking is available in the area. Please note that there is a fee for all parking in the area. There may be other special events taking place downtown that evening, so please allow extra time for driving and parking.



Video Production Order Form

Charles F. Brush High School Audio-Visual Department

Phone: (216) 691-2086

“Commencement 2014”

Production Name: Commencement 2014 Month: June Year: 2014

Personal Information:

Name: _____

Phone Number (Daytime): _____

Phone Number (Evening): _____

Address: _____

City: _____ ZIP: _____

Number of Copies:

Subtotal:

VHS: _____ X \$10.00 Per Copy \$ _____

DVD-R: _____ X \$10.00 Per Copy \$ _____

Total: \$ _____

Method of Payment:

Check (Make all checks payable to **Brush High School**)

Check # _____

Cash

Money Order

**Drop off Completed forms with payment to the Brush Audio Visual Office.
Orders will not be processed until payment is received.**

***South Euclid-Lyndhurst School
Administrative Staff***

Mrs. Linda N. Reid, Superintendent
Mr. Paul Pestello, Treasurer
Dr. Veronica Motley, Assistant Superintendent
Mrs. Jennifer Moles, Director of Special Education
Mrs. Melissa Thompson, Director of Pupil Services
Mr. Greg Pollock, Director of Human Resources
Mr. Dana Stearns, Director of Business Affairs
Mr. Chad Welker, Director of Communications and Information Systems

***Charles F. Brush High School
Administrative Staff***

Mr. Kenya L. Harrington, Principal
Ms. Andrea Walker, Asst. Principal, Student Affairs Grade 9
Mrs. Lorraine Freeman Fuller, Asst. Principal, Student Affairs Grade 10
Mrs. Audrey Walker, Asst. Principal, Student Affairs Grade 11
Mr. Joseph Komperda, Asst. Principal, Student Affairs Grade 12

Board of Education

Mrs. Lisa Marko, President
Mrs. Cassandra, Vice President
Mr. Ori Akrish
Mrs. Stefanie Rhine
Mrs. Alfreda Wynne