

St. Bernard-Elmwood Place Junior/Senior High School

• Home of the Titans •

4615 Tower Avenue
St. Bernard, Ohio 45217

Phone (513) 482-7100
Fax (513) 641-4878

Robert A. Reynolds
Principal

Adam Raby
Dean of Students

April 5, 2018

Dear SBEP Parent or Guardian:

We are excited that your senior is a *candidate* for graduation. With seven weeks until the graduation ceremony, we want to convey to you some important end-of-year information.

- **Your senior still has academic requirements in his or her classes through the week of May 14th.** Each student should know what requirements he or she has for each course, including any online classes a student might be taking. If you have any questions regarding your student's academic responsibilities, please contact our school counselor, Ms. Kelly Wiedmeyer, at 513-482-7107 or by email at kwiedmeyer@sbepschools.org.
- **Upcoming Senior Events-** Here is a calendar of the important dates and activities between now and the end of the year for the Class of 2018.
 - **April 5th Senior Graduation Announcements** delivery
 - **April 13th Senior Class Slide Show Pictures** due
 - **April 28th Prom at the Radisson Riverfront** from 7:00 – 10:00 p.m.
 - **May 4th Titan Top Ten Reception** at 2:15 p.m.
 - **May 10th Playhouse in the Park for seniors in Mr. Radtke's LA classes**
 - **May 18th Last full day for seniors**
 - **May 18th Seniors & Staff Breakfast; Seniors vs. Staff Basketball Game**
 - **May 22nd Black and Gold Awards** at 7:00 p.m.
 - **May 23rd Senior Class Slide Show** at 9:00 a.m. in the Auditorium
Seniors and their families are invited to attend.
 - **May 23rd Mandatory Graduation Rehearsal** at 10:00 a.m. in the Gymnasium
Seniors must attend the entire rehearsal if they want to participate in the graduation ceremony.
 - **May 23rd Senior Class Luncheon** for graduates only at 11:30 a.m. at the St. Bernard Municipal Building, following the mandatory rehearsal.
 - **May 24th Class of 2018 Graduation Ceremony** at 7:30 p.m. in the Gymnasium
- **Graduation Ceremony Reminders:**
 - **Graduates must arrive by 6:00 p.m.** and should report to the staging area (the high school lobby) on the evening of graduation.

- **Graduates must wear the cap and gown prescribed by the school. Caps are not to be decorated.** Graduates should have ordered these by this time. Parents or students can contact Graduate Services at 513-272-5890 with questions regarding caps and gowns.
 - **Required dress at graduation:**
 - Males: dress shirt with tie, dress pants, dark socks, and dark dress shoes (jeans, shorts, and gym shoes are NOT permitted.)
 - Females: a dress or *nice* dress pants and top worn under the gown; dress shoes or dress sandals (jeans, yoga pants, shorts, capris, flip-flops, and gym shoes are NOT permitted.)
 - Graduates are NOT permitted to carry anything into the ceremony (including purses, cameras, and phones).
- **Graduation Tickets:**
 - Each graduate will receive **12 tickets** for friends and family to attend graduation: **at least 4 tickets will be for floor seating** and **at least 7 tickets will be for bleacher seating.** Graduates who do not need all 12 tickets are asked to return the extra tickets for redistribution.
 - Numerous adult ushers will be present at graduation to assist friends and families to the correct seats. Floor seating is limited. We want to be fair to all graduates, so please sit in the appropriate section for which you have tickets.
 - **Students will receive their tickets at the end of the Mandatory Graduation Rehearsal on May 23rd, provided a parent has submitted the signed acknowledgement form.**
 - **PLEASE NOTE: Graduation is a proud and dignified moment for our entire school and community. Appropriate behavior is an important expectation for family and friends in the audience. Air horns, whistles, screams, and other inappropriate noises are not acceptable for our graduation ceremony. Let us keep the focus and attention on the entire class of deserving graduates and show our pride in their accomplishments in an enthusiastic, yet dignified, manner.**
 - All school fees and fines must be paid in full, text books and library materials returned, and athletics uniforms/equipment turned in; all other obligations must be fulfilled prior to graduation.

If you have questions regarding graduation, please contact Mr. Mike Radtke, senior class advisor, at the high school: 513-482-7100, extension 246, or mradtke@sbepschools.org.

In order to ensure tickets for our graduation ceremony, please sign and return the enclosed form, indicating you have read this information.

Sincerely,

Robert A. Reynolds,
Principal-St. Bernard-Elmwood Place Jr./Sr. High School
513-482-7100
rreynolds@sbepschools.org

Please sign and return the attached form to Advisory by Friday, April 13, 2018.

“Where all students are challenged to learn and inspired to dream”

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Graduation Letter receipt

Student's Name (printed) _____

I acknowledge that I have received and read the attached letter regarding graduation at St. Bernard-Elmwood Place High School and that I understand the contents:

(parent's name printed)

(parent's signature)

(date)

(best contact phone number)

Thank you.