

# BETHESDA-CHEVY CHASE HIGH SCHOOL

*An International Baccalaureate World School*

4301 East-West Highway ~ Bethesda, Maryland 20814

240.740.0407



Greetings B-CC Seniors and Families,

This packet provides important information on graduation, graduation rehearsal, prom, after prom party, and student expectations at school and all school sponsored events leading to graduation. This document is also posted on the B-CC Website to make it easier to use the various electronic links given in the document. There will be a senior parent meeting on **Thursday, April 4<sup>th</sup> at 7:00 PM** in the auditorium for more information and a chance for parents to ask questions regarding these upcoming events.

Please contact Mrs. Linda Schaus [Linda\\_M\\_Schaus@mcpsmd.org](mailto:Linda_M_Schaus@mcpsmd.org) with any questions regarding graduation and Christine Smithson [Christine\\_Smithson@mcpsmd.org](mailto:Christine_Smithson@mcpsmd.org) for questions regarding Prom. The easiest way to contact these staff members is through email. Below we have summarized important dates and events.

## Summary of Dates & Deadlines

NOW	If you have not already done so, you need to order your cap & gown. Go to <a href="http://www.highschool.herffjones.com">www.highschool.herffjones.com</a> right away!
April 4, 2019	Parent Meeting in the Auditorium at 7:00 PM to discuss Prom, After Prom, and Graduation
April 5, 2019	Deadline for submitting SSL hours to earn the Certificate of Meritorious Service for 260 SSL Hours.
April 22, 2019	Online sale of Prom tickets begins and will continue through May 5, 2019.
April 26, 2019	Last day to make bus reservations for transportation to graduation.
May 6, 2019	Deadline for submitting SSL hours towards meeting the Maryland State graduation requirement.  Prom tickets can be purchased in school starting this day and will continue through May 9 <sup>th</sup> .
May 10, 2019	Prom at The Fillmore in Downtown Silver Spring from 8:00 PM to Midnight.
May 11, 2019	After Prom at Dave & Busters in Silver Spring from 12:00 AM to 5:00 AM.
May 15, 2019	Last day for Senior to pay all financial obligations. Cap & Gown and graduation tickets will not be distributed to any senior with a financial obligation.
May 24, 2019	Last school day for Seniors.  Last day to request additional graduation tickets.
May 29, 2019	Senior Breakfast and Distribution of Cap, Gown, Tassels, and Graduation Tickets at 8:00 AM to 9:30 AM in the cafeteria. Graduation rehearsal at 9:30 AM to 1:00 PM in main gym.
May 30, 2019	Graduation at DAR Constitution Hall at 10:00 AM to 11:45 AM.
May 31, 2019	Last day to order a flash drive of the graduation ceremony.

# B-CC 2019 Graduation

## Location

DAR Constitution Hall  
1776 D St. NW, Washington, DC 20006

## Date & Time

Graduation is **Thursday, May 30, at 10:00 a.m.** Students should arrive at DAR **no later than 8:45 a.m.** The doors will open to the public at **9:15 a.m.** The ceremony is expected to end by **11:45 a.m.** At the rehearsal, students will be assigned to report to DAR's C Street lobby door or the D Street lobby door. Guests will be admitted by ticket only at the main entrance on 18<sup>th</sup> Street. Persons with disabilities should enter at the D Street lobby entrance.

**WARNING:** The doors to DAR will close promptly five minutes before the processional begins at **9:55 a.m.** The doors will not reopen until after the graduates are seated around **10:15 a.m.**, so please encourage your guests to arrive on time.

## Tickets

Admission to DAR is by ticket only. Each graduating senior will receive **four tickets** to the graduation ceremony. The tickets will be distributed at in the cafeteria at the senior breakfast. No student will receive tickets until all financial obligations are cleared. Students who do not need all four tickets should return the extra tickets to Mrs. Schaus as soon as possible. You can request additional tickets, up to **four**, by filling out the Google form using this link:

[https://docs.google.com/forms/d/e/1FAIpQLSfzgH36Dq4KK71Jg5B-Vc3tpcxRdjCmG1Pg-CxZrWotHKMybQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfzgH36Dq4KK71Jg5B-Vc3tpcxRdjCmG1Pg-CxZrWotHKMybQ/viewform?usp=sf_link).

Requests will be filled on a first-come first-serve basis. We anticipate that we will be able to fulfill all reasonable requests. Graduating seniors do not need a ticket. Children of all ages, including infants, are required to have a ticket.

## Transportation to DAR

Graduates and their families can travel to DAR by driving, taking metro, or reserving seats on chartered busses from B-CC high school. Guests must enter DAR using the main entrance off of 18<sup>th</sup> Street. On-street two-hour meter parking is extremely limited. There are several parking garages all within 3-8 blocks of DAR.

**Colonial Parking**, 1800 G St. NW  
(202) 295-8200 to confirm hours of operation.

**G Street Garage**  
Access from both 20th Street and 21<sup>st</sup>  
Street between F and G Streets

**Rates:**  
1 hour: \$10  
Up to 2 hrs: \$16  
Daily max: \$22

**University Parking Garage**  
Access from H Street between 22nd and 23rd Streets,  
located under the Science and Engineering Hall

**Marvin Center Garage**  
Access on H Street between 21st and 22<sup>nd</sup> Sts.

The **Farragut West Metro** stop is approximately a ten-minute walk to DAR. From Farragut West, take the 17<sup>th</sup> Street exit, walk down 17<sup>th</sup> Street, cross Pennsylvania Avenue, and pass the Old Executive Office Building. DAR is on the right at 17<sup>th</sup> and D Streets.

Chartered buses will leave B-CC at **7:30 a.m.** and will transport students, parents, faculty and staff who wish to attend the graduation and travel by bus to DAR. The cost is **\$15.00 per person**. The buses will depart DAR one-half hour after the ceremony ends and return to B-CC. If you wish to reserve a seat on the bus, please complete the attached form and return it to Mrs. Schaus in C209. Preferred payment method is online at the following link:  
<https://osp.osmsinc.com/MontgomeryMD/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=BY288-457>

We will also accept a check payable to B-CC High School, turned in with the reservation form. Space is limited, so please reserve early. Completed bus reservations will be accepted until **Friday, April 26th**.

## **Student Attire**

Graduation is a serious affair, and students need to dress appropriately. Parents are requested to take an active role in assuring that their son/daughter is appropriately dressed for the occasion. Female graduates should wear a blouse with dress pants or a skirt, or a dress. Male graduates should wear a dress shirt, tie, and dress pants. Dress shoes are also required. Tennis shoes, sandals, shorts, jeans, and other casual attire are not permitted. No decorations or alterations are to be made to graduation caps and/or gowns.

## **Parental Expectations**

Courteous behavior of all guests is necessary for a dignified graduation ceremony. A graduation ceremony is a formal occasion. Loud, boisterous behavior detracts from the ceremony and can prohibit the audience from hearing the names of all graduates as they are announced. Therefore, we are requesting that both graduates and guests refrain from excessive applause or cheering until all names have been read.

All guests are expected to remain seated until the graduates leave the hall. Guests can greet the graduates outside the hall on C or D Streets immediately following the ceremony.

There is an order form included in this packet for purchasing a flash drive of the graduation ceremony. Preferred payment method is online at the following link:

<https://osp.osmsinc.com/MontgomeryMD/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=BY288-461>

We will also accept a check payable to B-CC High School, turned in with the order form in this packet. A professional photographer will take a picture of each graduate receiving his/her diploma. A link to a website to order pictures is indicated on the enclosed flyer from the photographer and will be posted on the school website.

There is a **handicapped entrance** on the D Street side of DAR. This includes a ramp that can be used to drop someone off if needed. The handicapped seating will be marked and is on the floor level. No special ticket is needed. Families may sit with a handicapped relative. If the staff at DAR does not allow you to sit with your handicapped relative, please find a B-CC staff member and have them remind the DAR staff that we have approval for you to all sit together.

## **Interpreting Services at Graduation Exercise for Deaf/Hard-of-Hearing**

Individuals who need sign language interpreters or cued speech transliterators can request services online at [www.educationalinterpreters.com/MCPS](http://www.educationalinterpreters.com/MCPS). Please give a month's notice to enable staff to provide the accommodation requested. Contact the Office of Interpreting Services at 240-740-1800 if you have any problems filling out the on-line request.

## **Collecting the Diploma after the Ceremony**

Immediately after the ceremony, students report to a designated area to receive their actual diplomas. This process should take no longer than 15 minutes, and then students will meet their guests outside DAR on C or D Streets.

## **Graduation Rehearsal**

Graduation rehearsal is scheduled for **Wednesday, May 29, 2019 at 9:30 a.m.**, following the senior breakfast and cap and gown distribution in the main gym at B-CC, which will be set up as DAR Constitution Hall. All seniors **MUST** attend the ENTIRE rehearsal. If a student does not attend, he/she may lose his or her opportunity to participate in the graduation ceremony. The rehearsal will last until approximately **1:00 p.m.** **ATTENDANCE IS MANDATORY.**

## **Caps and Gowns**

Caps, gowns, tassels, and hoods will be distributed on **Wednesday, May 29 at 8:00 a.m.** in the cafeteria during the senior breakfast. Financial obligations must be cleared with the financial office before students can receive caps and gowns. You should have already ordered your cap and gown but if you have not, please do so immediately at [www.highschool.herffjones.com](http://www.highschool.herffjones.com). Even if you cannot yet pay for the items, please fill out an order form and give it to Mrs. Schaus in C209 as soon as possible. The cost is \$45.25 plus handling which increases

over time. Herff Jones will only accept **CASH** after May 1st. Students CANNOT wear an older brother or sister's gown because the new gown are a different color and includes a yellow hood.

### **Student Service-Learning Certificates**

A Certificate of Meritorious Service is awarded to graduates with at least 260 service-learning hours. For remaining hours still not reported to meet the **260 hours** required for the certificate, completed SSL forms must be turned into Ms. Henry by **Friday, April 5, 2019**. Otherwise, all SSL hours needed to meet the 75 hours required for graduation are due to Ms. Henry by **Monday, May 6, 2019**. Questions regarding this may be directed to Ms. Marie Henry at [Marie\\_E\\_Henry@mcpsmd.org](mailto:Marie_E_Henry@mcpsmd.org).

### **Academic and Behavioral Expectation for Seniors**

Although seniors are bursting with anticipation about the next chapter in their lives after graduation, they must work hard to maintain focus and engagement with their coursework until the end. Seniors are expected to attend their classes each day on time and to complete their assignments. Teachers ask families for support in communicating these expectations to students. College admissions as well as other post-secondary options are highly competitive, with many students on the waitlist for highly coveted spots. Final transcripts that show a marked decline in performance, as well as any indication that students were involved in a serious disciplinary infraction after they submitted their college application could result in a review of the college admissions decision.

We are especially concerned that some seniors will not complete their Student Service Learning hours prior to the deadline. Failure to complete those hours, loss of credit in a class, or receiving a failing grade are situations that can cause a student not to graduate with his or her class. We realize that staying engaged in high school can be increasingly challenging as the semester nears the end, but we ask for your support to encourage your senior to maintain a good reputation and have a successful conclusion to his or her high school career.

Seniors also need to be aware that senior pranks or any other potentially dangerous or destructive activities are prohibited. Students risk being suspended from school, as well as exclusion from any school-sponsored activity, including prom and/or graduation exercises at DAR.

**Please note:** Students who are in possession of an illegal substance such as drugs or alcohol at a school-sponsored activity, or under the influence of an illegal substance or who distribute an illegal substance will be subject to the school disciplinary consequences including possible exclusion from graduation activities on a case-by-case basis, in alignment with the Code of Conduct.

We hope you will support our efforts to provide your children with safe and enjoyable activities for the remainder of their senior year. We look forward to many exciting and memorable times as this important phase of your child's school life draws to a close.

### **Obligations**

**All obligations must be paid by 3:00 p.m. Wednesday, May 15, 2019** in order for students receive graduation tickets and a cap and gown. Beginning May 1<sup>st</sup>, obligations may only be paid online at

<https://osp.osmsinc.com/MontgomeryMD/login.aspx?ReturnURL=Payment.aspx>

or with cash or a money order, not by check. Payments may be brought to the Financial Office before school, after school, or during lunch. It is highly advantageous to pay obligations well before the senior breakfast as this is traditionally the biggest obstacle students have during the final clearance day as long lines do occur.

## ***B-CC Prom 2019***

### **When/Where:**

Friday, May 10, 2019 from 8 PM to Midnight. **No one admitted after 9:30 PM**  
The Fillmore in Downtown Silver Spring  
8656 Colesville Rd, Silver Spring, MD 20910

### **Who:**

All seniors are invited to attend the prom and it is not necessary for students to have dates. Any student wishing to purchase a ticket for a guest who is not a BCC student must submit a completed **BCC guest form** when purchasing the ticket. Guest forms must be filled out and signed by an administrator at the guest's home school (or workplace supervisor) as well as by an authorized BCC administrator to be considered complete. Guest forms are available from the BCC Main Office. All guests for the prom must be high school students unless special permission is granted.

### **Dress:**

Formal Attire is required. Formal portraits will be taken.

### **Tickets:**

- Online Presales are from April 22 to May 5. Tickets purchased during this time are discounted to \$65 per person. You can pick up your tickets from May 6 through May 9 at lunch. The link for on-line sales is <https://osp.osmsinc.com/MontgomeryMD/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=BY288-472>
- In school/In person sales are from May 6 through May 9 and the cost is \$75 per person. No tickets will be sold at the door.
- Students picking up tickets already purchased or buying tickets in person must either present guest paperwork or if taking a BCC student, bring the BCC student with them to pick up the tickets.
- No student will be able to purchase/pick up prom tickets until all financial obligations have been cleared.
- Students purchasing a ticket for another student must have the other student's name and ID number.

### ***ALL SCHOOL EVENTS ARE DRUG AND ALCOHOL FREE!***

Students who are in possession of an illegal substance such as drugs or alcohol at a school-sponsored activity, or under the influence of an illegal substance or who distribute an illegal substance will be subject to the school disciplinary consequences including possible exclusion from graduation activities on a case-by-case basis, in alignment with the Code of Conduct.

# ***After Prom Party 2019***

After Prom is a PTSA sponsored event for ALL seniors. **The purpose is to provide a safe, alcohol-free, and fun activity for our children that keep them off the streets and arrive home safely on prom night.** The event held immediately following the prom is open to ALL seniors regardless of whether they attend the prom or not. Seniors who attend the prom may bring their dates to the event. There is no charge to students who want to participate in the After Prom.

## **Date/Time/Place:**

Saturday, May 11, 2019

12:00 midnight until 5:00 AM (Begins immediately after the Prom)

No admittance after approximately 1:15 AM

Students who leave the event after they've arrived will not be allowed back inside.

## ***Dave and Buster's***

8861 Colesville Road Silver Spring, Maryland 20901 (301) 273-2700

ONLY THE COLESVILLE ROAD ENTRANCE WILL BE OPEN

## **Students:**

1. You DO NOT need a ticket to attend the After Prom Party. If you attend the Prom, you'll receive a wristband to admit you to After Prom. If you don't go to prom, **please bring your student ID for check-in.**
2. Bring comfortable clothes and shoes to change into following prom. **Shoes are required while on the premises.** A coat room, staffed by parents, will be available to secure and store items. Following prom, you can obtain your items from the coat room, change and return them to the coatroom for safekeeping.
3. Enjoy free food and beverages.
4. Play games to earn prizes from the D&B prize store with your free game card (value 200 points).
5. Have unlimited access to video games.
6. Play Bingo to win a cash prize.
7. **Receive gift card giveaway gifts for every hour you stay at the event.**
8. **Enter to win hourly "big ticket" raffle prizes.**

## ***Please note:***

- All bags will be searched. This is an alcohol, tobacco, and substance free event.
- Plan ahead! Make transportation arrangements to get home from After Prom. Remember if you have a provisional license and leave After Prom before 5:00 am, you will not be able to drive home.

# Graduation Bus Reservations

Student Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Number of Reservations: \_\_\_\_\_

Bus Fee: **\$15.00 per person**

Fee can be paid online using the following link or by check made payable to B-CC High School.

<https://osp.osmsinc.com/MontgomeryMD/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=BY288-457>

Online payment for bus reservation made by: \_\_\_\_\_

Date of online payment: \_\_\_\_\_, OR

Amount of check enclosed: \$ \_\_\_\_\_

Forms and checks should be submitted to Mrs. Schaus' mailbox in the main office or to her classroom, C209. Seats are limited; reservations will be accepted on a first-come first served basis.

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**Tickets will NOT be distributed for the bus ride to graduation. By turning in this form, your name will be put on a list that will be used when you board the bus.**

Buses will depart from B-CC promptly at 7:30 a.m. on Thursday, May 30, 2019 and will return to B-CC approximately 30 minutes after the graduation ceremony.

Graduation begins at 10:00 a.m.

**\*\*This form MUST be turned in on or before Friday, April 26th.**





## BCC Graduation Ceremony Flash Drive Order Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Ordering \_\_\_\_\_ Copies of Graduation Flash drive @ \$25 each

Fee can be paid online using the following link or by check made payable to B-CC High School.

<https://osp.osmsinc.com/MontgomeryMD/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=BY288-461>

Online payment for Flash Drive made by: \_\_\_\_\_

Date of online payment: \_\_\_\_\_, OR

Amount of check enclosed: \$ \_\_\_\_\_

Send this form to:

Bill Toscano  
BCC High School  
4301 East West Hwy  
Bethesda, MD 20814

Flash Drives will **NOT** be mailed and must be picked up at BCC.  
You will be notified when they are ready for pickup.  
They should be ready about two weeks after graduation.

Proceeds from the sale of the flash drives will go towards the purchase of additional audio visual equipment for the school.