

# ***CLASS OF 2015***



Charles F. Brush High School  
South Euclid - Lyndhurst City Schools

***SENIOR CLASS***

***IMPORTANT INFORMATION BOOKLET***

***REVISED***

***CHARLES F. BRUSH HIGH SCHOOL***

4875 Glenlyn Rd.

Lyndhurst, Ohio 44124

Mr. Karl Williamson, Principal

(216) 691-2068

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 2014-2015 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 2014

- **Review the Graduation Commitment**
- **Return your Name Verification sheet to Mrs. Sanford by ~~Thursday, December 11, 2014~~**

## Graduation Commitment

### All Candidates for May 28, 2015 Commencement Ceremony

Our expectation is that every senior will participate in the commencement ceremony on Thursday, May 28, 2015, at 6:30 p.m. at Connor 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 15, 2015. **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	

(**Electives**-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 **LEAST TWO SEMESTERS OF FINE ARTS TAKEN ANY TIME IN GRADES 9-12**. Students following a career-technical pathway are exempted from the fine arts requirement.)
- **Passing all 5 parts of the 10<sup>th</sup> Grade Ohio Graduation Test**
- **All student fees paid in full**

*Any student who completes the above graduation requirements before May 15, 2015, will have earned the privilege of participating in the commencement exercise on May 28, 2015. Students unable to complete the above graduation requirements by May 15, 2015, will not participate in the commencement exercises. Students who complete the graduation requirements after June 1, 2015, but before August 15, 2015 will receive a Brush High School diploma dated August 15, 2015. These rules are necessary to enable the administration to prepare a dignified ceremony for all students.*

# Signed Commitment & Diploma Information

Please return this page to Mrs. Sanford in the Principal's Office, by ~~Thursday, December 11, 2014.~~

~~Each senior is required to sign and return the commitment below to Mrs. Sanford in the Principal's Office by Thursday, December 11, 2014(Expired)~~

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 2015 graduation ceremony.

- Adherence to the 2014-2015 Brush High School Code of Conduct & the Brush High School attendance policy
- Mandatory attendance at commencement rehearsal on Thursday, May 28, 2015. 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 11, 2014, 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 20<sup>th</sup>** Financial Aid Night will be held at 6:00 pm in the PAC. We will have another Financial Aid Night on January 27, 2015.

**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](mailto:Pestelloc@sel.k12.oh.us).

**DECEMBER 2014**

**December 6<sup>h</sup>** SAT Testing 7:30 am

**December 11<sup>th</sup>** is the deadline for the Signed Commitment and Diploma Information Sheet. Please return your signed form to Mrs. Sanford in the Principal's Office.

**December 13** ACT Testing 7:30 am

**JANUARY 2015**

**January 9<sup>th</sup> – January 15<sup>th</sup>** First Semester Final Exams

**January 21<sup>st</sup>** **Senior Assembly - 1st Period (8:10 a.m.) in the PAC.** Important information for ALL seniors. Graduation orientation, measuring for cap & gown and graduation announcements and souvenir packets distributed. **Vocational students must attend.**

**January 23<sup>rd</sup>** Senior Project Introduction to all Senior Social Studies Classes.

**January 24<sup>th</sup>** SAT Testing 7:30 am

**January 27, 2015** Financial Aid Night will be held at 6:00 pm in the Library.

**January 28<sup>th</sup> -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 **10:34 a.m. to 1:12 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 **Are Learning Academy (Time will be announced.)**

## **FEBRUARY 2015**

### **February 4<sup>th</sup> -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 **10:34 a.m. to 1:12 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.**

\*\*\*\*\*

**\*\*\*REVISIONS ARE NOTED WITH AN (\*\*\*) and are in the lightly shaded areas.**

**\*\*\*NEW INFO\*\*\***

### **February 6th Missed Cap and Gown and Medallion Ordering Deadlines**

If you missed placing an order for Cap & Gown and Graduation Announcements orders can be placed online at [www.highschool.herffjones.com](http://www.highschool.herffjones.com) or call Mr. Rick Call at (330) 678-8138; he will also accept your email order at call902@aol.com.

***Feb. 27<sup>th</sup>*** ***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. 17<sup>th</sup> - 27<sup>th</sup>*** Sign-up for commencement speakers with Mrs. Pruitt-Sorrells

## **MARCH 2015**

***March 1<sup>st</sup>*** ***Community Service Hours*** are due to the Guidance Office by the end of the day. Failure to complete your required Community Service Hours will make you ineligible to participate in the Commencement Ceremony. Please contact Ms. Pestello and Mr. Komperda

***March 6<sup>th</sup>*** PTA Sponsors the Prom Fashions Show in the PAC

***March 14<sup>th</sup>*** SAT Testing 7:30am

***March 20<sup>th</sup>*** Preliminary graduation speeches are due. Return to Mrs. Pruitte-Sorrells

***March & April*** Formal interviews for Senior Project applicants

**APRIL 2015**

***April 16<sup>th</sup>***

***Senior Class Meeting, 8:10 a.m., PAC*** Seniors will be advised of all of the important responsibilities that are required to participate in the May 28<sup>th</sup> Commencement. They will be offered an opportunity to sign up for additional/extra tickets for the Commencement as of today. (More information regarding tickets on the pages to come as you continue to read the booklet.)

***\*\*\*April 17<sup>th</sup> \*\*\*NEW FEE DEADLINE for Students on Senior Project. Your fee balance must be paid in full by the end of the school day to be authorized to go in Senior Project.***

***April 18<sup>th</sup>*** ACT Testing 7:30 am

***\*\*\*April 24<sup>th</sup> \*\*\*NEW FEE DEADLINE for Cosmetology Students. Your fee balance must be paid in full by the end of the school day.***

***April 27<sup>th</sup> & April 28<sup>th</sup>***

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 2015**

***\*\*\*April 27<sup>th</sup> - May 8<sup>th</sup>\*\*\*NEW ENDING DATE for Senior Project\*\*\****

**SENIOR PROJECT Begins April 27<sup>th</sup> for Seniors who have applied and qualify and will continue through May 8<sup>th</sup>.**

***May 2<sup>nd</sup>*** SAT Testing 7:30 am

***May 4<sup>th</sup> - May 15<sup>th</sup>*** 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.

***\*\*\*NEW DATE\*\*\****

***May 8<sup>th</sup>***  
***SENIOR PROJECT SYMPOSIUM***

Senior Project Symposium will be held at 7:00 p.m. in the PAC.

**\*\*\*May 8<sup>th</sup> \*\*\*NEW DEADLINE for all Senior Fees**  
**STUDENT FEES**

Student Fees for Seniors are **due to be paid no later than May 8<sup>th</sup>**. We will not be permitted to accept payment by personal check after May 1<sup>st</sup>. **(No Personal Checks after May 1, 2015)**  
**Please be advised, any senior with an outstanding balance for fees as of May 8<sup>th</sup>, 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 11<sup>th</sup> -May 15<sup>th</sup> Second Semester Senior Final Exams**

**\*\*\*NEW DATE added\*\*\***

**May 12<sup>th</sup> End of Course Exam for All Seniors**

**May 13<sup>th</sup> Senior Awards Program by invitation only**

**May 14<sup>th</sup> - 15<sup>th</sup> Locker clean-out for All Seniors**

- Locker clean-out for Seniors and those on Senior Project will take place on Thursday
- Turn in books to your teachers as you attend class.
- Report to the Cafeteria Commons at 3:00 pm, the end of the school day, to 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.

**May 15<sup>th</sup> THE LAST DAY FOR SENIORS**

Senior Final Exams end on Friday, May 15<sup>th</sup>; therefore this is the last day for seniors!! Seniors should exemplify positive and young adult behavior in the days that lead up to the May 28<sup>th</sup> 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 2015 will conclude their senior year in a mature and cooperative manner.

**May 15<sup>th</sup>**

**GRADUATION REQUIREMENT DEADLINE**

All graduation requirements including OGT Testing and Twilight School **must be completed** by May 15<sup>th</sup> to participate in Commencement exercises.



**\*\*\*NEW DATE\*\*\***

**May 15<sup>th</sup> Senior Send-Off & Pep Assembly**

**May 19<sup>th</sup> & May 20<sup>th</sup>**

**2014-2015 YEARBOOKS WILL BE AVAILABLE IN MAY!**

Yearbook distribution will occur on Tuesday, May 19<sup>th</sup> and Wednesday, May 20<sup>th</sup> 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 19<sup>th</sup>**

**\*CAP & GOWN – GRADUATION TICKET PICK UP FOR ALL SENIORS**

The pick-up of cap, gown and graduation tickets for All Seniors (**4 tickets per student**) will take place in Welser Gym Hallway, 9:30 a.m. – 11:00 a.m. and 1:00 – 3:00 p.m. **NO pickup of cap and gown or tickets between 11:00 a.m. and 1:00 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 19<sup>th</sup>, Seniors will be asked kindly 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, and Merit Roll. **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 19<sup>th</sup>**

**\*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. **Students will be allowed to sign up for extra ticket on Wednesday, April 16<sup>th</sup>, during the senior class meeting.** Your parents may email Mrs. Sanford at [Sanford@sel.k12.oh.us](mailto:Sanford@sel.k12.oh.us) to check that your name is on the list for additional tickets. **The deadline for Extra Tickets will be Friday May 8<sup>th</sup>.**

Extra tickets are to be paid for during Cap & Gown Pick up. If you do not need all four tickets, please return the extra tickets to Mr. Williamson's office.

**Please be advised:**

**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.**

### **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 Friday, May 8<sup>th</sup>, 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**.

### **SENIOR PROM & AFTER PROM ACTIVITIES**

*May 22<sup>nd</sup>*

**SENIOR PROM** will be held at **Landerhaven, Friday, May 22, 2015**. 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 23<sup>rd</sup>*

**AFTER PROM** will be held at Brush High's Welser Gym from 12:00 a.m. – 3:00 a.m. on May 23, 2015. **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 24<sup>th</sup>*

### **CEDAR POINT**

Cedar Point tickets for Sunday, May 24, 2015 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.

## **Thursday, May 28, 2015** **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.

## **COMMENCEMENT DAY ITINERARY**

May 28<sup>th</sup>      **GRADUATION REHEARSAL May 28<sup>th</sup> (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 Connor Palace Theatre to the high school at approximately 12:30 p.m.

### **COMMENCEMENT TRANSPORTATION**

**May 28<sup>th</sup> - 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 Connor 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 DAY**

**Thursday, May 28<sup>th</sup> at 6:30 p.m. at Connor Palace Theatre**

Commencement will be held at Connor Palace Theatre, 1615 Euclid Avenue, Cleveland, Ohio. The newly named "Connor 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 2015, their parents and the school community. Let's maintain the dignity of the program by refraining from individually recognizing graduates. Let's make the 2015 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 May 28, 2015”

Production Name: **Commencement 2015** Month: **May** Year: **2015**

### **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 Schools  
Board of Education***

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

***South Euclid-Lyndhurst Schools  
Administrative Staff***

*Mrs. Linda N. Reid, Superintendent*  
*Dr. Veronica Motley, Assistant Superintendent*  
*Mr. Paul Pestello, Treasurer*  
*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*

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

*Mr. Karl Williamson, 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*

***Commencement Coordinator***  
*Mrs. Francheska Sanford*

***Senior Class Advisors***

*Mrs. Artoria Chandler*  
*Mrs. Francheska Sanford*