

Class of 2017

Senior Activities

&

Commencement

Instructions

Broad Run

High School

David Spage, Principal

Melissa Sargeant, Asst. Principal

Debra Berman, Sponsor

Heather McDonald, Sponsor

Dear Senior:

This brochure contains information that you will find very helpful during your final weeks at Broad Run High School. We are giving you this information at this time so that you can make plans for your senior activities. Attendance at graduation practice is **mandatory** if you wish to participate in the graduation ceremony. Please share this information with your parents. Please check the Class of 2017 website, <http://www.loudoun.k12.va.us/Domain/19252>, for forms and it will be updated constantly. Any questions may be directed to Mr. Spage, Ms. Sargeant, Mrs. McDonald or Ms. Berman.

DATE	EVENT
Apr. 3 – 19	Prom tickets on sale in cafeteria during all lunch shifts. No tickets will be sold after April 19th. You MUST have a <u>completed</u> dance permission form in order to purchase a ticket.
	April 3-4 \$60.00
	April 5-6 \$65.00
	April 17-19 \$75.00

April 21 **Prom at the Washington Dulles Airport Marriott from 7:00 p.m. to 11:00 p.m.**

SENIOR EVENTS

April 27-28 **Graduation Soloist and National Anthem Audition Sign Ups: See Ms. Kauffmann's sign-up sheet outside room 521.**

May 11 **Graduation Soloist and National Anthem Auditions: Students interested in performing a solo at graduation may audition after school on this day only. Singers must come to the audition with accompaniment and must have the lyrics memorized. Runners-up will be asked to perform at the awards ceremonies. Sign up for an audition time on April 27-28. See Ms. Kauffmann for details.**

May 18 **Student Graduation Speaker Contest Speech Due: Any student wishing to speak at graduation may turn in a graduation speech to Mrs. Musselman or Mrs. Buckley by May 18th. The selected student will be notified by May 22nd.**

- May 5 **Senior trip permission forms: Last Day** Students can turn in signed permission form and a check made out to BRHS in the amount of \$90.00 to reserve a spot for the Senior trip (on June 2nd).
- May 24 **Student Graduation Speaker Tryouts:** 8:00 a.m. One student will be chosen to speak at graduation. Selected student will be notified on May 26th.
- May 26 **Senior Awards Breakfast/ Lunch:** Library. This event is by invitation only.
- June 2 **Senior Trip:** Hershey Park 7:30 a.m. - 7:00 p.m.
See Mrs. McDonald or Ms. Berman.
- June 5 **BRHS End of year Award Ceremony:** 9:00 a.m. in Main Gym. Siblings and parents may attend. Cap and Gown distribution in the cafeteria. **If you have not yet ordered your cap and gown, please bring \$30 cash** so you can order immediately following the ceremony.
Senior Lunch: 11:30 a.m. – 1:30 p.m. Windmill Park.
- June 6 **MANDATORY GRADUATION PRACTICE:** 8:30-until. Main Gym. Casual attire. Seniors will rehearse for the graduation ceremony.
- June 11 **GRADUATION:** 7:00 p.m. EagleBank Arena at George Mason University

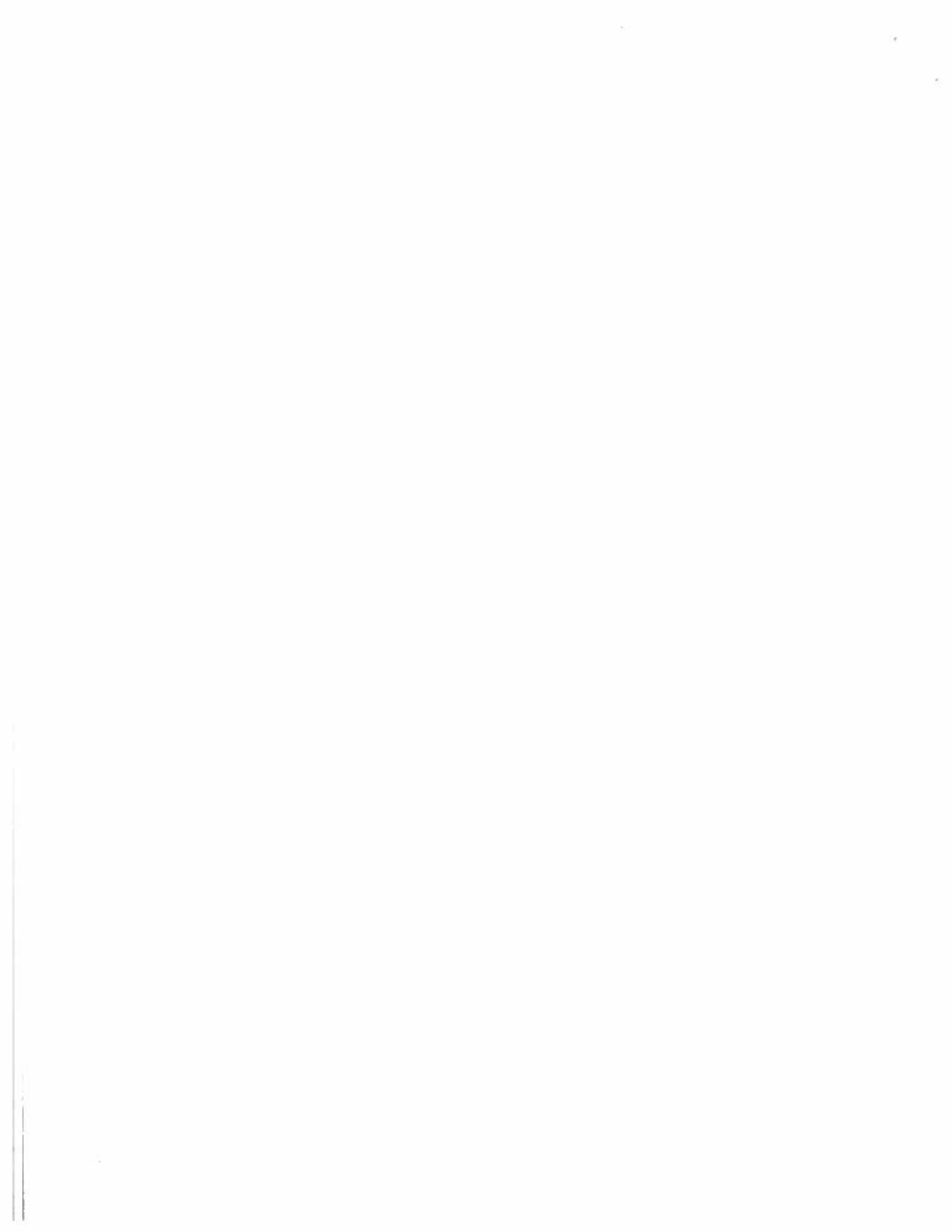
Seniors are to assemble in the underground tunnel entrance by 6:00 p.m., final line check at 6:45 p.m. There is NO limit to the number of guests each student may bring to the ceremony. If, due to a disability, your guest will need special accommodations, such as sign language interpretation, handicapped seating or parking, please contact Ms. Sargeant no later than 4:00 p.m. on June 1st.
- June 11 - 12 **PROJECT GRADUATION:** 11:30 p.m. to 5:00 a.m.
Ashburn Village Sports Pavilion

ANY STUDENT NOT WISHING TO TAKE PART IN GRADUATION CEREMONIES MUST PRESENT A LETTER FROM HIS/HER PARENTS TO MR. SPAGE BY JUNE 1, 2017.

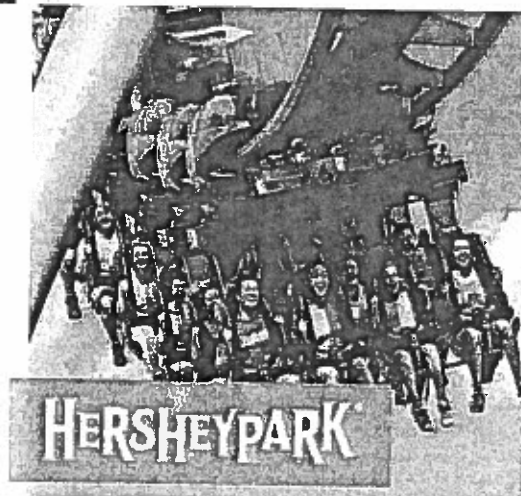
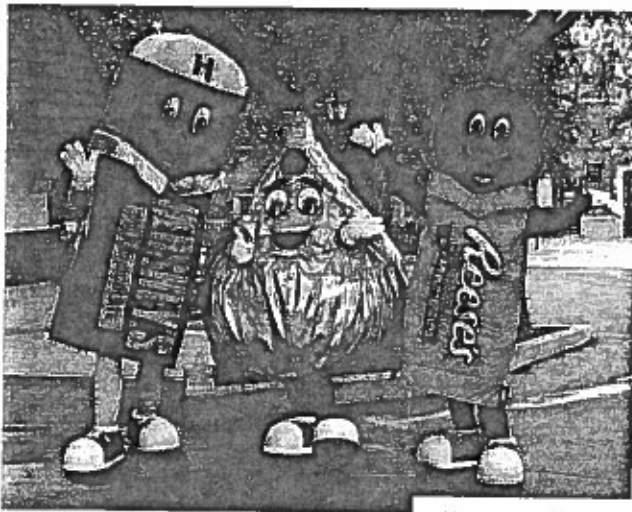
GRADUATION INSTRUCTIONS

1. Send your graduation announcements to people you wish to inform of your graduation. Announcements are not an invitation to the ceremony.
2. Any senior who does not plan to participate in the graduation exercises must let Mr. Spage know in writing, signed by a parent, before June 1, 2017. You may pick up your diploma in the School Counseling office after graduation 8:30 a.m. – 3:30 p.m. daily.
3. REHEARSAL IS MANDATORY. If you are not in attendance during the entire rehearsal, fail to behave appropriately, or asked to leave practice, you will not be permitted to participate in the graduation ceremony.
4. All outstanding senior obligations must be taken care of before 2:00 p.m., June 1, 2017, or you will not be able to participate in graduation rehearsal or the ceremony.
5. If any of your guests need special accommodations, such as sign language interpretation; handicapped seating or parking; please make this known to Ms. Sargeant no later than 4:00 p.m. on June 1st.
6. Try on your cap and gown before the awards ceremonies and graduation. See Mrs. McDonald or Ms. Berman if there are any problems (wrong size, color, etc.).
7. Be sure to press your gown before each event. Keep the iron on a low setting – high heat will scorch the fabric.
8. LADIES: Wear an appropriate dress or pantsuit under your gown. No jeans or shorts are permitted. Wear dress shoes.
9. GENTLEMEN: Wear dark slacks (no jeans or shorts), white or light-colored shirts, and a tie. Wear dark dress shoes. NO TENNIS SHOES OR SANDALS.
10. Your graduation cap must be worn flat on the head and may be secured with bobby pins. Prospective graduates wear tassels to the right. When Mr. Spage declares you as graduates, you will move your tassels from right to left as a class. If you have a class ring, Mr. Spage will invite you to turn it at the graduation ceremony.
11. While in cap and gown, students must NOT chew gum or wear sunglasses. No jewelry or decorations should be worn on the cap or gown.
12. Graduates should leave all personal belongings behind (with a friend or family member) when it is time to assemble for the ceremony. There is no storage space for your belongings in the underground tunnel.
13. Walk tall, hands at sides, heads up, and shoulders back. **Be proud.** Walk in time to the music, do not rush. Avoid bunching up in line or leaving too much space between you and the person in front of you.
14. During the ceremony, pictures will be taken of each graduate as he/she receives a diploma. A video recording will also be made and will be available for purchase. There is no obligation to purchase these pictures or videos. Proofs will be mailed to graduates after graduation.
15. For any other questions, please see Mr. Spage, Ms. Sargeant, Mrs. McDonald or Ms. Berman.

****STUDENTS NOT DRESSED PROPERLY WILL NOT BE PERMITTED TO PARTICIPATE IN CAP AND GOWN CEREMONIES****



SENIOR TRIP 2016:



WHEN

June 2nd

**Arrive at BRHS: 7:15 AM
Depart from BRHS: 7:30 AM**

**Arrive at Hershey Park:
10:00 AM**

Return to BRHS: 9 PM

COST

\$90

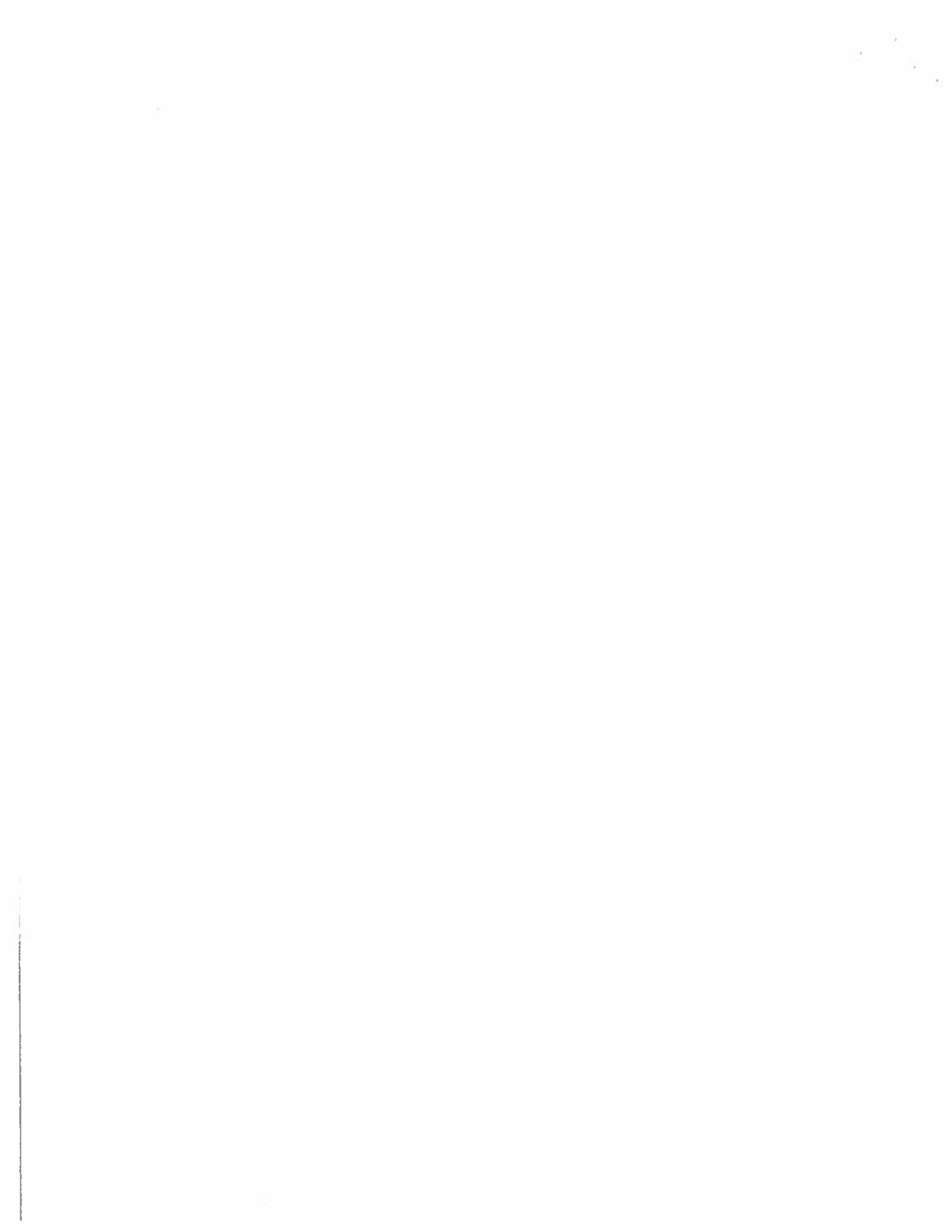
**Includes
transportation,
lunch and park
admission**

TURN IN

**Your signed permission
form and check made out to
BRHS to Mrs. McDonald or
Mrs. Berman.**

**The deadline to turn in
the permission slip and
check is Friday, May 5th!
Limited space—first 100
seniors to sign up will
attend.**

First come, first serve.





LOUDOUN COUNTY PUBLIC SCHOOLS SCHOOL DAY AND EXTENDED DAY FIELD TRIP PERMISSION FORM

Instructions: This form and an attached field trip description (1) must be provided for each student (K-12) participating in an LCPS field trip or series of VHSL activities, and (2) must be with the vehicle transporting the student named. (3) The Trip Organizer will complete Section I and provide a copy to each student participant. (4) Section II is to be completed and signed by the student's parent/guardian and returned to the Trip Organizer.

FIELD TRIP INFORMATION—See attached Description and Itinerary			
Section I – To be completed by Trip Organizer:	School Name: Braod Run High School	Today's Date: 3/29/17	Permission Due Date: 5/5/17
	Class/Grade/or Club Participating: Class of 2017	Name of Trip Organizer: McDonald and Berman	
	Destination(s): Hershey Park	Title or Position: Class Sponsors	
		Date, Time and Place of Departure 6/2/17 at 7:15 at BRHS	
		Date, Time and Place of Return 6/2/17 at 9pm at BRHS	
Purpose of Trip: Celebrate completing high school			
Section II – To be completed by Parent/Guardian of Student Participant:	Risks Involved: (check all that apply to trip) <input checked="" type="checkbox"/> Amusement/Theme Park Activities <input type="checkbox"/> Swimming/Boating/Water Activities <input type="checkbox"/> Athletic/Sporting Event Participation <input type="checkbox"/> Outdoor Activities/Ropes Course <input type="checkbox"/> Other (describe):	Transportation (check all that apply to trip) <input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input checked="" type="checkbox"/> Commercial Charter Bus/Metro Bus or Rail <input type="checkbox"/> School Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Leased Vehicle <input type="checkbox"/> None—Parents or Participant will be responsible for transportation to and from the activity.	Drivers of Private or Leased Vehicles (check all that apply) <input type="checkbox"/> Parent <input type="checkbox"/> Teacher or Staff Member <input type="checkbox"/> Chaperone/Other Adult Vehicle Type (check all that apply) <input type="checkbox"/> Car <input type="checkbox"/> Van (10 passenger or less) <input type="checkbox"/> Other
	PARTICIPANT AND EMERGENCY INFORMATION		
	Student's Full Name:		
Full Name of Parent(s)/Guardian(s):			
Home Address of Student (include number, street, city, state & zip code – NO P.O. Boxes):			
Home Phone (w/Area Code): ()		Cell or Work Phone (w/Area Code): ()	
Emergency Contact #1—Name and Relationship :		Phone Number (w/Area Code):	
		Phone Number (w/Area Code):	
Emergency Contact #2—Name and Relationship :		Phone Number (w/Area Code):	
		Phone Number (w/Area Code):	
Describe any medical condition/s or special needs of the above named student:			
Name of Child's Primary Care Physician:		Phone Number (w/Area Code):	
Name of Health Insurance Company:		Phone Number (w/Area Code):	
		Health Insurance Policy/Member #:	
For Secondary School Extended Day Field Trips Only: Do you give permission for your child to receive Tylenol or its generic substitute while on this field trip? (Age/weight appropriate dose will be given.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
FIELD TRIP MEDICATION NOTE: On field trips that occur during the length of the school day, any prescription medication already provided to the school will be carried and administered by Loudoun County Public Schools staff. On Extended Day Field Trips, additional physician's orders and parental permission may be required for medication that is to be given. Please contact the school nurse or health clinic assistant.			
PARENTAL PERMISSION AND AGREEMENT			
1. I understand that participation in this field trip is voluntary, that it is not required, and that it exposes my child to some risk. I have read and understand the attached travel itinerary or VHSL schedule and the description of the activities involved, and I give my permission for my child to travel and fully participate in all aspects of the trip.			
2. I understand that LCPS will not be responsible for personal property that may become lost or damaged during the trip and that LCPS does not provide medical or accident insurance for student illness or injury which may occur while on the trip.			
3. In case of emergency, I authorize and give permission for my child to receive first aid, 911 emergency medical care and transport, or to have the designated emergency contact pick up and transport my child to a physician or hospital. I understand that I will be responsible for any related medical bills, fees, or costs incurred.			
4. I understand that non-refundable tickets purchased by parents/students will NOT be reimbursed if the trip is canceled due to inclement weather, hazardous conditions, or if conditions make it inadvisable to have students on a trip. LCPS will provide as much advance notice as possible of any cancellations.			
5. I understand that during a middle or high school field trip that there may be periods of time when my child will not be supervised by an adult, but he/she will be required to adhere to check-in times with a chaperone, and that all regular school rules and regulations apply during the field trip.			
Parent Signature		Date	
SIGNATURE INDICATES AGREEMENT WITH ALL CONDITIONS LISTED ABOVE			

Details on Prom 2017

Time and Location

Friday, April 21st 7:00pm to 11:00pm.

- Unless you have an authorized absence, all students will be expected to be in school on April 21st until 12:09, and if they are not, they will not be permitted to attend Prom. Students who have purchased a Prom ticket will be allowed to leave school at 12:09 to get ready for Prom.
- You must arrive at Prom no later than 9:00pm, otherwise you will not be allowed to enter.

Prom will be held at the Washington Dulles Airport Marriott, located at Dulles International Airport, 45020 Aviation Drive, Sterling, VA 20166. (Note that this is NOT the same location as last Prom.)

Tickets and Permission Form

Permission Forms can be found in this packet. If your date is not from BRHS, you need to get signatures from their school principal.

Tickets will go on sale during lunch blocks in April:

- April 3rd and 4th ---- \$60.00
- April 5th and 6th ---- \$65.00
- Spring Break...
- April 17-19 ----- \$75.00
- Note any students attempting to purchase tickets on the 20th, must do so directly with Dr. Valli in room 178.

King and Queen

This year, voting will be done via VISION so that students can only vote once and will have more time to vote. Here is the schedule:

Step 1—go to: <https://vision.lcps.org/login/index.php> (also located on BRHS webpage—left side)

Step 2—Log in using the same username and password that you would use to log into any school computer. An enrollment is not required.

Step 3—

- *Round 1-*
 - *March 30th 12:01am to 11:59pm March 31st voting is open.*
 - *The names of all 12th grade male and female students will be listed. You can pick 5 male names and 5 female names.*
 - *Once you vote, you can't change your choices.*
 - *April 3rd/4th the top five male and female vote getters will be contacted.*
 - *April 6th the top 5 male and females will be announced.*
- *Round 2-*
 - *April 17th 12:01am to 11:59pm April 18th voting is open.*
 - *King and Queen will be crowned at Prom, close to 10pm.*

The screenshot shows a web browser window with the title "HS-BRHS Prom Voting". The navigation bar includes links for "Home", "High Schools", "Broad Run High School", and "BRHS Administration". A "Navigation" sidebar on the left lists: "Home", "Dashboard", "Site pages", "Current course", "HS-BRHS Prom Voting" (expanded to show "Participants", "Badges", "General", "Round 1 Prom Voting", "Round 2 Prom Voting"), and "My courses". The main content area has a "General" section titled "Broad Run High School Prom King and Queen Voting" with a "News forum" link. Below are two sections: "Round 1 Prom Voting" with a "Click Here to Vote" button, and "Round 2 Prom Voting" with a "Click Here to Vote" button.

Lunch Jam: Our DJ is JJ DJ Entertainment. You may be familiar with him, he does the Briar Woods Homecoming and Prom. He will be at BRHS on April 17th during all lunch blocks to play music and create a playlist for our Prom. Here is a link to a video from the LCHS Prom where he was the DJ--

<https://www.youtube.com/watch?v=A0a44W9BynY>

PROJECT GRADUATION



The Fabulous Finale!

June 11th, 11:30pm - June 12th, 5:00am
Ashburn Village Sports Pavilion

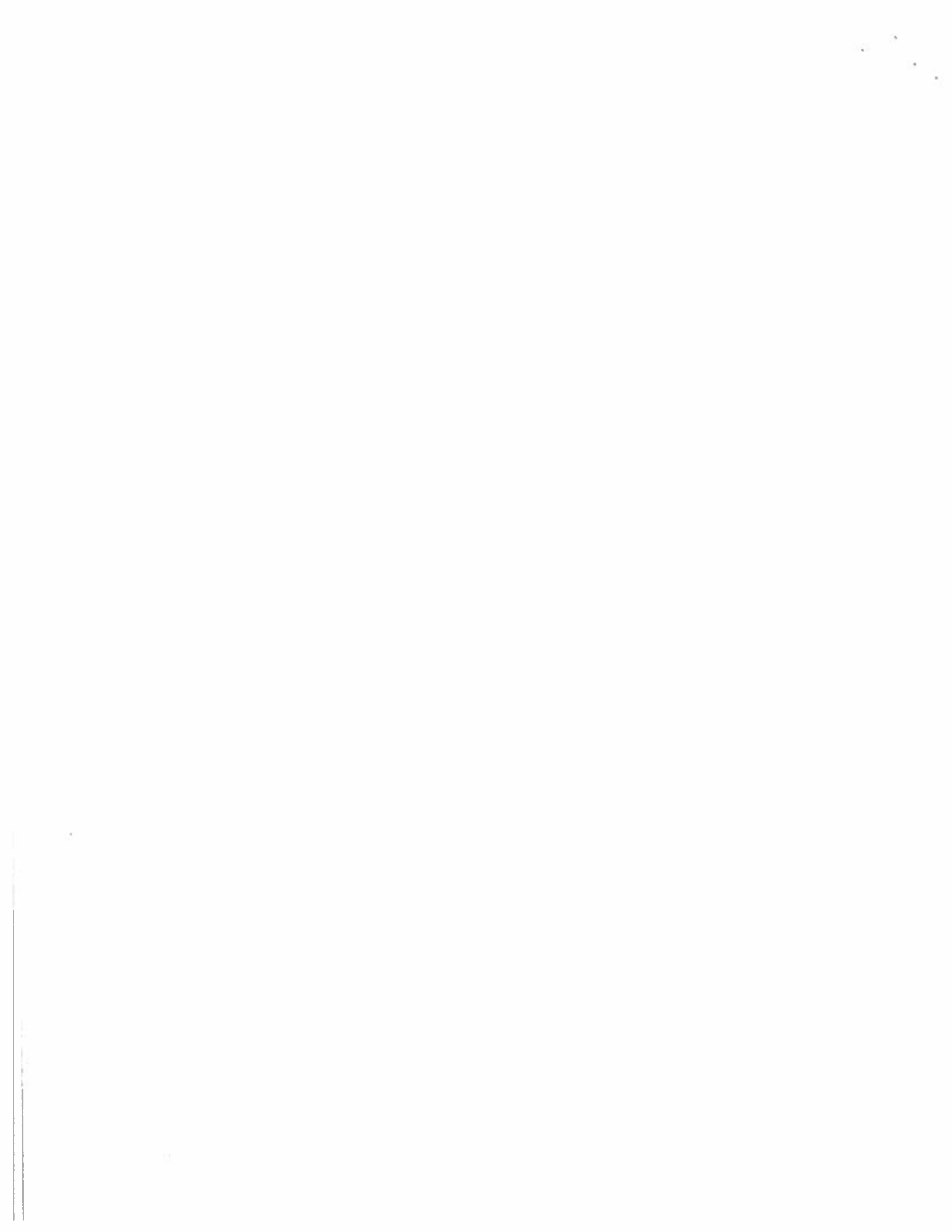
Tickets for PROJECT GRADUATION 2017 are on SALE now!!!

- ***Tickets are \$55 until 3/31/17. Students who purchase their tickets before 3/31/17 will receive a total of 20 raffle tickets for the chance to win some great prizes.***
- ***Ticket price will increase on 4/1/17 to \$65 and students will only receive a total of 5 raffle tickets.***

NEW THIS YEAR: All ticket forms and waivers must be completed online! After you complete the online form, you will have the option to purchase your ticket via Paypal/Credit Card or with a check/money order.

<https://fs20.formsite.com/ashburn/form22/index.html?1473555314729>

ALL TICKETS MUST BE PRE-PURCHASED. TICKETS WILL NOT BE AVAILABLE AT THE DOOR!



Order Today!
2017 Graduation DVD

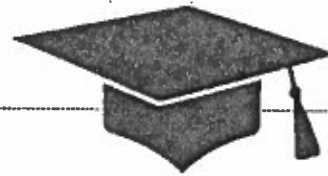
High School:
Name:
Phone:
Ship to Address:
City:
State:
Zip:
Email Address:

One Dvd Or Blu-ray \$25. Additional Discs \$10.00 Each
(First disc \$18.99 plus \$1.01 tax & \$5.00 shipping. Add'l disc \$9.49 plus \$0.51 tax, no additional shipping.)

Number of DVD's:	Total \$:		
Number of Blu-Rays (HD):	Total \$:		
Method of Payment:	<table border="0"> <tr> <td>Check/Cash PAYABLE TO MEMORIES</td> <td>Credit Card VISA, MASTERCARD, DISCOVER, AMEX</td> </tr> </table>	Check/Cash PAYABLE TO MEMORIES	Credit Card VISA, MASTERCARD, DISCOVER, AMEX
Check/Cash PAYABLE TO MEMORIES	Credit Card VISA, MASTERCARD, DISCOVER, AMEX		

For orders placed via mail, fax or email:

Name on Card:
Credit Card Number:
Exp. Date:
Security Code:
Billing Zip Code:
Signature:



Please allow **6-8 WEEKS**
for shipping after
graduation season.

Payment is due at time of ordering.

5 ways to send back this form:

FAX TO:
(804)-273-1872

EMAIL TO:
anne@memoriesvideography.com

MAIL TO:
Memories Videography
3966 Springfield Road
Glen Allen, VA 23060

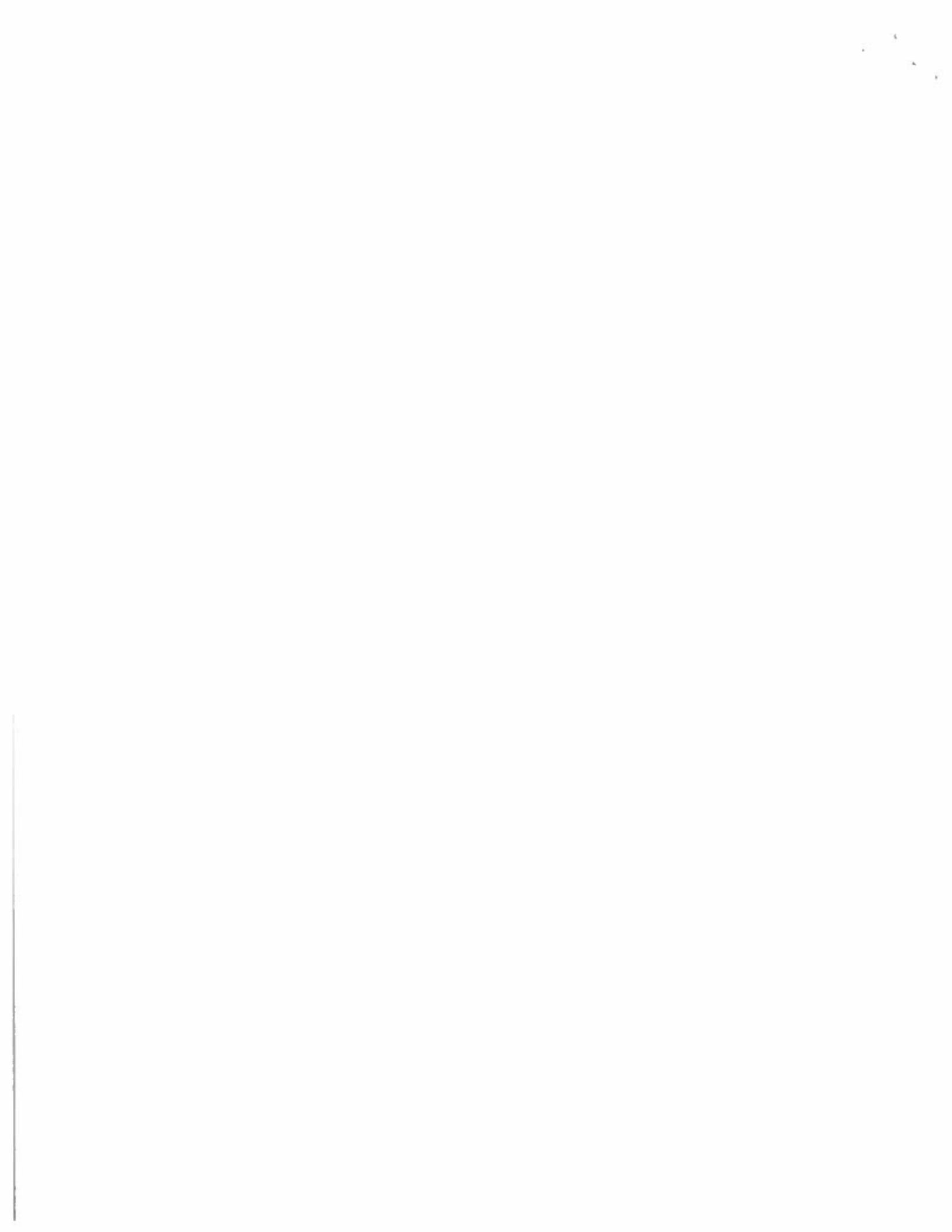
ORDER ONLINE:
<http://www.memoriesvideography.com/shop/>

Or, **TURN IT IN** at graduation.

Call (804) 273-9044 with
any questions.



FOR OFFICE USE ONLY



GRADUATION CONTRACT

Please read, sign and return by
June 1, 2017, 4:00 p.m.

You and your parent or guardian must read, sign, and return this form in order to receive your cap and gown, and to ensure your participation in the senior graduation practice and ceremony. Return this form to Ms. Sargeant, Assistant Principal, no later than 4:00 p.m. on June 1, 2017.

Please check one of the following statements:

_____ I will abide by the rules set forth in the Class of 2017 Senior Activities and Commencement Instructions, and I understand that I will be excluded from the ceremony if rules are not followed.

_____ I will not be participating in the graduation ceremony and I understand that my diploma will be available for pickup at the school after June 13, 2017.

Student name printed

Date

Student signature

Date

Parent/Guardian signature

Date

