

SENIOR HANDBOOK

Class of 2025

To Senior Student:

You are about to begin the final semester of your high school education. For some of you this will be the final year of formalized schooling; for others, you will have many more years of formalized schooling ahead of you.

This packet was put together for your use. It will inform you of very important information, which all of you must be aware of to make this a special year. We have included facts, dates, expected behavior and guidelines that we feel will benefit students, parents, and school authorities. By being aware of this information, the student and his/her family will be able to plan a senior year that is full of many positive and lasting memories.

We hope the education you have received while you were in the Piqua City Schools will be the foundation you can build upon in the years to come. Education does not ever really stop but continues for each of us every day. It has been our goal to help you become aware of the many different ways that we learn and to give you some of the tools that will be needed to help you develop to the extent and degree that you have dreamed.

Good luck and best wishes for a happy and successful future.

Sincerely,

Rob Messick
Principal

The information contained on the following pages has been prepared to benefit the seniors and their parents.

I. Requirements for Graduation:

A total of twenty-one units of credit are required of each student before graduation requirements will be fulfilled and certified. The student should carefully review with his/her counselor the number of credits and courses completed.

The credits must include:

English.....	4 credits (English 9, 10, 11, & 12)
Social Studies*.....	3 credits
Science**.....	3 credits
Mathematics.....	4 credits (including Algebra II or equivalent)
Health + Phys. Ed.....	1 credit (includes 2 semesters of P.E. or 2 sports seasons)
Other Courses.....	6 credits including 1 Fine Arts (grades 7-12) and financial literacy.

*History credits must include one credit of American History, ½ credit of World History and ½ credit of government. Students attending the UVCC need ½ credit of American History, ½ credit World History, and ½ credit of government.

**Science credits must include 1 credit of Biological Science, 1 credit of Advanced Science, and 1 credit of Physical Science.

Testing Requirements:

Take 6 Ohio State Tests: ELA, Algebra, Geometry, Biology, US Studies, and Government. Earn an English competency score of 684. Earn an Algebra competency score of 684. If competency scores are not met, work with your counselor to complete an alternative competency graduation pathway.

Seal Requirements:

Earn two seals. One seal must be a state seal.

- State seals: Technology, Citizenship, Science, Biliteracy, Ohio Means Jobs, Military, College Ready, Honor's Diploma, or Industry Credential.
- Local seals: Student Engagement, Fine Art, or Community Service.

UVCC:

Students attending UVCC must meet all academic and vocational requirements established by the UVCC.

YOUR CHECKLIST:

1. Do I have 21 or more total credits? Yes ___ No ___
2. Do I have the required classes? Yes ___ No ___
3. Have I met State Testing Requirements? Yes ___ No ___
4. Have I earned my 2 seals? Yes ___ No ___

If you have answered "YES" to all of the above questions, it would appear that you have met all of the requirements for graduation. If you answered "NO" to any of the above questions, it is imperative that you meet with your counselor as soon as possible to plan accordingly.

II. Senior Events:

1. Interims will be available online in Progress Book **Oct 10, Dec 12, Feb 27, and May 1.**
2. Grade cards will be available online in Progress Book **Nov 7, Jan 23, Apr 5, and May 29.**
3. April: Seniors will be measured for caps and gowns during the year. Piqua students attending the UVCC will be measured for caps and gowns at the UVCC. The Jostens Company will be the supplier again this year. Seniors buy both the cap, gown and tassel. Caps and gowns will be distributed sometime during **the month of April 2025** and an announcement of this delivery will be made in April. Seniors may keep their cap and gown after graduation or they may donate it to the school for students in need for future graduations.
4. Senior students will select the Class Flower, and Motto to be used for this senior class. It is the responsibility of each student to attend the senior class meetings and/or check the Class of 2025 Google Classroom to stay current with senior happenings and events. Senior class officers will coordinate the selection of the senior announcements. Announcements may be ordered by the senior student/parent from the Jostens Company, Mr. Robert Eldridge, representative at 937-552-9904
5. **May 1:** Seniors receiving awards/scholarships from outside sources and/or universities must submit documentation to Mrs. Rosenkranz to be recognized at Academic Signing Day and Senior Class Night.
6. **May 6:** AP Testing Begins.
7. **May 3:** Junior-Senior Prom. To attend, students must be a junior or senior, or the guest of a junior or senior. Guests from outside PHS must register when buying a ticket. Tickets must be purchased prior to the event by the deadline online at <https://www.piqua.org/BoxOffice.aspx>.
8. **May 7:** Top 100 Ceremony is sponsored by the Piqua Area Chamber of Commerce and will be held at Alexander Stadium. Dress is nice casual.
9. **May 14th @ 1pm** Academic Signing Day at PHS is to recognize PHS and UVCC students that were awarded academic scholarships from their university. Families are invited to the event. Parents will be invited on stage for pictures and to a reception afterwards. Students will be provided with a t-shirt to wear at the event. It is tradition for parents to wear spirit wear from the senior's college choice as well.
10. **May 12th-16th** Senior Week – events will be announced in the spring.
11. **May 15th and 16th** Senior exams are scheduled during the regularly scheduled class times.
May 19th and 20th Senior exams make-up dates
12. **May 21:** Practice for graduation will be at 8:30 a.m. at Alexander Stadium, visitor's side. Please meet at 8:15 a.m. in the commons for practice. Attendance is mandatory so please clear your work and social calendars to attend! Dress is casual. Plan on a minimum of two hours of practice. Because we will be establishing the order for seniors to line up for graduation and diplomas will be placed in alphabetical order during practice, students that do not attend will be placed at the end of the line for the commencement ceremony. Students should note their seating location on the field to alert family and friends that will be attending Commencement in order for them to select their seating for the best views and photos.
13. **May 21:** Fees must be paid by graduation practice at 8:30 a.m. This includes outstanding amounts owed for past school years. Students must have paid all fines/textbook/Chromebook charges. Contact or visit Sarah Deavours at PHS for more information about the school fees you may owe.

14. **May 21:** Senior Class Night will be held at Piqua High School. A Reception starts at 6pm with awards starting at 7pm. Class night is an awards program for any PHS or UVCC senior who has received a local scholarship or award. *Students will receive an invitation if they are required to attend.* Please note that it is important to some foundations and financial supporters that seniors who have been awarded a scholarship be in attendance this evening to receive their scholarship. Remember, also, the importance of writing a 'thank you' note to those that are awarding you the scholarship. Wear graduation gowns, no caps. Family and friends are encouraged to attend Class Night as well.
15. **May 23:** PHS Graduation will be at 8:00 p.m. at Alexander Stadium. Students will be permitted an unlimited number of guests. Students are to report to the visitor side no later than 7:15 p.m., with caps and gowns. It will be necessary for the PHS administration to remove the diplomas for students that do not show up so please be on time. Due to the volume of traffic, it will be necessary for you to leave home a little earlier to ensure you are on time. It is advisable to carpool with friends when possible. Please plan accordingly to avoid a traffic jam.
16. **Inclement Weather Plan:** In order for us to accommodate such a large crowd at graduation, the ceremony will be held outdoors in Alexander Stadium. If inclement weather is predicted on the day of graduation, the Superintendent may determine a different time and date or delay the ceremony until storms pass. The District relies on forecast advice from area meteorologists and sophisticated weather applications. If the ceremony can be held within a reasonable time of the scheduled start, the District will notify families via text message, phone calls and a public message on the District website at: www.piqua.org. However, if this is not possible to hold the ceremony on the scheduled date, the ceremony will be held on one of the two following rain dates at Alexander Stadium/Purk Field:

Sunday, May 25 - 8pm

Monday, May 26 - 1pm or first available time that weather cooperates

If families are planning to hold a graduation party the same weekend of graduation, we recommend that you plan for **Saturday, May 24**, as it will not conflict with a graduation rain date/time.

17. Lange Photography will capture a photo of each graduate accepting his/her diploma. You may view your proofs online when they are available – there will be an email and a text with ordering information sent to parents. The senior class and school administration respectfully request that parents and friends please remain in your seating area at all times during the graduation ceremony so as not to block the view of others eagerly awaiting to see graduates receive their diplomas and take personal photos.
18. **May 22:** Piqua seniors who attend the UVCC will be honored at the UVCC Convocation at Hobart Arena @ 7:00 pm.

ADDITIONAL INFORMATION FOR SENIORS:

- The district/building discipline code will be in effect during all senior activities and events. Students who are under the influences of alcohol/drugs at any of the senior events, will not be allowed to participate in the graduation ceremonies.
- Handicapped parking will be directly in front of the building by reservation. Handicapped seating reservations should be made no later than one (1) week prior to Commencement. Please contact Assistant Principal, Mr. Darrell Hite, at 937-773-6314 or hited@piqua.org for seating and/or parking reservations.
- It is imperative that all seniors recognize the importance of being completely informed of all rules/regulations/time lines, and other directions that might be forthcoming from teachers, counselors, district and building administrators regarding graduation. Being misinformed may jeopardize your opportunity to participate in senior events. Students having questions about dates/procedures/explanations regarding the senior year should contact their counselor or a principal.

- If graduation is in question, students/parents should consider contacting Robert Eldridge, Josten's Representative at 937-552-9904, to place a late order for announcements and other items.
- If there is any doubt as to whether you will receive credit in a senior year course, please check with the counselor and the teacher prior to the final week of school. Often a student will not graduate because he/she did not finish a course, pass a final exam, or complete the course requirements.
- In a few cases each year the final exam will determine the passage or failure in a course. Your final status may not be determined until a few hours after final exams. Parents will be notified of student failure in a required, or needed course, that will adversely affect the student being able to graduate. This notification will take place by **May 22, 2024**.
- Seniors who have not completed all requirements for graduation, including testing requirements, will not be allowed to participate in the graduation ceremonies.
- Seniors are encouraged to attend all senior events. However, if a student chooses not to attend the graduation ceremony, he/she will have to pick up the diploma in the main office during normal working hours following the Tuesday after Memorial Day or later. Diplomas will not be issued prior to the graduation ceremony.
- Students are not permitted to decorate or adorn their mortarboards, hats or graduation gowns. Students that show up with decorations or items added/affixed to their issued caps and gowns will be asked to remove them. Students will not be permitted to walk in the ceremony with decorations on hats or gowns.
- The following graduation cords are sanctioned for the PHS Commencement: Blood Cord, Military Cord, National Honor Society Cord, and Honor's Diploma Cord. No other cords are sanctioned by the District; therefore, they will not be formally recognized at the ceremony.
- All students must wear appropriate clothing under the gown to participate in the graduation ceremonies. Girls, remember that high heels may be difficult to walk in on the field turf, steps and stage area. Purses and valuables should be left at home as there is no safe place to keep them during the ceremony. Inappropriately dressed seniors will not be permitted to participate in the ceremony.
- Students wishing to attend college, technical school, or a branch of the Armed Services after graduation should have the application process either started or have seen their counselor.
- Students wishing to apply for grants/loans/scholarships for college or technical school should see their counselor.
- Seniors planning on attending college or obtaining other post-secondary education, must complete final transcript requests through Naviance.

Senior pranks are not permitted and may result in the removal of a senior from special events including the graduation ceremony itself. Physical damage to any school property will result in charges filed against the student(s) involved. Additionally, any incident by a student, or group of students which suggests or creates an embarrassment to any individual(s), the school district and/or the community at large, will call for immediate removal of the student(s) from any and all graduation ceremony events. If it is deemed necessary for any student(s) to be removed from graduation, the student(s) may receive their diploma the Tuesday after Memorial Day from the office of the principal of Piqua School if all school fees are paid in full.

IV. Selection of Valedictorian and Salutatorian:

Selections are based on GPA, course selection, and ACT/SAT scores through seven semesters. To be eligible, students must qualify for an Honor's Diploma. Next the 4.0 GPA will be multiplied by nine (9). The GPA and ACT will then be added together. The top point earner will be the valedictorian. The second point earner will be the salutatorian. The honor will be based on GPA and test scores at the end of the first semester of the senior year.

V. GRADUATION PROCEDURE FOR MIAMI COUNTY CONSORTIUM MD HIGH

SCHOOL STUDENTS:

1. MD students and their families will be given the choice to participate in the graduation ceremony of their school of attendance or to graduate at the high school in their district of residence.
2. The diploma will be issued from the school district where the student has chosen to participate in the graduation ceremony.
3. Some MD students will continue their education longer than the traditional four years. For these students the IEP team will determine with the student if graduation with their peers is important to the student socially. If this is the case:
 - the MD student must have fulfilled enough credit and course requirements to graduate in order to participate in the graduation ceremony,
 - at the graduation ceremony the student will be issued a certificate of attendance,
 - the MD student will be issued an official diploma upon exiting school.

FINAL THOUGHTS FOR GRADUATES:

Graduation is more than just a ceremony. It's a culmination of years of dedication, a milestone marking the end of one chapter and the exciting beginning of another. You have each met the challenges set forth by the Piqua Board of Education, the Ohio Department of Education and Workforce, and the State of Ohio – a remarkable accomplishment worthy of celebration.

This is also a time to acknowledge the countless hours your families have invested in your success. Their tremendous support has been instrumental in getting you here. Let's make this graduation a truly meaningful experience for everyone involved – for you, your friends, and your loved ones.

Let's create a ceremony filled with dignity and respect to honor this moment. Your conduct reflects on yourselves, your families, and the entire Piqua City Schools community. Be present, listen attentively to the speakers, and celebrate the achievements of your peers. For some, this will be the most significant moment of recognition they ever experience.

Piqua City Schools extends our sincerest congratulations on your graduation day. We are incredibly proud of all you have accomplished and looking forward to watching you further reach your fullest potential. We know you are destined for great things.