



WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT

South High School

Principal: Andrew Suttell
Assistant Principal: David J. Miller
Assistant Principal: Jennifer L. Neumeyer
Athletic Director: Tom McKinnon

4900 Shankland Rd · Willoughby, OH 44094 · Phone: (440) 975-3648 · Fax: (440) 975-3645

2024 Senior Letter

*Congratulations! You are about to become the parents/guardians of a 2024 graduate of South High School. This would not be possible without the many years of support that you have provided for your student. The staff salutes you for your efforts. Below you will find all of the information that you need to know in order to end the school year and prepare for commencement. **Please note all deadlines.** Thank you for your cooperation in preparing your student to complete this phase and start the next phase.*

ACADEMIC REQUIREMENTS

It is important that we remind parents / guardians and graduates that all requirements must be met in order for students to participate in the commencement ceremony. This includes the academic requirements established by the State of Ohio and the Willoughby-Eastlake Board of Education. This includes earning 21.5 credits and completing the state testing requirements.

SENIOR COURSE FEES

- Seniors need to be sure that they have paid all school fees. It is also important that all textbooks, rental calculators, library books, chrome books, hotspots, and chargers, etc., are returned and recorded so that new bills will not be issued. Please check with Mrs. Egan at 440-975-3627 if you have any questions about outstanding charges.

FINAL TRANSCRIPTS - Naviance

Seniors must log on to Naviance and request final transcripts to be sent to the college you plan to attend. Questions should be directed to guidance counselors. **CCP students** must request an official transcript from the current college to be sent to the college you intend to enroll in for the Fall 2024 enrollment.

Transcripts for Excel TECC Articulation from Lakeland and CCC and NCAA do not need to be requested. They will be sent by Mrs. Duffy.

CAP & GOWN PICK-UP

Jostens was at South for Cap, Gown and Announcement delivery on **Thursday, March 7th, during lunch periods** in the Student Union.

****If you weren't able to pick up on the above day and times, please pick up your items in the main office when you are able. Office hours are Monday-Friday 7-2:30PM.*

If you still need to order your cap and gown, please do so ASAP at www.jostens.com or call Jostens at 1-800-567-8367. Remember, you must have a cap and gown to participate in the graduation ceremony on May 21st.

- **The Gown:** The high school cap and gown symbolizes scholarship and learning, therefore, they should be worn with dignity. The gown IS NOT designed to take the place of ordinary wearing apparel. Girls must wear dresses or pantsuits (NO JEANS OR TENNIS SHOES) and boys must wear dress shirts and ties with dress slacks underneath their gowns (NO JEANS OR TENNIS SHOES).
- **The Cap:** Caps are a part of the ceremony and should be treated with the same respect. **Therefore, caps are NOT to be decorated. If decorated, your cap will be confiscated and replaced with one that is clean.**
- **The Tassel:** The tassel must be worn on the right side of the cap during the ceremony. Graduates will move the tassel to the left side with the entire class at the end of the ceremony.

PROM

Prom will be held on Friday, April 26th at Regovich's Catering (formerly The Patrician) at 33150 Lakeland Blvd., Eastlake from 7:00pm - 11:00pm, with doors opening at 6:45pm. Dinner will be served at 7:30pm., and seniors only and their guests are permitted to attend. This year's theme is ***"A Night Under the Stars"***

Beginning April 4th, Prom tickets will go on sale. The cost per ticket is \$45 per person. If you choose to bring a guest who does not attend Willoughby South, you must have a completed Guest Approval Form in order to purchase a ticket. The **guest approval form is attached, and can also be found in the main office.**

Please note: **Guests must be UNDER 21 years of age**

At the time of ticket purchase, you can select a table for seating. Tables will have a maximum of 8 guests.

All tickets will be sold in Room 114 (Ms. Baller's room - across from the gym)

Daytime Ticket Sales

April 4th - 16th - Before school and during all lunch periods in room 114

After School Ticket Sales:

April 9th & April 11th - 2:30pm- 3:00pm

ALL TICKETS MUST BE PURCHASED BY APRIL 16th - NO EXCEPTIONS!

PROM DAY ATTENDANCE

Students are expected to be in classes on April 26th unless they have an excused absence. **To excuse your child, please call the attendance line at 440-283-2180 any day during the week of Prom.** Thank you in advance for your cooperation.

AFTER PROM will be held at the Rollhouse in Mentor beginning at 11:30pm - 3:00am. Students are permitted to attend the **FREE After Prom** without attending the Prom.

Once students are admitted, they will not be permitted to leave early – **unless verbal consent is given by a parent.** *Students will NOT be permitted re-entry, and will forfeit their chance of winning prizes.* A sign-up sheet will be generated as the event gets closer for students to participate in the Escape Rooms.

If you are interested in making a donation for After Prom, you can make checks payable to: South High Rebel Moms and mail your donation to 4900 Shankland Rd., Willoughby, Ohio 44094. *ATTN: Rebel Families.* If you are interested in chaperoning After Prom, please email wsrebelmoms@gmail.com or call and or text Julia Boxler at 440-497-0226 with questions. There will also be an opportunity to sign up to chaperone electronically. Please check the website at www.rebelfamilies.com

FINAL EXAMS: (students need only to attend school during the period of their exam)
Seniors last day of classes is May 9th. Seniors are expected to attend all of their final exams. If they miss an exam, they need to contact their teacher to discuss a make-up date and time.
Exam schedule is below:

<u>May 10th</u>	<u>May 13th</u>	<u>May 14th</u>
Periods 5 – 8	Periods 1 – 4	Make-ups (completed by 10:00)

The Rise Up and all Edmentum courses must be complete by May 13th

SEE ATTACHED SCHEDULE FOR AP TESTING

GRADUATION TICKETS

Playhouse Square will be handling all ticket orders online

Seating will be assigned. Each graduate can order up to 6 tickets, with the option to purchase 2 additional tickets at \$5 each. Graduates will not need a ticket.

Note: Per the Theatre, children of ALL ages need a ticket upon entering. There will be an opportunity to purchase up to 2 parking passes online through Playhouse Square. A link will be shared when it becomes available and will be live April 19th – May 20th.

Please see the attached form for specific instructions regarding orders.

COMMENCEMENT REHEARSAL

The commencement rehearsal is MANDATORY for all students graduating on **Tuesday, May 21st**. All seniors are to report to South High School at **8:30 AM**. You will go into the gym and find the area designated for your last name. Follow the directions of the staff regarding lineup order. You do NOT wear your cap and gown to rehearsal.

- Busses will transport students to and from The Connor Palace Theatre for rehearsal. We will rehearse until we are comfortable with the process, hoping to be done by 12:30 at the latest. Students who will participate in the ceremony will also rehearse their speeches.

COMMENCEMENT

We will host graduation at The Connor Palace (located in Playhouse Square) 1615 Euclid Ave., Cleveland, OH. 44115 **on Tuesday, May 21st from 6:30-8:00 PM.**

NOTE: Students will only receive a diploma COVER at Commencement. Diplomas can be picked up at South in the Main Office starting on May 22, 2024.

PLEASE BRING YOUR COVER. Office hours are 8:00am – 2:00pm

COMMENCEMENT CEREMONY

1. Students should arrive at the Connor Palace no later than 5:30 PM wearing their cap and gown. Graduating Seniors do NOT need a ticket to enter
2. Lobby will open at 5:30 PM. Seating will begin at 6:00 PM.
 - a. You are only allowed to bring guests with tickets – ***including babies and children***
 - b. Please find your seats **by 6:15 PM**, so that you are seated for the processional.
3. The ceremony will begin promptly at 6:30 PM with the processional.
We will pause seating until the processional is completed. Please keep noise level down as not to disrupt the ceremony, if you enter after the processional.

NO balloons will be permitted in the Theatre.

******Please silence your cell phones******

Graduates NOT participating in the commencement exercises should contact Mrs. Contento in the main office by May 1st. Those graduates may obtain their diplomas in the main office after May 21st

COMMENCEMENT PHOTOGRAPHS

*****No picture taking is allowed during the ceremony*****

Pictures with Class, our official commencement photographer, will have portraits available online at: <https://www.barksdalephoto.com/>

You will go to the “What are you looking for?” tab in the middle left of the screen. You will choose “View My Pictures/Public Order Galleries” On the right side of the screen will be “Public Order Galleries”, you will find your school and select the appropriate gallery. The photos will be available approximately a week after the ceremony and active for 90 days after the event.

[Attached is the Flyer](#)

Any questions please contact Mike Stefanini at 1-800-220-7667 ext. 610.

DATES TO REMEMBER

March 7th – Cap, Gown and Announcement Pick-up (lunch periods)

(if you weren't able to - items can be picked up in the main office)

April 16th – Last Day to Buy Prom Tickets – No Exceptions

April 26th – Prom at Regovich's Catering (formerly The Patrician), Eastlake
FREE After Prom at the Rollhouse, Mentor

May 9th - Seniors Last Day of Classes

May 10th & 13th - Senior Exams

May 14th – Exam Makeups – completed by 10:00AM

May 21st - Graduation Rehearsal, 9:00 AM, South High

May 21st - Graduation, Arrive at The Connor Palace Theatre by 5:30 PM

Please refer to South's Main Page on our website to view the Senior Letter.

If there are any questions, please feel free to contact the main office at 440-975-3648

Congratulations to all of our 2024 graduates!

MAY 2024 AP TESTING SCHEDULE:

- MAY 6 - Government at 7:30**
- 7 – Microeconomics at 7:30**
- 7 – Statistics at 11:45**
- 8 – Literature at 7:30**
- 9 – Psychology at 11:45**
- 10 – History at 7:30**
 - Macro at 11:45**
- 13 – Calculus AB at 7:30**
- 13 – Calculus BC at 7:30**
- 14 – Language at 7:30**
- 15 – NO TESTS**
- 16 – Spanish Language at 7:30**
- 16 – Biology at 11:45**
- 17- Physics at 7:30**



Playhouse Square

Online Ticket Reservation Info Sheet 2024 Commencement Ceremonies

1. Use the link provided by your school to access the "Select Your Own Seats" window.
2. Select your desired seats from those available on the seating map. *If someone in your party requires an accessible seat, they are indicated on the map in blue.
3. Once all your seats are selected, select 'add to order'.
4. If you wish to purchase pre-paid parking at one of the Playhouse Square garages for a discounted rate, hit 'select' to add to your order. Otherwise, select 'close' to continue with your order with no parking add-on,
5. You will then be prompted to create an online account, or login into an existing account. If you have an account from any previous Playhouse Square purchase, you should login in using those account details.
6. You will then be prompted to enter your graduate's name and student ID.
7. Select delivery method (digital only), and then select 'buy' on the checkout screen.
8. If you chose to purchase pre-paid parking, you will need to enter payment information upon checkout. If you are reserving only your complimentary tickets, you will not need to supply any payment information.
9. Once complete, tickets will be emailed to the address associated with the Playhouse Square account used for purchase. Instructions on how to access your tickets are included within the email, and further information can be found here: <https://www.playhousesquare.org/plan-your-visit-main/help-center/mobiletickets>

If you need additional assistance with your tickets, please contact the Playhouse Square Box Office at 216-329-0254.

*Accessible seating is on limited availability. If someone in your party requires accessible seating, please only select a seat for that individual. Remaining party members should be seated in general seats in the surrounding area, Additional information on accessibility at Playhouse Square can be found here: <http://www.playhousesquare.org/plan-your-visit-main/accessibility-information>



CELEBRATE YOUR GRADUATE'S ACHIEVEMENT CAPTURE THE MEMORIES!

WE MAKE IT EASY

- Everyone gets photographed
- Professional photographs will be available for you to purchase
- Convenient online ordering

Here's how to order:

(Pictures will be online one week after graduation)

1. Go to www.barksdalephoto.com
2. Scroll over "What are you looking for?"
3. Click "View My Pictures/Public Order Galleries"
4. Find your school & select event
5. View and order your prints



Scan with your Smartphone.
Direct link to our website.



We value your comments and/or questions. Call us Toll Free 800.220.7667

The Barksdale Group is proud to support local schools and charities that help strengthen the communities we serve. The Barksdale Group is privately owned and family operated. We are not a franchised company.

BARKSDALE SCHOOL PORTRAITS
www.barksdalephoto.com

PICTURES WITH CLASS by Barksdale
www.pictureswithclass.com

HOCKMEYER with Barksdale
www.hockstudio.com



Teach · Learn · Grow



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Guest Approval Form

Please Complete all Information and Submit with ticket purchase.

Event:	Prom 2024
Date:	<u>Friday, April 26, 2024</u>
Time:	<u>7:00-11:00 PM</u>
Location:	<u>Regovich Catering (The Patrician)</u> 33150 Lakeland Blvd Eastlake, OH 44095
Name of Willoughby South High Student:	_____

******This form must be submitted at the time tickets are purchased.
No tickets will be sold for non-South students without all
information completed******

<u>GUEST INFORMATION:</u>	
Guest's School _____	TICKET # _____
Name: _____	Date of Birth: _____
Address: _____	
Home Phone: _____	
Parent Signature (if under age 18): _____	
<p>**No middle school student (6th, 7th, 8th Grade) may attend a Willoughby South High School function. **No student or guest age 21 or older will be permitted to attend a Willoughby South High School function without the permission of the principal. All guests must show an ID to enter Prom</p>	
Administrative Signature from Guest's School _____	Date _____

PLEASE SUBMIT FORM AT TIME OF TICKET PURCHASE