

**BISHOP MONTGOMERY HIGH SCHOOL
CLASS OF 2019**

Dear Parents,

Congratulations! Your child has almost completed high school. This is a very exciting time, and there will be many events and activities for our seniors between now and the end of the school year. The following information will be shared with the seniors during their assembly, as well as posted on our website. Important dates and deadlines have been outlined in this packet. Please remind your student of these important dates, so that they can participate in these activities and fully enjoy the rest of their senior year.

If your student has any questions, they are welcome to visit me in the Activities Office. You can also reach me at 310-540-2021, extension 273.

Sincerely,

Milana McDermott

Milana McDermott
Dean of Student Life

SENIOR EVENTS AND ACTIVITIES

Tuesday, March 12	Graduation Announcements distributed at lunch
Friday, May 3	Senior Prom, The Millennium Biltmore Hotel, 7:30 p.m.-11:00 p.m.
Friday, May 17	Senior Luau & Slideshow, BMHS Gym, 1:00 p.m.-3:00 p.m.
Monday, May 20	Senior Final Exams, 8:45 a.m.-2:20 p.m.
Tuesday, May 21	Graduation Practice (mandatory), 7:15 a.m. Senior Final Exams, 8:45 a.m.-2:20 p.m. Disney California Adventure Grad Nite, 7:30 p.m.-2:30 a.m.
Wednesday, May 22	Baccalaureate Mass, 7:00 p.m.
Thursday, May 23	Senior Awards (<i>by invitation only</i>), BMHS Gym, 10:00 a.m.
Friday, May 24	Graduation, Knight Stadium, 11:00 a.m.

DEADLINES AND FEES

Please note the deadline, last day to purchase, or last day to RSVP, for each event listed. Your help and cooperation with keeping to these deadlines is much appreciated. Due to the volume of activities and deadlines incurred by various vendor contracts, **NO EXCEPTIONS WILL BE MADE TO ACCOMMODATE STUDENTS WHO DID NOT ACT IN TIME.**

Seniors who have an outstanding tuition balance will not be permitted to attend Luau or purchase Prom or Grad Nite tickets until the balance is paid in full. If the deadlines for purchasing these items pass before the balance is paid, late purchases will not be allowed and the student will not be able to attend.

GRADUATION

Please visit the BMHS website www.bmhs-la.org for a link to Graduation Frequently Asked Questions and answers. The link to these FAQ's can be found on the homepage.

GRADUATION FEES:

Each senior was assessed a graduation fee on his/her tuition statement in Fall 2018. Payment of this fee ensures that the senior will be able to pick up his/her graduation announcements, cap and gown.

GRADUATION ANNOUNCEMENTS:

Each senior will receive 10 graduation announcements, whether or not they ordered additional items from Jostens. These announcements, plus any additional announcements or items ordered, will be distributed to seniors on Tuesday, March 12 at lunch in Room 106. Seniors absent on the pick-up day may pick up their announcements in the main office when they return to school.

Additional announcements (1 pack of ten = \$20) will be available in the Main Office.

Seniors who ordered additional items must be paid in full for the March 12 pick up. Jostens will be contacting those senior families with outstanding balances directly with instructions on how to settle the balance prior to March 12.

GRADUATION TICKETS:

Each graduating senior will be allotted NINE graduation tickets, which will be distributed on Tuesday, May 21 at graduation practice. The nine tickets will be for seats in the bleachers.

ALL guests (regardless of age) attending Bishop Montgomery's graduation ceremony will be required to present a ticket at the gate for admission. Please keep track of your tickets because they WILL NOT be replaced if they are lost. Extra tickets must be obtained from other graduates who do not need them. PLEASE DO NOT CONTACT THE SCHOOL FOR ADDITIONAL TICKETS.

GRADUATION CAPS & GOWNS:

Caps and gowns will be distributed to the seniors in May. Date TBD and will be announced over the morning PA and emailed home to parents. The cost of the cap and gown was covered in the graduation fee paid in Fall 2018. These fees must be paid in full for a senior to receive his/her cap and gown. Seniors who have an outstanding tuition balance must be current in order to pick-up their graduation cap and gown.

GRADUATION SEATING:

Seating for the graduation ceremony is in the football stadium bleachers.

A canopy tent with seating will also be available in the north end zone of the field (side view of ceremony) for guests who are in wheelchairs, who may have difficulty climbing stairs, or who need shade during the ceremony. Faculty members will be available at the tent to assist guests before, after, and during the ceremony.

To obtain a ticket for tent seating, seniors may exchange one or more bleacher tickets in the front office after graduation practice on May 21. Seating will be limited under the canopy and we request that only guests requiring this special seating utilize this service. Tickets will be available for exchange in the front office on a first-come, first-served basis.

May 3 - PROM

TIME: 7:30 – 11:00 p.m. (Doors close at 8:30 p.m.)
LOCATION: The Millennium Biltmore Hotel, Los Angeles
BID SALES: Bids will be on sale ONLY from Monday, March 25 through the end of lunch on Monday, April 15.
COST: \$160 couple; \$80 single (bid price includes dinner)
PARKING: Valet parking is included in the bid price.
PICTURES: Information on photo packages will be available at the student store. Photographers will begin taking pictures at 7:30 p.m.

- **Signature Clearance from the deans is from Monday, March 25 – Thursday, April 11.** Students must bring their completed bid contract with appropriate signatures to the student store in order to purchase a bid. Students must present a current BMHS ID and their date's ID, upon requesting signature from the deans and to purchase their bid. (If a student's date does not attend BMHS, a copy of their ID will be accepted. Please note that IDs from another school must state the student's grade level or the BMHS student must present an official document from his/her date's school stating his/her date's grade level). Non-BMHS high school students must have a discipline clearance which includes the school seal.
- This is Senior Ditch Day and **seniors** are not required to attend classes on this day.
- A bid contract is enclosed in this mailing. Please read thoroughly all the guidelines and policies before signing the contract, as all regulations will be strictly enforced in order to ensure a fun and safe environment for Prom night.
- Please carefully review the regulations in the BMHS Handbook, including the following details:
 - The Prom is for seniors, juniors, and their senior, junior, or sophomore dates.
 - Freshmen may not attend prom.
 - **DRESS CODE:** Prom is a **formal** event. Please be sure to read, sign, and turn in the dress code form that is in the bid contract.

MAY 17 - SENIOR LUAU & SLIDESHOW

TIME: 1:00 - 3:00 p.m. (Doors will close at 1:30 p.m.)
LOCATION: BMHS Gym
RSVPS: Advance reservations are required for this event and must be received at the student store by the reservation deadline, the end of lunch on **Wednesday, May 1**.
COST: This event is complimentary for all seniors *who register by the deadline*.

- Students are expected to attend the entirety of this event, if they register. All special circumstances must be approved in advance by the deans at least one day before the Luau (school athletes being excused early for games, etc.)
- This event is for SENIORS ONLY. Dress is Hawaiian (modest and in good taste.) A current BMHS I.D. must be presented for entry into the Luau. Reservation forms are included in this packet. Seniors must turn in their reservations at the student store by the deadline.
- The deadline for Luau signature clearance from the deans is Thursday, April 11.

MAY 20 - SEMESTER FINALS

SEMESTER FINALS:

First Exam (period 5): 8:45 a.m. – 10:15 a.m.
Second Exam (period 6): 10:30 a.m. – 12:00 p.m.
SENIOR LOCKER CLEAN-OUT 12:00 p.m. – 12:15 p.m.
Third Exam (period 1): 12:50 p.m. – 2:20 p.m.

MAY 21 – GRADUATION PRACTICE, SEMESTER FINALS & GRAD NITE

GRADUATION PRACTICE:

TIME: 7:15 a.m. – 8:30 a.m. (MANDATORY)

Graduation Practice is at 7:15 a.m. and is mandatory. Seniors must report to assigned practice rooms in the third building by this time. Attendance will be taken and graduation tickets will be handed to the “almost” graduates. Students who choose not to attend this practice may not receive their graduation tickets, nor will they be permitted to participate in the graduation ceremony. Seniors will receive their nine bleacher tickets for the graduation ceremony at this time.

SEMESTER FINALS:

First Exam (period 2): 8:45 a.m. – 10:20 a.m.
Second Exam (period 3): 10:35 a.m. – 12:10 p.m.
Third Exam (period 4): 12:45 p.m. – 2:20 p.m.

GRAD NITE @DISNEY CALIFORNIA ADVENTURE:

TIME: 7:30 p.m. - 2:30 a.m. (returning to BMHS on the morning of May 22)

LOCATION: Students meet at BMHS

TICKET SALES: Tickets will be on sale from February 13 to March 15.

An early bird discount applies to tickets purchased by March 1.

COST: **\$85** (if purchased by March 1); **\$100** (if purchased between March 4-15)

TRANSPORTATION: Bus transportation to and from Disneyland is mandatory and included in price.

- ATTIRE: DO NOT assume any liberties with these guidelines. Anyone not adhering to the guidelines will not be permitted to board the bus, will not receive a refund, and will be sent home. BMHS reserves the right to refuse admittance to any student who does not adhere to the dress-code. Students are to dress in a manner that is modest, clean, and appropriate to a Catholic school academic environment. Attire for both males and females should fit properly and reflect modesty and good taste. All policies with regards to school appropriate attire and modesty will apply. While parents and students have the primary responsibility for personal appearance, the administration is responsible for interpreting dress regulations.
- This event is for SENIORS ONLY. No outside students may attend.
- Permission form is included in this packet. Students must obtain signatures from both deans before they can purchase their tickets. A current BMHS I.D. must be presented to board the bus.

MAY 22 - BACCALAUREATE MASS

BACCALAUREATE MASS:

TIME: 7:00 p.m.

LOCATION: American Martyrs Catholic Church
624 15th Street, Manhattan Beach, 90266

- Graduates must arrive by 6:30 p.m.
- All graduates are **required** to wear their **graduation gown**. (Caps are not worn at the Baccalaureate Mass.) All students are required to wear Mass-appropriate attire beneath their gowns for the Baccalaureate Mass. **Gentlemen must be clean-shaven and may not wear earrings. No tennis shoes, jeans, flip-flops, bare midriffs or attire that is inappropriate to wear to Mass.**
- Professional video will be taken that night which will be available for purchase (see flyer). The video will only include excerpts from the Mass, not the entire Mass.

MERIT SCHOLARSHIPS AND HONORS AT ENTRANCE

In order to include your child's offers of merit scholarships and honors at entrance, your child must bring a **COPY** of the original letter from the college or university to Ms. Celeste Adams in the Guidance Office (no emailed copies will be accepted). Information must be received by **Wednesday, May 1 (this is a hard deadline in order to get printing completed in time for senior awards and graduation)**. If you have a question regarding if a scholarship is merit-based or need-based, please contact Ms. Adams at cadams@bmhs-la.org

SENIOR AWARDS – by invitation only

DATE & TIME: Thursday, May 23, 10:00 a.m. - 12:00 p.m.

LOCATION: BMHS Gym

COST: This event is complimentary for award recipients and their guests.

ATTIRE: **ALL graduates are required to wear their graduation gowns. (Caps are not required.) Appropriate attire must be worn beneath their gowns. Gentlemen must be clean-shaven and may not wear earrings. No tennis shoes, jeans, flip-flops, bare midriffs or any inappropriate attire will be permitted.**

Invitations will be distributed to students in their first period classrooms and mailed to parents in May. The ceremony will be followed by refreshments and a reception hosted by Mother's Club. Neither students nor their guests are required to purchase tickets.

The ceremony will recognize students for their achievement in the following areas:

- Athletics
- Christian Service
- California Scholarship Federation
- Department Awards
- Honors at Graduation (Summa, Magna, and Cum Laude)
- Honors at Entrance
- Merit Scholarships
- Special Awards

GRADUATION DAY: On May 24th Graduation Day, all cords and pins that students received at the Senior Awards Ceremony should be worn. **However, students are not allowed to display non-Bishop awards as part of their graduation attire.**

May 24 - GRADUATION

TIME: 11:00 a.m.

LOCATION: BMHS Knight Stadium/Football Field

***ADMITTANCE TO THE FOOTBALL FIELD FOR THE GRADUATION CEREMONY WILL BE BY TICKET ONLY. PLEASE SEE DETAILS BELOW.**

- Each senior will receive a total of nine tickets for bleacher seats at the ceremony. A canopy tent will be available on the field to provide seating for guests with special needs. Please see page 1 of this letter for details on how to obtain tickets for this special seating. ALL guests attending Bishop Montgomery's graduation ceremony, REGARDLESS OF AGE, will be required to present a ticket at the gate for admission.
- Please note that the parking lot on the northeast corner of Torrance Blvd. and Henrietta and the business/medical office parking lots immediately east of the BMHS campus are NOT available for parking during the graduation ceremony on May 24. Cars that are parked there without authorization from the

landowner will be ticketed and/or towed. Please arrive early and park your car in one of Bishop Montgomery's campus lots or on nearby streets.

- It is imperative that all seniors report to their designated practice rooms no later than 10:00 a.m. with their cap and gown. The ceremony will begin promptly at 11:00 a.m. At 10:55 a.m., students will begin to process to the field as practiced.
- Dress code for graduation is the same as "Student Dress-up Day" (please reference the Parent/Student Handbook, page 35). Seniors may NOT make alterations to their caps and gowns, nor wear anything over or on the cap and gown, with the exception of school-issued honor cords, pins and/or medals. Students who choose not to comply with this policy will be prohibited from participating in the graduation ceremony. Tennis shoes are neither appropriate, nor acceptable, for the occasion.
- Please note that it can be very windy on the field during the ceremony. It is recommended that the graduates use bobby pins to ensure their caps remain in place. Also, because the ceremony will take place on the football field, and because the graduates will use stairs when crossing the stage to get their diplomas, graduates should choose appropriate shoes for the ceremony. For safety reasons, ladies are urged not to wear stiletto-style heels to the ceremony.
- The graduation ceremony will last approximately 1 ½ hours.
- Pictures and videos may be taken from the bleachers only; no one will be permitted on the field during the ceremony. We will have a professional video by Hemenway Productions and portraits by LifeTouch Portraiture* which will be available to you for a fee.
- Please be aware that in the past various outside, unapproved organizations have used our graduation as an opportunity to sell their merchandise, including flower/balloon bouquets and Hawaiian flower leis. While we do not prohibit the purchase of these items for graduation events, we do not support nor condone their sales to our students or their families. Bishop Montgomery High School will not assume responsibility if these items are not delivered, or are delivered in a condition different than originally promised.
- Please do not bring balloons or air horns to the graduation ceremony, as balloons obstruct the view and blaring air horns and other noisemakers are disruptive to the ceremony.
- At the conclusion of the ceremony, seniors must report immediately back to their rooms to obtain their diplomas and pick up any belongings left behind. Seniors may keep their caps and gowns. Any diplomas or other items not picked up within 10 minutes after the ceremony ends will be taken to the front office and made available beginning Tuesday, May 28.

***LifeTouch will take photos of each graduate at the graduation ceremony and the proofs will be sent to you. There is no obligation to purchase any portraits when proofs are received.**

BMHS GRADUATION VIDEO

Dear Students and Parents,

Hemenway Productions congratulates the students for achieving a major milestone in their lives. We would like to thank the BMHS administration, and the parents, for allowing us the opportunity to provide the memory that the students (and parents) have worked so hard to achieve.

Hemenway Productions would like to take care of these details and capture the best of these special moments for you. Located here in the South Bay, Hemenway Productions has been providing BMHS with our video services since the 1990's. We are committed to providing innovative and quality material and look forward to assisting you in capturing the best memories of these special senior events.

Hemenway Productions will be videotaping three events for Bishop Montgomery: **PROM, BACCALAUREATE MASS AND GRADUATION**. The finished product will include highlights from the Prom and the Baccalaureate Mass and will include the graduation ceremony in its entirety. In addition, a DVD of Prom and Homecoming is available.

PACKAGE PRICES:

#1)	Baccalaureate Mass/Graduation:	\$40
#2)	Prom/Homecoming	\$15
#3)	Bacc. Mass/Grad/Prom/Homecoming Package	\$50

To reserve your video, please complete the order form below and mail to the following address:

**Hemenway Productions
1601 North Sepulveda Blvd #585, Manhattan Beach CA. 90266
(310) 844-2860**

BMHS GRADUATION VIDEO 2019

Video delivered to:

Students Name: _____

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Please indicate the number of items that you would like to order on the lines below.

_____ Baccalaureate Mass/Graduation DVD (\$40 each)

_____ Prom/Homecoming DVD (\$15 each)

_____ Bacc. Mass/Grad/Prom/Homecoming Package (\$50)

TOTAL ENCLOSED \$ _____

Make checks payable to HEMENWAY PRODUCTIONS. Please allow 4-6 weeks for delivery.