



Northwest High School

Guide to Graduation 2021

Dear Northwest High School Families--

As our school year draws to a close, let me take this opportunity to congratulate you and your student on a great senior year. Throughout this school year, I have been impressed with the pride and leadership of the Class of 2021. I appreciate everything they have done to leave their mark on our school, and I wish them the best as they move on to all of the challenges and opportunities that life has in store for them.

Please read all of this information carefully; this packet has been designed to help answer some of the questions that will come up over the next few months. It contains information about Senior Honors Night, Baccalaureate, Commencement Practice and Commencement 2021. It also provides information about graduation requirements, the commencement program, attire for the ceremony, cap and gown details, diploma pick-up and other essential information. We will continue to publish information electronically, and the Class of 2021 tab on our school website will be a convenient one-stop location for all information: <https://www.nwlsd.org/NWHSClassof2021.aspx>.

I am sure these last weeks of school will be a time of excitement and celebration for your student and your family. We hope this information will help you plan for upcoming events and will reduce the stress that can come in times of transition.

On behalf of the faculty and staff of Northwest High School, let me again express how proud we are of the Class of 2021 and thank you for your support. In so many ways, their success is your success. These young men and women have made a difference in their time here at Northwest High School, and they will be missed. Once again, our congratulations to you and your family!

I am always available for questions or concerns you have; please feel free to contact me.

Joe Pollitt
Principal, Northwest High School
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Upcoming Important Senior Events - Class of 2021

Tuesday, April 27 – Top Ten Graduates (8:30 AM) and Military Recognition (9:30 AM)

Invitations for this event will go home to students who will be recognized. **Families are invited. Students who are enlisting in the military should invite their recruiters to attend this ceremony as well.**

Wednesday, April 28 - Senior Honors Night - 6:00 PM

Our annual Senior Honors Night will take place in the Northwest High School Gymnasium. Parents of students who are to be recognized will receive an invitation in the mail. LOCAL SCHOLARSHIPS and awards will be presented at this event, and all cords worn at the graduation ceremony will be distributed this night as well.

Thursday, April 29 –Senior Breakfast/Cap and Gown Delivery/Top Golf – Seniors report at 8:30 AM

In addition to breakfast, we will recognize Prom Court, Mr. & Mrs. Northwest, and Senior Superlatives. Seniors will pick up their caps and gowns from Graduate Services at this event. This event is only for Northwest seniors. Seniors will be released to go to Top Golf from this event around 10:15 AM and district transportation will be available for students who would like to utilize it. Top Golf from 11:00 AM - 1:00 PM and there is NO CHARGE FOR SENIORS.

Thursday, May 6 - Baccalaureate - 7:00 PM - Virtual

Our Baccalaureate service is a spiritual ceremony for seniors and their families. Baccalaureate will be held virtually this year in conjunction with Colerain High School. The video will post at 7:00 PM on Thurs 5/6 for graduates and families to view.

Friday, May 7 - Last day of attendance for seniors, if they are exempt from exams (see below)

Monday, May 10 - Senior Exams – 10:00 AM in the LMIC

Any senior who has a C-average (70%) or higher in his/her second semester classes will be exempt from exams in those classes. Students who do not meet this criteria should report to school to take exams.

Wednesday, May 12 - MANDATORY Graduation Rehearsal at 12:30 PM in the NWHS Gym

Rehearsal for graduation will be held on Wednesday, May 12 at 12:30 PM in the Northwest High School gymnasium. **Attendance at graduation practice is MANDATORY for those participating in the traditional ceremony.** Students who do not attend this rehearsal cannot participate in the ceremony. Please be on time. Students will receive seat assignments at rehearsal.

Saturday, May 15 - Graduation Ceremony - 11:00 AM

The Commencement Ceremony for the Class of 2021 will be held in the Colerain High School Stadium on Saturday, May 15 at 11:00 AM. Graduates should arrive at Colerain no later than 10:00 AM to check in and begin to line up. Each graduate will receive six tickets for this event and gates open at 9:30 AM for guests to begin arriving. If the weather forces a postponement, we will hold the ceremony on Sunday, May 16 at 1:00 PM in the Colerain High School Stadium with a 12:00 PM arrival for graduates and gates opening at 11:30 AM. If we cannot hold the ceremony due to the weather on either Saturday, May 15 or Sunday, May 16, we will hold the ceremony on Tuesday, May 18 at 6:00 PM in the Colerain High School Stadium (graduates arrive by 5:00 PM, gates open at 4:30 PM).

Monday, May 17 - 9:00 AM - 11:00 AM - Diploma Pick-Up

We have changed our arrangement with Graduate Services and graduation gowns no longer need to be returned. Students can pick up their diplomas beginning Monday, May 17 from 9:00 AM - 11:00 AM in the front lobby. **Only the student can pick up their diploma, and they will be required to sign a document in order to receive their diploma. Parents or friends can not pick up diplomas for students. All seniors must report to school on May 17 OR any date after that to receive their diplomas.**

Commencement Information



General Information:

- Commencement will be held on Saturday, May 15 at Colerain High School in the Stadium. Commencement will begin promptly at 11:00 AM. The stadium gates will open to the public beginning at 9:30 AM. Colerain High School is located at 8801 Cheviot Road and has an entrance from Cheviot Road as well as from Poole Road. **All state and local health requirements around masks/face coverings and social distancing will apply.**
- Graduates should report to the staging area no later than 10:00 AM to check in for the ceremony and begin the process of lining up. Parents and guests will not be permitted in the staging area prior to graduation.
- We will publish a map of the Colerain High School campus and information about parking areas, entrances, and seating. Graduates will park between the buildings and by the Career Center and then report to the Gymnasium in the main building to line up for the ceremony. Guests will park in the main parking lot or the scoreboard parking lot and can use either the main gate or the scoreboard gate. Guests needing handicapped-accessible parking and entry into the stadium should park in the scoreboard lot.
- Special parking and seating for guests with wheelchairs are available. Please contact Mrs. Maria Butz at Northwest High School at 742-7100 for information.
- We will review commencement procedures with the seniors during graduation rehearsal on May 12. Students will also have information regarding their seat assignment provided at practice so you are able to plan where you will sit at Colerain High School. Please don't save seats.
- Each graduate will receive six tickets to the ceremony. Tickets will be paperless and will be set up through www.hometownticketing.com, the same website we used this year for athletic events. **We will publish additional information on how to access your tickets as the ceremony approaches.**
- If a student does NOT wish to participate in the graduation ceremony, they will need to notify Mr. Pollitt in writing by April 30th. If a student wishes to participate in the individual graduation recognition in the auditorium, please see information below.



Individual Graduation Recognitions:

- With the commencement survey sent out over Spring Break, students and families had an opportunity to select individual graduation recognitions to be held in the Northwest High School auditorium. Any family who did not sign up for this opportunity but still wishes to, should contact Mr. Pollitt via email at jpollitt@nwlsd.org to be added to the list.

- Please note that any graduate who selects the individual recognition will not be eligible to participate in the traditional ceremony in the Colerain High School stadium.
- The individual recognitions will be held on **Monday, May 17 beginning at 2:30 PM.**
- We will offer ten-minute appointments in the auditorium for graduates and their guests; this will include the opportunity for the graduate to have their name called and walk across the stage to receive their diploma. Each graduate may invite up to 10 guests; everyone will sign in upon arriving at the school.
- LifeTouch will be here to take professional photographs of the graduate receiving his or her diploma, as well as photographs of the graduate and his/her guests after the ceremony.
- Appointments will be scheduled via Sign-Up Genius and families who have signed up for this option will receive the link via email during the last week of April.



Required Attire for Graduates:

- **Any student who has not ordered a cap and gown should contact Herff Jones/Graduate Services at 272-5890 immediately.**
- **The graduation gown for all students will be purchased from Herff Jones--this is a change from previous years when gowns were rented. All students will wear a royal blue “choir robe style” gown and will line up alphabetically for the ceremony. Students will keep their gowns, their Northwest “N” stoles, their tassels and their caps after the ceremony. If a student throws his/her cap in the ceremony, it is not guaranteed to be returned!**

*****No student is to decorate his/her cap before the ceremony; face coverings will be required at all times and must be school appropriate**

- Gentlemen – White dress shirt or collared shirt, dark slacks, dark socks, and dark shoes. Ties are recommended but not required. Jeans, shorts, and gym shoes are not permitted.
- Ladies – Female students can wear a dress, skirt or dark slacks with a collared shirt. Shoes should be white, black or neutral dress shoes and **flat**. This is for the safety of students, as heels will sink into the turf and there are stairs into and out of the stadium as well as at the entrance and exit of the stage.
- The only stoles permitted to be worn are those issued by National Honor Society and Butler Tech. No exceptions. It is inappropriate to wear anything on the gown, such as a corsage or pin.
- It is strongly recommended that graduates not bring purses or any other items unless they have a parent who can hold them. Graduates will not be allowed to carry anything into the graduation ceremony that is not part of the ceremony **INCLUDING CELL PHONES.**



Pictures during the ceremony:

- Please feel free to take as many photographs as you wish before, during, and after the ceremony. Pictures must be taken from the seating area. No one but NWLSD personnel will be allowed on the field during the ceremony.
- A professional photographer will be on hand to take pictures as students cross the stage and again while holding their diplomas as they exit the stage. Information about obtaining copies of the pictures will be mailed to your students by LifeTouch and information will be available in the graduation program.



Expectations for the ceremony:

- **Gates will close at 11:30 AM (30 minutes after the ceremony has started) and no other guests will be permitted to enter after this time so as not to disrupt the ceremony.**
- The Northwest High School Commencement is a formal ceremony and should be conducted with dignity and respect. Because the ceremony involves over 200 students, certain standards have been established to ensure that all of the graduates' names are heard clearly as all students have work to earn the privilege to graduate. Parents and guests are reminded that out of respect for our graduates, anything that detracts from the dignity of the ceremony will not be permitted.
- Graduation from high school is a dignified event to be shared by family and friends. Please read the following guidelines and follow them during the ceremony; they are designed to ensure that EVERY family is able to hear graduates' name when they are announced:

Please hold applause for graduates until all students in that advisory have been named. The advisors will say "thank you" at the end of their list of names to indicate when to applaud. This will be about every 12 students' names.

Noisemakers (such as air-horns, whistles, etc.) along with excessive screaming or shouting will NOT be permitted before, during or after the ceremony. Any guest or graduate participating in such an activity will be subject to removal from the stadium.

Balloons, signs/posters, and confetti or any other items that are distracting or block the view of guests are also not permitted.

Requirements for Graduation



All seniors must complete all academic and other requirements in order to participate in the commencement ceremony. The academic requirements are as follows:

- **Class of 2021 - Total Credits Required - 20**

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| ● -English | 4 credits | -Physical Education | ½ credit |
| ● -Math | 4 credits | -Health | ½ credit |
| ● -Science | 3 credits | -Electives | 4 credits |
| ● -Soc. Studies | 3 credits | | |
| ● -Fine Arts | 1 credit | | |

Additional Requirements: Students must meet the State of Ohio testing requirements as well. Please contact your student's counselor if you are unsure if these are met.

- **All school fees must be paid, library materials returned, textbooks returned and any other school obligations taken care of by May 7 at 3:00 PM in order for students to participate in graduation. NWHS accepts cash, checks, or credit cards. Contact Mrs. Terri Lonaker in the Career Center at 742-7113 for questions regarding school fees.**
- We will make every effort to contact parents of seniors who have failed to meet academic requirements by May 7. **Note: It is the student's responsibility to make sure all graduation requirements are met.**

Additional Important Information

Information for the Commencement Program: Do not forget to notify the Guidance Department of any awards/scholarships your student has received by April 30.

Final Transcripts: If your student needs a final transcript sent to a college, or has questions regarding transcripts, contact Mrs. Lisa Hunt, guidance counselor secretary at 742-7106. Identify the college they have selected on the final transcript form. **No transcripts will be issued until all school fees are paid. Final transcripts will be mailed the last week of May.**

Senior Prank: Any senior who disrupts or contributes in any way to the disruption of the normal school operation during the final days of school will be subject to disciplinary action. Disciplinary action will include, but not be limited to, being denied participation in Graduation.

MAKE SURE TO LEAVE PLENTY OF TIME TO PARK AND WALK TO THE STADIUM!

Gates at the venue will close at 11:30 AM (ceremony begins at 11:00 AM) and no other guests will be permitted to enter, so please plan to arrive before that time.