



# MINOOKA COMMUNITY HIGH SCHOOL DISTRICT # 111

*Mission: To inspire and motivate our students with an educational experience that leads to achievement and success.*

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March 15, 2018

Dear Parents/Guardians of Graduating Seniors,

Graduation from high school is a very special occasion in the life of your child. At Minooka Community High School, graduation is a traditional, dignified event. In an effort to present a meaningful, memorable ceremony for the graduates, we ask for your assistance with our preparations.

The following is a list of preparations we have made and information you will need as graduation approaches:

1. The caps, gowns, tassels (with the exception of National Honor Society tassels), announcements, and other items will be distributed to students with no remaining financial obligations, on April 4<sup>th</sup> & April 5<sup>th</sup> during lunch periods. If your child was unable to pick these up during the scheduled times, please contact Ms. Marci Jordan in the Main Office at 467-2140, ext. 5067. If the ordering of these items was overlooked, contact Ms. Marci Jordan, as soon as possible!
2. The seniors will take their final exams on May 14 and 15, 2018. In order to be exempt from taking a final exam in a year-long course, a student must: 1) have earned an "A" for his/her Semester 1 final grade, and; 2) have an "A" in progress at the time of the Semester 2 final exam. This exemption policy applies to only year-long courses and excludes all Joliet Junior College Dual Credit courses. If a student is exempt from the final exam, he/she does not need to be present for that class period. All seniors who are not exempt are expected to be in attendance for all required exams during both test days.
3. A mandatory graduation rehearsal will be held on Friday, May 18, 2018, from 10:00 a.m.-1:00 p.m. Students should report to the Performing Arts Center. If your child plans to participate in the ceremony, he or she must be present for rehearsal.
4. The graduation ceremony is scheduled for **Sunday, May 20, 2018, at 7:00 p.m.** in the Central Campus athletic stadium. Graduates should report to the Performing Arts Center at 6:00 p.m. sharp on Sunday, May 20, so attendance can be checked.
5. In the event of inclement weather, alternate dates and times are as follows:
  - Monday, May 21, 2018, at 7:00 p.m. with students reporting at 6:00 p.m.
  - Tuesday, May 22, 2018, at 7:00 p.m. with students reporting at 6:00 p.m.
6. A School Messenger blast regarding any ceremony changes will be sent to families of seniors by 3:00 p.m. on Sunday, May 20, 2018. Additional messages will be sent, if necessary.
7. We do not limit the number of guests a graduate may invite, but special seating may be requested for the handicapped, elderly, or others who have difficulty sitting in bleachers. Each student may reserve special seating tickets for up to 3 guests. For more information, contact Ms. Marci Jordan, 467-2140 ext. 5067, by Wednesday, May 16, 2018, and inform her of your request for reserved seating tickets. Reserved seating tickets will be required and will be distributed at graduation rehearsal.
8. In addition to the required cap and gown, gentlemen should wear a dress shirt, tie, dress pants, socks, and dress shoes. Ladies are asked to wear a blouse and skirt, dress or dress slacks, and dress shoes. **No flip-flops or tennis shoes will be allowed.**

9. In an effort to ensure that each student receives his/her correct diploma, only the diploma cover will be given out during the graduation ceremony. Students will be able to come to the Central Campus main office May 21 – May 25, during regular office hours (Monday through Friday from 7:30 a.m. to 3:30 p.m.) to pick up their diploma. Students may only pick-up their own diploma. Any diplomas not picked up by May 25<sup>th</sup> will be mailed home.

10. As a courtesy to others, the audience is requested to remain seated throughout the program and refrain from any loud or disruptive outburst. Please do not leave your seat to take pictures or hand out flowers. We reserve the right to escort disruptive students or spectators out of the ceremony.

11. Unfortunately, there are certain conditions that will make it impossible for a senior to participate in the graduation ceremony. They are as follows:

- **Any student who does not fulfill the all academic requirements of Minooka Community High School, including makeup work, by the end of the school day at 2:57 p.m. on Tuesday, May 15, 2018, will not be permitted to participate in the ceremony. Parents, please remind your child that any make-up work must be turned in before this deadline.**
- Any students with grades coming in from correspondence work must have final grades submitted to Mrs. Debbie Muehlbauer, Registrar, no later than Friday, May 4, 2018, by 3:00 p.m.
- Any student who has an outstanding financial obligation **will not be permitted to participate in the ceremony**. Please call Mrs. Kathy Krakowski, 521-4122, to rectify any obligations no later than Monday, April 30, 2018. **All remaining financial obligations can be paid with cash, money order or through the MCHS web store at [www.mchs.net](http://www.mchs.net).**
- Any student dressed in jeans, shorts, flip-flops, gym shoes, etc. **will not be permitted to participate in the ceremony**. Please emphasize this to your child.

Additionally, we have enclosed information from V.I.P. about their services being offered on graduation day.

Please Note: We will **NOT** be recording the graduation ceremony for DVD sales. We encourage you to view the live stream we are planning to run during the event.

Your child has worked hard to accomplish goals in high school and is embarking on a new chapter in life. We appreciate your support in helping your child attain success.

If you have any questions or concerns, please feel free to contact my office at 467-2140, ext. 5067 or visit [www.mchs.net](http://www.mchs.net) and click on Students & Parents and **Class of 2018 info**.

Sincerely,

Ronald Kiesewetter  
Principal

RK/mj  
enc.