

April 7, 2009

Dear Parents/Guardians of Graduating Seniors,

Graduation from high school is a very special occasion in the life of your son or daughter. 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 on April 8<sup>th</sup> and April 9<sup>th</sup> during their lunch period. If your son or daughter has ordered any of these items and has not received them yet, please contact Mrs. Harris in the Principal's office. If the ordering of these items was overlooked, contact Mrs. Harris, 467-2140, extension 124, as soon as possible!
2. The seniors will take their final exams on May 12<sup>th</sup> and 13<sup>th</sup>, 2009. Students may be exempt from 2<sup>nd</sup> semester finals in full year courses only. To be exempt from a 2<sup>nd</sup> semester final of a full year course the student must have received A's all four quarters and an A for 1<sup>st</sup> semester grade. 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 15, 2009 at 9:00 a.m. Students should report to the Performing Arts Center. If your student plans to participate in the ceremony, he or she **MUST** be present for rehearsal.
4. The graduation ceremony is **Sunday, May 17, 2009 at 2:00 p.m.** at the high school athletic field. If the ceremony is held outdoors, there is no limit to the number of guests a graduate may invite. Graduates should report to the Performing Arts Center at 1:00 p.m. sharp on Sunday, May 17, so attendance can be checked.
5. In the event of inclement weather, the ceremony will be held in the high school gymnasium, where a limited amount of seating will be available. Each student will receive tickets for 3 guests, which will be distributed at graduation rehearsal. If more than 3 guests wish to attend the ceremony, we invite them to view a live simulcast shown in the small gym (no ticket required).
6. Whether the ceremony is outdoors or indoors, reserved seating for the handicapped, elderly, and others who have difficulty sitting in bleachers will be arranged. If you anticipate the need for special seating, please contact Mrs. Harris, 467-2140 extension 124, by Monday, May 11, and inform her of the number of seats required. Reserved seating tickets are subtracted from your total of three and will be distributed at graduation rehearsal.

7. 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 allowed.

8. To insure that students receive the correct diploma, only the cover will be delivered during the ceremony. Diplomas will be distributed **after the ceremony in the school cafeteria**.

9. 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.

10. 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 academic requirements of Minooka Community High School by the end of the school day at 2:57 p.m. on Wednesday, May 13, 2009, **will not be permitted to participate in the ceremony**. Parents, please remind your students 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 Debbie Muehlbauer, Registrar no later than Wednesday, May 13, 2009.
- Any student who has an outstanding financial obligation **will not be permitted to participate in the ceremony or the class picnic** (*form enclosed*). Please call Kathy Krakowski, 467-2140, at extension 194, to rectify any obligations no later than Monday, May 11, 2009.
- 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 son or daughter.

Additionally, we have enclosed information from Mr. Video and Chappell Studio about their services being offered on graduation day.

Your son or daughter has worked hard to accomplish goals in high school and is embarking on a new plateau in life. We appreciate your support in helping your student attain success.

If you have any questions or concerns, please feel free to contact my office at 467-2140, extension 124.

Sincerely,



Principal

RW/slh  
enc.