

Dear Graduate, Parent, and Guardians,

Graduation time is upon us once again. First, I would like to say congratulations to our graduates. I would also like to congratulate the parents/guardians of each graduate. Without your support, this day for many would remain nothing more than a dream. I would also like to inform you of some common practices and expectations of our graduates. This time of year is always exciting for seniors and parents. Our goal is to make graduation a special time for both the graduate and parents. It should also be a time of respectful celebration and honor.

The goal of the graduation ceremony is to make the ceremony a dignified and formal experience for everyone, especially our graduates. We feel the graduates deserve respect and honor from everyone in attendance. Likewise, each parent/guardian deserves the same amount of respect by others in attendance. We ask that all attendees refrain from yelling, screaming, artificial noise makers, etc. during the ceremony. We also ask that everyone remain seated during the entire ceremony as to not block the view of others. **No one** will be allowed to approach the stage to take pictures. Every graduate will have his/her picture taken by Life Touch Photography as they receive their diploma. Lifetouch will send information to you regarding the purchase of pictures.

As for our graduates, the CHS Board of Education has directed the Administration to enforce the following expectations of all graduates. They have requested that the men dress in dress pants, dress shoes, and collared shirts. The women are expected to wear a dress outfit with dress shoes or sandals. No one is allowed to wear flip flops or tennis shoes.

All graduates must have all obligations cleared before he/she will be allowed to walk in the graduation ceremony. All exams, grades, course work, etc. must be completed by the end of the school day on **Thursday, May 17, 2018. All fines and fees, including cafeteria balances, must be paid by 3:00 p.m. Thursday, May 17th. Anyone with outstanding fines, outstanding discipline (detentions, ISS, etc.), or incomplete grades will not participate in the ceremony on Sunday, May 20, 2018.**

Every attendee must have a ticket to enter the ceremony. Each graduate will receive 11 tickets. Each graduate will receive **4 floor seats and 7 general admission/balcony seats**. The entire balcony is general admission (first come, first serve). All floor seating is reserved. You may request handicapped seating if it is needed. For each handicapped seat, you will also receive one additional seat in the handicapped area to assist with the handicapped individual. All handicapped seats will be counted as part of your 7 general admission seats. After all graduates have had an opportunity to pickup their tickets, the remaining tickets will be open to the general public. **The graduate must pickup his/her own tickets and have a photo ID.**

Please refer to the next page for important dates and times for all seniors.

Sincerely,

M. Reid Shipley, Principal

1. **Graduation Tickets**–All graduates and student participants must pick up and sign for his/her own tickets and have a photo ID (school ID or driver’s license). Parents will not be allowed to pick up tickets for graduation until Monday, May 7th with the general public. The schedule is as follows:

2.

Tues., May 1st	7:00 a.m.-7:40 a.m.	Graduates Only	Ticket booth-North entrance of gym
Wed., May 2nd	3:00 p.m.-3:30 p.m.	Graduates Only	Ticket booth-North entrance of gym
Thurs., May 3rd	Lunch Hours	Graduates Only	Cafeteria
Fri., May 4th	7:40 a.m.-8:00 a.m.	Non-graduates in ceremony: marshals, band, chorus, etc.	Main Office-Limit 2 general admission per student
Mon., May 7th	7:30 a.m.-4:00 p.m.	Open to public	Main Office-Limit 4 General Admission per adult/graduate. Limit 2 per non-graduating student. TICKETS GIVEN UNTIL GONE.

3. **Caps and Gowns**-Graduates *must* pay the cap and gown fee directly to Jostens. Jostens phone number is 618-654-1001. ***In order to participate in graduation, ALL cap & gowns must be paid in full to Jostens by Monday, May 7th.***
4. **Senior Exams** – Students are expected to be in attendance the full day each day of exams unless the student is exempt from all exams that day. Seniors are not dismissed until 2:50 pm on **Thursday, May 17th**. Any senior caught leaving early will be subject to the school’s discipline policy for Unexcused Absences and not be allowed to participate in graduation until all detention time is served.

1st, 4th & 7th hour exams Tuesday, May 15
 Early Bird, 3rd & 5th hour exams Wednesday, May 16
 2nd & 6th hour exams Thursday, May 17
5. **Exam Exemptions**-Students that have exam exemptions to use this semester may pick up their exemption cards in the Attendance Office Monday, April 30th through Wednesday, May, 2nd before/after school or during lunch hours only. Exemption cards must be turned in to the Attendance Office by Friday, May 11th.
6. **Graduation Practice**-Practice will be held at 9:30 am **Friday, May 18th**. Attendance is mandatory. Please meet in the gym. Enter the school through the back gym door entrance off the parking lot (northeast doors). The senior picnic will be held immediately following graduation practice at Central City Lions Park.
7. **Graduation Ceremony**- Graduation is **2:00 pm Sunday, May 20, 2018**. Doors open at 1:00 pm. Graduates will check-in at the designated table in the cafeteria.
8. **Transcript Requests**-All seniors should stop by the Guidance Office and sign a form to have his/her final transcript sent after graduation.