

MAPLE GROVE SENIOR HIGH SCHOOL

GRADUATION INFORMATION



Parents/Guardians of Graduating Seniors:

We are proud to announce commencement for the Class of 2017, Saturday, June 10, 7:00pm at the Mariucci Arena on the East Bank of the University of Minnesota campus in Minneapolis. Seniors who have successfully **completed all** graduation requirements on time will be eligible to participate in the Maple Grove Senior High commencement ceremony.

This letter provides you with important information about the final weeks of the school year for seniors and details regarding graduation and the commencement ceremony.

LAST WEEKS OF SCHOOL AND CLEARANCE DETAILS FOR SENIORS

Behavior – any student planning to participate in commencement who becomes involved in planning and/or participating in any inappropriate, disrespectful, illegal and/or unsafe activities on the school premises and/or at school activities, may lose the privilege to participate in commencement.

Books, iPads, Athletic Equipment – must all be turned in or paid for and cleared prior to cap and gown distribution on June 6. Senior iPads will be collected June 5. All iPad items, iPad(\$514), case(\$35), cable(\$12), and block(\$16) must be turned in and cleared before a student will be cleared to receive a cap and gown package. Lost cables and blocks must be purchased at a store, be genuine Apple products and turned in with the iPad.

Cap, Gown, Tassel & Medallion – are provided free of charge **only for seniors participating in the 2017 MGSB commencement ceremony** and are theirs to keep. These items will be distributed to eligible seniors on their last day, **Tuesday, June 6, from 1:05–2:00pm in the auditorium**. Seniors must submit their completed clearance form to receive their cap and gown package and are released at that point. **No caps/gowns will be disbursed prior to the scheduled distribution time of 1:05pm, so seniors not in the building during this time should make the necessary arrangements to be at MGSB during the cap and gown distribution.**

Clearance Forms – will be given to all seniors during Foundations on Wednesday, May 31. This form is used to verify that each senior has completed all necessary requirements to graduate and participate in commencement. Seniors are required to obtain the necessary signatures on their clearance form prior to cap and gown distribution. Seniors will submit their completed clearance form to receive a cap and gown package on Tuesday, June 6, during cap and gown distribution. Students who do not attend Foundations should pick up their clearance form at the Information Desk on May 31 after 9:30am.

Commencement Meeting for Seniors – will be held in the auditorium during Foundations on Wednesday, May 10, from 8:55-9:20am for all seniors, including those attending PSEO and the OALC. Every senior who plans to participate in commencement **is required** to attend this meeting.

Commencement Participation Fee – the School Board approved fee is \$20 per senior and payable April 3-28 online through FeePay. After April 28, this will appear as a fee on a students' account. Parents will need to access FeePay using ParentVUE to make this payment, as students are not able to make payments through their student account. This fee must be paid before the student is cleared to pick up their cap and gown package on June 6. Watch for information on the website, and notices on Schoology and/or School Messenger.

Spanish - Esta carta contiene información importante para su estudiante del último grado de preparatoria (Senior) sobre la ceremonia de graduación. Por favor revise cuidadosamente esta información con su estudiante. Si tiene preguntas sobre esta información, por favor llame a Marisela Catarino al 763-315-7649.

Russian - В этом письме содержится важная информация о выпускной церемонии для ваших выпускников по окончании школы. Пожалуйста, попросите вашего студента внимательно ознакомиться с этой информацией с вами. Если у вас есть вопросы об этой информации, пожалуйста, позвоните Tatyana Duffy 763-391-7200 и введите номер почтового ящика 87241.

Vietnamese - Lá thư này chứa thông tin quan trọng về nghi lễ khởi đầu để tốt nghiệp trường phổ thông trung học của con em quý vị. Xin vui lòng yêu cầu học sinh của quý vị xem lại thông tin này một cách cẩn thận cùng quý vị. Nếu quý vị có thắc mắc gì về thông tin này, xin vui lòng gọi cô Luann Bui: (763) 391-8830.

Detention/Fines and Fees – all detention must be served and all fines and fees must be paid before a student is cleared to pick up their cap and gown and/or receive a diploma. Parents may check their student's fines or fees at any time on FeePay using their ParentVUE account and may pay using a credit card. Seniors may check also with Mrs. Kirsch in the main office to see if they currently have a fine or fee. **All items must be turned in or paid for before a student is cleared to receive their cap and gown package and/or diploma.**

Final Transcripts – need to be sent to the student's college they will be attending next fall. Graduating seniors will not be able to register for 2nd semester classes at college if a final transcript is not on file at the college. **Seniors must request final transcripts through Parchment before they graduate** using this link [Transcript Requests](#) (also under Quick Links on the front page of our website). Seniors will also need to get a signature from the CRC staff on their senior clearance form.

Foundations – work outstanding from previous trimesters/years should be turned in **immediately** to allow ample time for review and grade changes to be processed. ALL Foundations work must be completed and submitted to the Foundations teacher by May 24. Students who do not complete Foundations work are not eligible to participate in the commencement ceremony.

Honor Recognition – a list of seniors graduating with high honors and honors will be posted on the MGSB website April 24. Honor recognition is based on the student's cumulative, weighted and non-weighted grade point average for grades 9-12. **IMPORTANT NOTES: 1) Senior third trimester grades and second semester PSEO grades are not used in tabulating graduation honors. Therefore, third trimester grades are not included in final GPA calculations for honors recognition. 2) Grade point averages are never rounded up in the awarding of academic honors.**

Honor accessories (for eligible seniors) will be indicated on their clearance forms, and items may be purchased June 5 & 6 during lunches in the cafeteria and during cap and gown distribution on

June 6. Payment for honor accessories should be cash or a check made payable to MGSB. ***Honor students must purchase all honor accessories if they choose to wear them.***

- **Gold Stoles \$15.00** – High honor students (3.8 GPA and above) may purchase and wear the high honor gold stole.
- **Honor Tassels \$6.00** – Honor students (3.0 GPA and above) may purchase a gold honor tassel to be worn in place of the crimson and gold tassel they receive in their cap and gown package.
- **National Honor Society Cords \$8.00** – NHS members are entitled to purchase and wear an honor cord. The honor cord is worn on the left shoulder.

Invitations/Announcements – MGSB does not offer/provide graduation invitations/announcements. Those wishing to purchase formal invitations/announcements will need to do so independently through a vendor of their choosing.

Scholarship Information – seniors who receive scholarships should enter the information by April 28th using this link [Senior Scholarship Report Form](#) (also found on the MGSB website under Quick Links). This information will be printed in the commencement program if received by the April 28th deadline. Scholarship award amounts are requested on this form, although this information will not be published in the commencement program.

Seniors' Last Day of School – is Tuesday, June 6. ***All course work and finals must be completed, fines/fees cleared or paid prior to 1:05pm on this date!*** Seniors will be released to the auditorium at 1:05pm for a few final instructions and cap and gown distribution. **Students must have their completed clearance form with them** and have all outstanding fines/fees cleared or paid before they will be issued a cap and gown package. ***No cap and gown packages will be disbursed prior to the scheduled distribution time of 1:05pm, so seniors not in the building during this time should make the necessary arrangements to be at MGSB during the cap and gown distribution.***

Congratulations Class of 2017!



Senior Timeline

April			
3-28	Commencement Participation Fee (\$20) payable online through FeePay by parents using ParentVUE		MGSH Website
19	Seniors released w/alternate assignment due to Junior ACT testing		
24	Honors / high honors list posted on website		MGSH Website
24-28	Spring Fling week		
27	Mid-trimester conferences	3:00-7:00pm	Classrooms
28	Adjusted schedule w/pepfest	1:10 Pepfest	
28	Deadline for submitting scholarship info online using this link Senior Scholarship Report Form (also on the website under Quick Links) to ensure printing in commencement program. Scholarships received after the deadline – see Kelly Rausch in the main office.	2:00pm	
29	Prom	8:00pm	Landmark Center
May			
1-5 8-12	AP testing		
8	Academic Recognition Ceremony	7:00pm	Auditorium
10	Commencement meeting for all seniors	8:55 – 9:20am	Auditorium
18	STRIVE banquet	11:30am	N. Hennepin
24	<u>ALL</u> Foundations work due to Foundations teachers		
24	Deadline for completion of online classes		
24	Last day to verify Independent Study completion		
30	Online grades due to MGSH registrar	2:00pm	
31	Clearance forms distributed	Foundations	
June			
1	Yearbook distribution	7:00-7:25am	Cafeteria
5	Locker clean-out	Foundations	
5	iPad collection for seniors (iPad, case, cable and block due or replacement cost will be entered in FeePay w/payment necessary by parent/guardian before senior will be cleared to receive a cap and gown package)		
5-6	Eligible seniors purchase honor accessories	During lunches	Cafeteria concession area
5-6	Counselors sign clearance forms	During lunches	Cafeteria
6	Senior selected lunch	All lunches	Cafeteria
6	Cap & gown distribution (seniors released after they receive cap/gown)	1:05 – 2:00pm	Auditorium
10	Senior bus boarding for Mariucci (come dressed in all commencement attire-cap w/tassel, gown, medallion and ready to go – <i>no bags or personal items</i>)	5:00pm	MGSH
10	Commencement (seniors should be in line-up area by 6:15pm)	7:00pm	Mariucci Arena
11	Diploma distribution following All-Night Party (students must sign for diploma)	5:00 – 6:00 <u>am</u>	Lobby at MGSH
13-16	Diploma pick-up for those who did not do so after the All-Night Party (must show ID during this time). <i>Diplomas are not mailed!</i>	7:30am – 3:00pm	MGSH main office



COMMENCEMENT CEREMONY DETAILS

Commencement 2017
Saturday, June 10th at 7:00pm
Mariucci Arena

Arrival Time – seniors will be bussed to and from commencement (see section on **Transporting Students** below). Seniors should arrive at MGSB by 5:00pm dressed in all commencement attire and ready to board busses. Students are not to bring bags or personal items. Parents are encouraged to arrive at Mariucci by 6:15pm. Allow ample time for parking.

Attire for Graduates – all participants must wear the MGSB gown, cap, standard tassel or honor tassel and medallion. No flowers, pins, buttons, etc. are to be worn on the cap or gown. Attire and shoes worn under the gown should be appropriate for a traditional, formal ceremony.

Audience Etiquette – commencement is a time to honor graduates with dignity. We ask that you refrain from any actions such as catcalls, whistling, etc. that would disrupt the atmosphere of this ceremony. Your cooperation will ensure that **all** graduates names will be heard as they are announced. **Air horns, noisemakers and balloons are prohibited!**

Behavior – students who appear to be under the influence of alcohol or any chemical will be denied the privilege of participating in commencement.

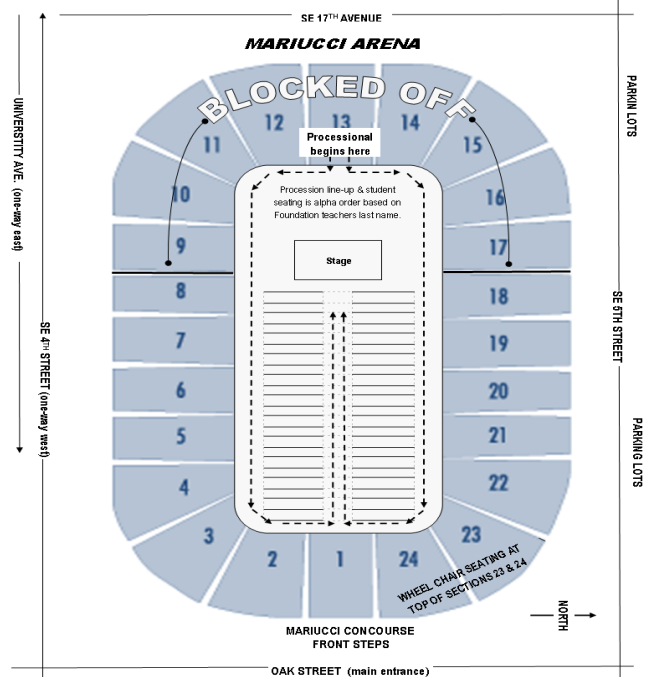
Diplomas – graduates will be handed an empty diploma folder when they cross the stage. There will be a diploma distribution area set up following the All-Night Party on Sunday **morning** June 11, from 5:00–6:00**am** in the main entrance lobby at MGSB. Seniors will be required to sign for their diploma. Those not attending the All-Night Party may pick up their diploma the week after graduation by showing I.D. in the main office Tuesday through Friday, 7:30am–3:00pm. **Please note-diplomas are not mailed, and we do not keep copies of student diplomas.**

DVD of Commencement – commencement will be broadcast on local cable Channel 12. Check the district website www.district279.org or the Channel 12 website www.twelve.tv for the broadcast schedule. You may order a copy by calling Northwest Cable Television at 763-533-8196.

Handicapped Access – Mariucci Arena is fully handicap accessible. Wheelchair seating is available at the top of sections 23 and 24.

Parking – a map is included in this letter. Families/guests of graduates should park in lots 33 and 37. We encourage you to visit the Mariucci website <http://www1.umn.edu/pts/park/> for more detailed information and identify your preferred parking option plus a back-up option. Parking rates should be approximately \$4-6 and cash is the preferred payment.

Seating – audience seating in sections 1-8 and 18-24. More information on this will be given to seniors at the May commencement meeting, and information will be posted on the MGSB website.



Tickets – are not required for admission to the ceremony, and there are no limits on the number of guests graduates may have attend the commencement ceremony.

Transporting Students To/From Commencement – all students participating in commencement will be bussed to and from Mariucci Arena. Students must arrive at Maple Grove Senior High School at 5:00pm to board busses. Come dressed and ready to go with all commencement attire. Families are encouraged to arrive and take pictures beforehand. Leave all bags and personal items at home, as they will not be permitted inside Mariucci Arena. Busses will depart for Maple Grove Senior High and the Senior All-Night Party following the conclusion of the ceremony. There will be time for families to take pictures outside Mariucci Arena before the busses depart.

ADDITIONAL ITEMS

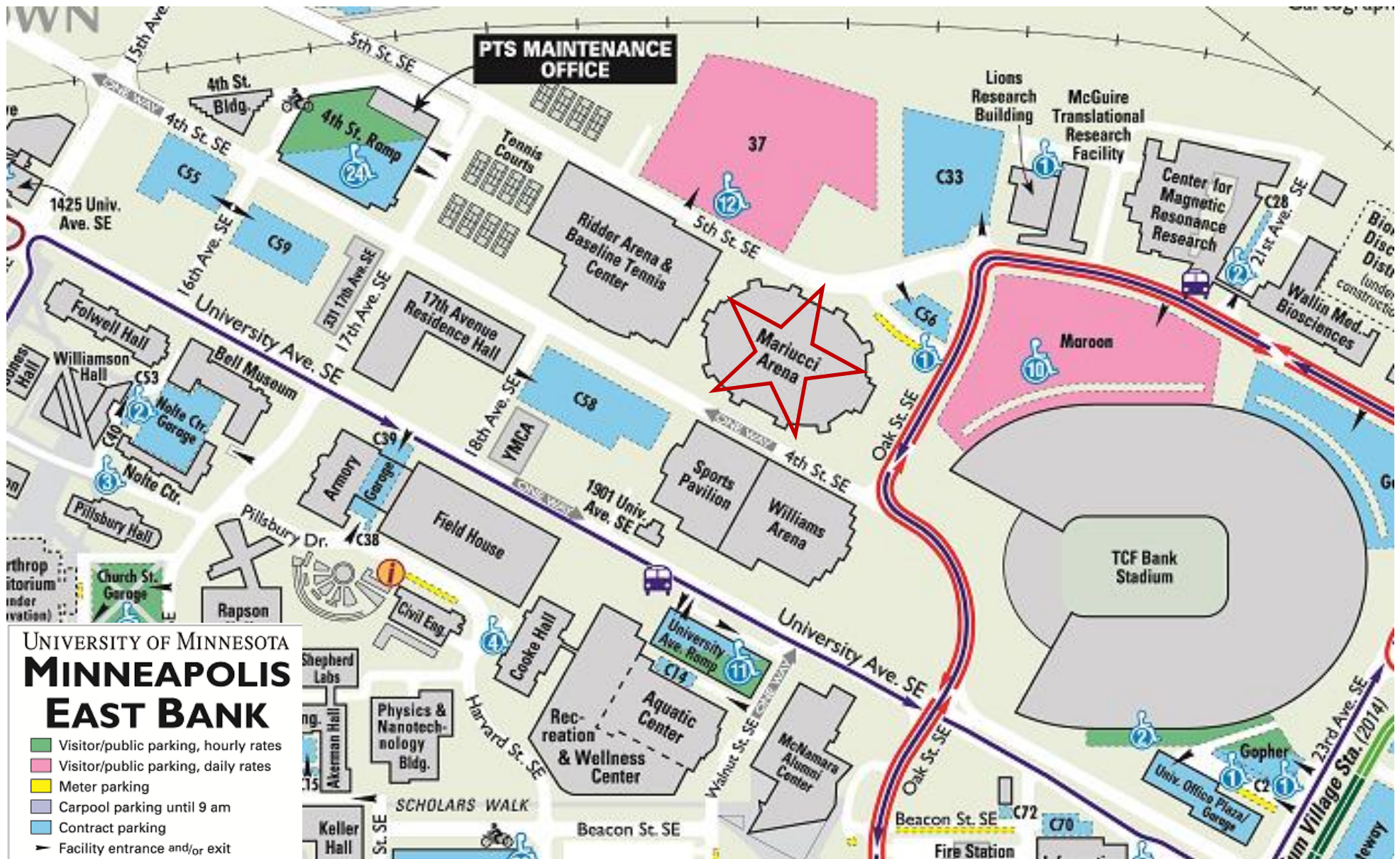
All-Night Party – is the evening of commencement, Saturday, June 10. This party is planned, sponsored and supervised by parents of MGSB seniors. Only seniors may attend. All MGSB seniors, regardless of whether they will or will not be participating in commencement, are invited to attend the party. Questions regarding the party should be directed to the party chairs (see below).

Open House & Celebrations – we encourage parents to take steps to assure that underage students not have access to alcohol and be aware of the legalities and liabilities involved in serving alcohol to minors. The decision to not have alcohol as part of an open house or careful planning of how to serve adult guests may help assure that graduates are honored with a healthy and safe celebration.

Questions – See chart below.

Information	Contact	Phone/Website
All-Night Party	Kim Swatosch Deb Sivanich	swatoschj@comcast.net dsivanich@comcast.net
Commencement General Information	Kelly Rausch	rauschk@district279.org / 763-391-8704
Diplomas	Kelly Rausch	rauschk@district279.org / 763-391-8704
DVD of Commencement	Northwest Community T.V.	www.twelve.tv / 763-533-8196
Fines/Fees	Kathy Kirsch	kirschk@district279.org / 763-391-8717





MARIUCCI ARENA

- Parking is available in lots 33 and 37.
- Parking fee is approximately \$4.00; cash is the preferred payment
- Mariucci information, detailed directions and additional parking information can be found at <http://www1.umn.edu/pts/park/>.