



Mulvane High School

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Dr. Jay Ensley, Principal
Brad Canfield, Assistant Principal
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Athletic Director

April 6th, 2018

Dear Parents of Graduating Seniors:

You are cordially invited to attend Mulvane High School's Annual Senior Awards Assembly, Thursday, May 17, 2018, at 8:00a.m. in the gymnasium. Senior Awards will begin promptly at 8:00 a.m. The seniors will process in at 8:00a.m., so please be seated in the gymnasium by 7:45a.m.

We are very proud of our seniors and their accomplishments. The Annual Senior Awards Assembly is an opportunity to present well-deserved awards to individual seniors in the presence of the faculty, administration, parents, family, friends, and underclassmen. Awards will be given for citizenship, scholarships, and school service. Mulvane High School would be pleased to have you attend this special event honoring the class of 2018.

Following the Senior Awards Assembly, we will ask seniors to remain in the gymnasium for pictures and they will also have their final practice for the graduation ceremony for Saturday. They will receive their graduation packets on Saturday following the graduation ceremony, in the office of the high school.

Enclosed is a schedule of senior events for the last week of school. Please refer to it for further information concerning your graduating senior.

Sincerely,

Dr. Jay Ensley, Principal

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Enclosures

TO: 2018 SENIORS
SUBJECT: AWARDS ASSEMBLY AND GRADUATION INFORMATION

1. **Mandatory** Tuesday, May 15th at 8:30a.m. the Seniors will meet in the auditorium for the Senior K-Cat edition and snacks. Graduation practice will follow. Please come in regular dress.
2. The second graduation practice will be Thursday, May 17, after the Awards Ceremony, in the MHS Gym.
3. All seniors must attend each graduation practice. No practice—no ceremony.
4. The Senior Awards Assembly will be held in the high school gymnasium at 8:00a.m. on Thursday, May 17th. Attendance in full graduation attire is mandatory for all graduating seniors. Senior girls and boys will report to Mr. Klaker's Band room at 7:00a.m. Parents are welcome to attend, and should arrive by 7:40a.m. Class pictures will be taken by the newspaper following the assembly and formal pictures of each graduate with their diploma will also be taken by Clix. A post card with ordering and preview information will be sent to your home address.
5. Graduation day – May 19th – seniors will assemble in the commons at the high school at 8:30 a.m. They are to be in full graduation attire. Personal photos can be taken at this time. Those with tickets may begin seating at 8:45a.m. Please carpool to the ceremony. Graduates should arrive with those who have tickets to save parking.
6. It is important that we keep the graduation ceremony at a very formal level. Please hold your applause until all diplomas have been presented. Disruptive behavior, yelling, or other negative acts are a direct reflection on Mulvane High School and this year's senior class. You are a member of a great graduating class. Please help us to maintain that position with your friends and family also.
7. After the recessional, all seniors are to form a reception line outside on the front walkway of the High School. Graduates should stay there for approximately fifteen minutes. Students will then go to the office to pick up their diploma packets.
8. During final check-out, students will receive a packet containing their diploma, a copy of the program, grade cards, etc. Packets will be withheld from any athlete who has not turned in a uniform, or from those who owe fees.

Other Notes: Make sure to write your name clearly inside your mortar board (cap). MHS staff will pick them up after graduation and have them in the office during check out. Also, camping out on school grounds is not permitted due to liability issues.

IMPORTANT DATES IN MAY FOR 2018 SENIORS

- Friday May 04 MVC trip for seniors to Worlds of Fun—leaving at 6:45a.m. Must meet grad requirements, all fees paid, be in good Standing (no more than one failing grade, including Advisory) all Detention served etc. Deadline for All FEES to Be paid for graduation ceremonies.**
- Thursday MAY 10 Last Day for seniors who are not required to take finals**
- Friday MAY 11 Final Exams for seniors (class day will follow regular schedule)**
- Monday May 14 Seniors needing to finish finals, make up work, finish projects etc. Must report by 7:30a.m. Grades are due by 4:00p.m.**
- Tuesday May 15 Report at 8:30a.m., in Auditorium for K-Cat Senior Edition. Mandatory Practice immediately following.**
- Wednesday May 16**
- THURSDAY MAY 17 Senior Awards Assembly 8:00a.m. - Report to the high school at 7:00a.m. Boys and girls will report to the Band (Mr. Klaker's) room. You are required to wear cap, gown and graduation clothes including dress shoes.**
- Following the assembly, pictures will be taken by the newspaper in the big gym and your professional graduation photo by CLIX.
- Graduation practice will follow in the gym. Practice could last until 11:30a.m.
- BACCALAUREATE 7:00p.m.(Sponsored by the churches of the Muivane Community) at the St. Michael's Church. Seniors should be there at 6:45p.m. (Students need to be dressed in cap and gown attire) This is an invitation to attend not a requirement by the school.**
- FRIDAY MAY 18**
- SATURDAY MAY 19 8:30a.m. All students report to the commons in cap and gown attire. Personal photos can be taken at this time. Those with tickets may begin seating at 8:45a.m. in the gym.**

10:00 a.m. GRADUATION in MHS Gymnasium

REQUIRED GRADUATION ATTIRE FOR ALL SENIORS:

LADIES: WHITE DRESS, WHITE DRESS SHOES (NO Flip Flops, Converse/Sneakers), CAP AND GOWN

MEN: WHITE OR LIGHT COLORED DRESS SHIRT, BLACK OR NAVY TROUSERS, (NO JEANS OR KHAKIES) DARK DRESS SHOES, DARK SOCKS, DARK NECKTIE or BOW TIE, CAP AND GOWN

Graduation Procedures

May 19, 2018

1. Each senior will get 12 preferred seating tickets for his/her family and guests for **main floor seating** in the gym. Ticket holders must arrive between 8:45 and 9:30 a.m. to guarantee a seat in that area. (The doors will not open until 8:45a.m. Those without tickets may sit in the mezzanine and auditorium. After 9:30 anyone will be seated in the remaining main level of the gym, the mezzanine and auditorium on a first come first serve. Seniors will get the tickets during the final graduation practice after the Senior Awards Assembly. **NO ADDITIONAL TICKETS WILL BE GIVEN FOR LOST OR STOLEN TICKETS.** (Children ages 3 and under do not require tickets if they are held by an adult and are not taking a seat.) Handicapped seating is on the main level.
2. Ticket holders must enter the high school through the main doors into the commons with their tickets. Those without tickets must enter through the south door/athletic entrance.
3. Ticket holders ONLY will be seated on the main level of the gym from 8:45a.m.-9:30a.m. Non-ticket holders will be directed to the mezzanine and auditorium.
4. After 9:30a.m., all remaining seating, including main level will be on a first come first serve. No one will be allowed to stand in the doorways.
5. The main level of the gym will be closed at 9:55a.m. to prepare for the graduates. The mezzanine and auditorium will be remain available until full. **There will also be a live audio and video feed of the graduation ceremony set up in the auditorium for extra seating.**
6. Photography during graduation. There will be a roped off area for **ONE family member to enter the stage area when diplomas are being handed out.** Please be courteous and move in and out after your graduate has passed through so that other parents can get pictures.
7. All in attendance **MUST REMAIN AT THEIR SEATS IN THE GYM, MEZZANINE AND AUDITORIUM** until **ALL GRADUATES HAVE EXITED.** The receiving line will be outside along the walkway.
8. We encourage guests to park at the middle school where multiple shuttle busses will run to the high school and will run after graduation to return guests to their vehicles. **Once the lot is full, all traffic will be routed to the middle school. PLEASE CARPOOL!**