



inspiring. excellence.

**ELKHART MEMORIAL HIGH SCHOOL**  
Elkhart Community Schools  
2608 California Road, Elkhart, IN 46514-1222  
(574) 262-5600 / 5625 fax  
[www.elkhart.k12.in.us](http://www.elkhart.k12.in.us)

March 2010

Dear Parents and Graduates:

Spring is in the air, and Memorial's 2010 commencement ceremony is just around the corner. We recently met with seniors to discuss important information regarding commencement. Each senior received a folder with several items of interest; they were encouraged to take it home and share with parents and family. Information will also be available on our school website [www.emhschargers.org](http://www.emhschargers.org).

*Important dates:*

- Commencement announcements/invitations delivered: Thursday, March 25<sup>th</sup> during lunch periods in the Student Activities workroom (balances due upon pick up)
- Cap & Gown and remaining announcements/invitations delivered: Friday, April 16<sup>th</sup> during lunch periods in the Student Activities workroom (balances due upon pick up)
- Graduation Rehearsal: Thursday, May 27<sup>th</sup> 9:30 a.m. – 11:10 am in the EMHS auditorium  
*Any graduate wishing to participate in the commencement ceremony must attend the rehearsal.*
- Commencement: Memorial High School-football Stadium at 5:00 p.m. on Sunday, June 6<sup>th</sup>

*Important Information:*

1. Tickets for commencement

Admission to graduation will be by a free-of-charge ticket. Seniors will be allotted seven (7) tickets. Due to limited seating in our football stadium, tickets for each graduate will be restricted. Those in need of additional tickets will need to indicate the additional number requested and give an explanation on the back of the form. All **reasonable** additional requests will be considered **if** seating is available. All seniors, who are participating in commencement, need to fill out the ticket request form and return it to the Activities Office by Friday, April 30<sup>th</sup>. Each senior received a ticket request form in his/her folder. *No one will be allowed into the ceremony without a ticket.*

2. Entering EMHS Football Stadium

The entrance into the stadium will open at 4:00 p.m. Spectators may enter at either the home side (west end) or the visitor (east end) of the stadium and are expected to present their ticket at that time. Seating for spectators will be on both the home and the visitor bleachers. Graduates will first enter the main gym for line up and final instructions. Graduates are to be in the main gym by 4:00 p.m. *Graduates arriving after our lineup has started may not be allowed to participate in the ceremonies.* Plan to take those special pictures of your graduate *before* he/she enters the gym, as only graduating seniors are allowed to enter the building. Graduates should not take possessions with them into the building. We have no place to store these possessions. EMHS is not responsible for possessions brought and left in the gym.

3. During the Ceremony

We ask that all spectators honor the accomplishments of all of our students by refraining from any behavior that is a distraction from the ceremony. Please do not bring air horns or other inappropriate items. If an audience member's behavior detracts from the formal environment that has been established, he/she may be asked by security to leave the ceremony.

#### 4. Appropriate Dress

Participating graduates are required to dress in appropriate attire: *Girls* must wear dress shoes, skirt or dress slacks and blouse, or a dress. (No casual slacks, jeans, shorts, flip-flops, or gym/tennis/athletic shoes will be permitted.) *Boys* must wear dress shoes, socks, shirt with collar, tie and dress slacks. (No jeans, shorts, flip-flops, or gym/tennis/athletic shoes will be permitted.) It is usually too warm for boys to wear a suit or sport coat under their gown. No flowers or decorations are to be worn on the graduation gowns.

#### 5. Taking pictures during the ceremony

Please be a considerate photographer during the ceremony. Do not block the view of others while you are trying to take your pictures. The handicap section (in front of bleachers) will be available for families to take pictures. Please be courteous in regards to the time spent in this area. Take your son or daughter's picture and then move back to your original seat quickly. Handshake pictures as well as DVD recordings of the ceremony are available for purchase. Information was given to seniors at the meeting, and order forms will be available at school.

#### 6. Diploma

During the ceremony, seniors will be issued the traditional EMHS red diploma cover. The actual diploma certificates or certificates of completion (inserts) will be mailed to seniors who have met all scholastic and financial obligations approximately one month after graduation.

#### 7. Announcements/Invitations:

Commencement announcements/invitations delivered on Thursday, March 25<sup>th</sup> during lunch periods in the Student Activities workroom. Balances are due upon pick up.

#### 8. Caps & Gowns:

Cap and Gowns, as well as remaining announcements/invitations, will be delivered on Friday, April 16<sup>th</sup> during lunch periods in the Student Activities workroom. Balances are due upon pick up. Though we rented gowns in the past, this year our graduates will be purchasing their gowns, so they are theirs to keep after the ceremony.

The intent of Elkhart Community Schools is that the commencement ceremony will be a celebration filled with dignity and respect for all students, school personnel, family and friends. Let us gather in a spirit of celebration to launch our graduates in their lifetime pursuit of achievement and happiness. We hope to see you there on Sunday, June 6<sup>th</sup> at 5:00 pm. If you need further information on any of these events, please call Mrs. Jacquie Rost, Director of Student Activities, at 262-5617. For questions regarding commencement announcements, invitations, and cap/gowns, please call Herff Jones directly at 1-888-796-4450.

Sincerely,

Mark Tobolski  
Principal