

*Normal Community High School*  
*Class of 2019*  
*Senior Information Packet*

If you have any questions, comments, or concerns please contact:

***Head Senior Class Sponsors:*** Mrs. Freymann and Mrs. Kelly

***Senior Class Board Members:***

President: Arden Hayek

Vice President: Annie Rink

Secretary: Ellie Walker

Social Media: Jaiden Goeke

Board Members:

Mallory Cushing

Isabel Hansen

Udit Kishore

Jessica Laughlin

Jennifer Rowe

Hannah Shim

Jake Simonson



## MOCK AWARDS

Use the link to access the Google form. All submissions are due Friday, April 12<sup>th</sup>

[Click here for ballot](#)

## CAP & GOWN DISTRIBUTION

- Will take place at school on April 23rd and 24th in the atrium

## SENIOR REHEARSAL

### April 26th

- Attendance at the rehearsal is expected if you plan to participate in graduation
- Location: Parke Regency Hotel and Grossinger Motors Arena
- Time: 9:00am-2:30pm
- Cost: none
- Transportation
  - Bus transportation will be provided to and from the event for current seniors only
  - Current students are not allowed to drive their own vehicle
  - Bus assignments will be alphabetical and posted the week prior near the main office
  - Early graduates may drive to the event
  - Depart school at 9:00am from pool atrium
    - Students are to report directly to the student parking lot/pool atrium at 8:45am. Students that ride a school bus to school must go to and remain in the senior cafeteria until 8:45am. Do not attend your classes or wander in the hallways
  - Upon returning to NCHS from this event, seniors are dismissed for the rest of the school day. Students should make arrangements to leave school immediately after returning. You may not enter the building until after 3:30pm
- Schedule of Events
  - Leave school at 9:00
  - 9:30-11:30 Brunch at the Parke Regency hotel including a guest speaker and mock award presentation
  - 12:00-2:30 Rehearsal
  - Depart Grossinger Motors Arena at 2:15

## SENIOR AWARDS NIGHT

### April 29th

- Invite only. Invitations will be sent to award recipients and their parents/guardians
- A professional photographer will be present
- Location: NCHS Auditorium
- Time: 6:30pm

## SENIOR PICNIC

### May 3rd

- The senior picnic is for seniors eligible for the May 25<sup>th</sup> commencement
- Early graduates are not allowed to attend this event
- This activity is optional; seniors that choose not to attend are expected to attend school
- Location: Comlara Park

- Times: 9:00am-2:00pm
- Transportation
  - Bus transportation will be provided. Students are not allowed to drive
  - Cost: none
  - Bus assignments will be alphabetical and posted the week prior near the main office
  - Before you board the bus, a senior sponsor will check all bags, coolers, backpacks, purses and all items that you are bringing to the picnic. All drinks must be in sealed bottles and pop must be in cans. No restaurant, coffee hour, or fast food drinks allowed.
  - Depart school at 9:00am from pool atrium
    - Students are asked to report directly to the student parking lot/pool atrium at 8:45am. Students that ride a school bus to school must remain in the senior cafeteria until 8:45am. Do not attend your classes or wander in the hallway. Depart Comlara Park at 1:30pm
- The school and district policies in the NCHS Student Handbook will be followed
- In case of rain, the picnic will canceled. No rain date is scheduled.
- Food and Fun information:
  - Bring your own drinks and food. Drinks must be in sealed containers and pop must be in a can. Thermos containers are not allowed
  - Park grills can be used. You must supply the charcoal, lighter fluid, matches, paper plates and napkins, etc...
  - “Big Iron” a large charcoal grill will also be available for use. The grilling supplies will be provided and Mr. Whitman (senior class sponsor, teacher) will be available to assist
  - Before leaving your picnic area, you must pick up all food, paper products, cans, etc. Place all trash in the receptacles located throughout the park
  - Fishing is allowed with a valid fishing license
  - Boating will not be allowed
  - Swimming facilities will not be open
  - Alcoholic beverages are not allowed in the park. Violators will be subject to arrest and suspension
  - There is plenty of field space for games, bring your own equipment
  - First aid will be available in the main pavilion
  - There will be a special bus for any athletes who need to return to school earlier for athletic contests
- Upon returning to NCHS from this event, seniors are dismissed for the rest of the school day. Students should make arrangements to leave school immediately after returning as they may not enter the building until after 3:30pm

## COMMENCEMENT

May 25<sup>th</sup>

- Location: Grossinger Motors Arena
- Time: 2:00pm
- Cost: none
- Tickets are not needed to attend graduation and families are not limited to the number of attendees
- If you have family members with special seating needs please arrive at 1:00 pm to ensure the Arena staff can seat them appropriately
- Bags will be checked upon entering
- Parking is available at all downtown parking garages. There are lots nearby for parking at an additional charge
- Report to the VIP entrance at 1:00pm for line-up off of Olive Street
- Please do not bring purses, flowers, cameras, cell phones or other valuables to the staging area
- Caps and Gowns must be worn for participation
- Air horns and other noisemakers are prohibited. Please remind your guests of this requirement. Please show respect for fellow classmates and the many friends and family members attending. Present yourself with

dignity and maturity. Your Commencement should be important to you. Make it a good experience for yourself and those in the audience

- Pictures will be taken by HR Imaging as the students enter the stage and will be available for purchase at [hrimaging.com](http://hrimaging.com)

## IMPORTANT PROCEDURAL INFORMATION

- Information
  - Those students who do not meet graduation requirements will not be allowed to participate in the graduation ceremony
  - All students should review their academic status in EVERY course to ensure they are on track to graduate
- Clothing
  - The ceremony is a formal occasion
  - Males – wear a collared shirt, dress pants and dress shoes
  - Females – dresses/skirts or dress pants with comfortable shoes
- Expectations
  - No gum chewing
  - No flowers or corsages
  - Do not carry anything in your hands
  - Leave all personal items with family – the Coliseum is an open space and security is very limited
- Caps
  - Determine the front of the cap by looking inside – write your name in your cap
  - Wear the cap flat on your head
  - Girls: wear cap throughout the ceremony
  - Boys: Wear cap into the ceremony, remove cap for National Anthem, place cap back on after National Anthem
  - No decorations or modifications to the cap will be permitted
- Tassels
  - Tassels start on the right side of the cap
- Day of Information
  - Report to the staging area
  - Name cards will be on your seats
  - A senior sponsor will be taking attendance for your row, so be sure you have checked in with an adult
  - ENTERING – The students seated on the outer rows will lead their rows out to the hallway. Students will march in by 2's. Students in the left line will turn into the left rows, students in the right line will turn into the right rows
  - Remain standing while the class marches in
  - Everyone stays standing for the National Anthem (males – take your caps off) and the Welcome Address (males put your caps back on)

- Band members will play their instrument for the national anthem and then will return to his or her seat
- Mr. Chapman will introduce speakers for opening address, alumni speech and scholarship recipient
- After speeches, Mr. Chapman will call the marshals forward and tell the first two rows to stand
- Mr. Chapman will present the class of 2019 to the audience
- Mr. Chapman will introduce Mrs. Maurer and the members of the Board of Education, who will present the diplomas
- Presentation of Diplomas
  - Please remember that the presentation of diplomas is a special event for you and each member of your class. Students, parents, and friends are asked to be respectful of this time and refrain from yelling or making loud noises during the presentation of diplomas. Noise makers, air horns, and silly string are not allowed inside the Coliseum. The staff at the Coliseum will enforce these guidelines and may ask violators to leave the building.
  - **PLEASE ENCOURAGE YOUR FAMILY TO FOLLOW THESE GUIDELINES TO AVOID EMBARRASSMENT!**
  - We encourage you to remind those attending graduation that we will celebrate as a class after the last name is called and their diploma is presented
  - The first row moves toward the podium and waits for their name to be pronounced. As your name is called, proceed across the stage to receive your diploma
  - Receive your diploma with your left hand and shake with your right hand
  - After receiving your diploma, go back to your seat and **REMAIN STANDING!**
  - **DO NOT SIT** until the marshals cue you to sit as a row
  - After the last row is seated, the marshals will return to their seats
  - Stay seated for the closing address
  - After the closing address, Mr. Chapman will congratulate you and inform you to move your tassel from the right side of your cap to the left
  - **YOU have now graduated!!!**
  - The first row begins marching out by following the directions of the marshals

