

# Lake Central High School

8400 Wicker Avenue • St. John, Indiana 46373 • Phone: 219-365-8551 • Fax: 219-365-7156 • [www.lcsc.us](http://www.lcsc.us)

May 20, 2018

Dear Parents/Guardians and Senior LCHS Students,

One of life's most memorable moments, high school graduation, is only two weeks away. This event is not only memorable for our students and families. It is also a great source of pride for our entire faculty, staff and community. The purpose of this letter is to provide important information regarding the events leading up to our June 3, 2018 Lake Central High School Commencement Ceremony. To ensure the commencement ceremony and the events leading up to it go smoothly, please read this entire letter thoroughly.

## **Final Exams (May 22 – 25, 2018)**

<b>Tuesday, May 22</b>	<b>Wednesday, May 23</b>	<b>Thursday, May 24</b>	<b>Friday, May 25</b>
<b>EXAM – Period 1</b>	<b>EXAM – Period 5</b>	*Soft Period 1	Period 5
Period 2	Period 7	<b>EXAM – Period 2</b>	<b>EXAM – Period 6</b>
Period 3	Period 6	Period 3	Period 6
<b>EXAM – Period 4</b>	<b>EXAM – Period 7</b>	<b>EXAM – Period 3</b>	*Soft Period 4

\*A soft period indicates a period in which the final exam has already been administered. Students may use this period to sign-up to see other teachers in other classes in order to complete missing tests and assignments.

## **Graduate-Elementary Walk (May 25, 2018 at 12:30PM)**

The Graduate-Elementary Walk takes place at 12:30PM on Friday, May 25, 2018 at all Lake Central School Corporation elementary schools. The walk is for all graduating seniors to return to their old LCSC elementary school in their cap and gown, walking the hallways, visiting with former teachers and encouraging our elementary students to continue to work hard in school. There is NOT a sign-up for this event. The only requirement is for senior students to complete the early release permission slip with their sixth period teacher. Senior students with a completed permission slip will be dismissed at the conclusion of their Period 6 final exam (approximately 10:21AM). Senior students must provide their own transportation and report to their old elementary school by 12:30PM. The principal at each of the respective elementary schools will guide senior students on where to go. If you did not graduate from a LCSC elementary school and have a classmate that is returning to their elementary school, you may attend with you classmate.

### **Senior Class Picture and Commencement Rehearsal (June 1, 2018 at 9:00AM)**

All senior students participating in the commencement ceremony **MUST** take part in the June 1, 2018 commencement rehearsal. Students must report to the high school by **9:00AM with their cap & gown and pen.** Students should park in the Green, Red or Blue parking lots and enter through Doors A or B. Commencement packets will be distributed in front of the library. These Commencement packets will contain important information, reminders and **CONTAIN THE COMMENCEMENT TICKETS FOR STUDENTS' GUESTS.** After receiving their commencement packets, students will be organized as a class and the class panoramic picture will be taken. Immediately following the panoramic picture, students will take part in the commencement rehearsal. The picture and rehearsal will take approximately two hours to complete. Again, all students participating in the June 3 commencement ceremony must take part in the rehearsal.

### **Commencement Ceremony (June 3, 2018 at 2:00PM)**

The Commencement Ceremony for the LCHS Class of 2018 will take place at 2:00PM on June 3, 2018. Students and workers should park in the Yellow lot and enter the building through Door K. Students should be in their cap & gown and reporting to their designated area no later than 1:00PM on June 3, 2018. The parking lot will open at 12:30PM and doors to the school will open at 1:00PM. Guests should follow instructions from the parking lot detail and can enter the building through entrances A, B, C, and H. The entire ceremony will be broadcasted live through our LCTV. The specific web address will be provided as soon as it is available. **Additional information and expectations specific to the commencement ceremony are enclosed with this letter for both parents and students. Please make sure to thoroughly review these documents.**

We look forward to seeing our Class of 2018 one last time for a memorable and joyous commencement ceremony on June 3, 2018 at 2:00PM. Should you have any questions please contact Mrs. Lori Brumm at lbrumm@lcschool.com.

Sincerely,

SEAN P. BEGLEY  
Principal  
Lake Central High School

## Commencement Reminders for PARENTS

1. Commencement Timeline:
  - June 1, 2018 - 9:00AM – 11:00AM                      Class Photo and Commencement Rehearsal
  - June 3, 2018 – 12:30PM                                  Parking lot opens
  - June 3, 2018 – 1:00PM                                    Seniors report to designated line areas
  - June 3, 2018 – 1:00PM                                    Doors open to guests
  - June 3, 2018 – 2:00PM                                    Commencement Ceremony begins
2. Please make sure your student leaves the house with enough time to get to rehearsal on Friday, June 1 at 9:00AM.
3. Class photo (student panoramic) will be taken prior to rehearsal in the gym. Pricing and envelopes for this picture were distributed with caps and gowns. Make sure your student has the picture envelope if you are interested in purchasing a picture. We will have extra envelopes on picture day for students that lost their envelope.
4. Expect your child to attend rehearsal until 11:00AM.
5. Students will receive their commencement tickets at rehearsal. Reminder - students do NOT need a ticket to enter the commencement ceremony, all your tickets can be used by your family.
6. Due to limited seating, anyone over the age of four must have a ticket.
7. Remind your student not to lose his/her tickets!
8. Students can dress comfortably but appropriately for rehearsal.
9. Make sure your student brings the following to rehearsal:
  - Cap, gown, tassel
  - Any state or national level medal earned while a LCHS student participating in a LCHS sponsored club to both rehearsal and Commencement. Limit five medals per student.
  - PEN OR PENCIL
  - STUDENT ID
10. Appropriate dress for Commencement
  - Ladies: Light colored dress or light colored skirt with light colored blouse. It is recommended to wear a dress with pockets.
  - Gentlemen: Light colored shirt with tie, dark pants, black or brown shoes
11. IT IS GREATLY APPRECIATED FOR STUDENTS AND GUESTS TO CARPOOL. Prior to Commencement, the parking lot will NOT open until 12:30PM. Please do not come earlier than 12:30PM.
12. If you are entering the LCHS campus from the west (back gate), you will be directed to park in the Silver Lot (southwest corner of campus) entering the building through Door H -or- the Yellow/Bus Lot (west side of campus) entering the building through Door K.
13. If you are entering the LCHS campus from the east (Route 41), you will be directed to park in the Green, Red and Blue Lots, entering the building through Door A or Door B.
14. Families needing handicap parking should have their handicap parking placard visible and inform the parking lot personnel.
15. When parking, follow all instructions from the parking lot detail personnel and police officers.
16. Students should arrive at LCHS no later than 1:00PM and report directly to their line-up location (where they started during rehearsal).
17. Students should leave all purses/bags in their vehicles or with family. Students will not be able to walk with these items.
18. Audience seating was randomly assigned by section and is indicated on your tickets. Arriving early does not improve your seat location. A map of seating locations will be included in your child's commencement packet distributed during commencement rehearsal. Please make sure to sit in your assigned area.
19. Make sure phones are silenced.
20. Commencement will begin promptly at 2:00PM.
21. There will be professional photographers taking your student's picture while receiving his/her diploma, and after receiving his/her diploma. Please remain in your seats during the presentation of diplomas.
22. Noisemakers (including air horns, cow bells, and whistles), beach balls, balloons, and other related items are not permitted.
23. The LCHS Commencement ceremony will be streamed live by our LCTV. The link to watch the ceremony will be publicized as soon as it becomes available.

## Commencement Reminders for STUDENTS

1. Rehearsal begins Friday, June 1, 2018 at 9:00AM. Park in the Green, Red, and Blue Parking Lots and enter the building through Entrance B. Go to outside the library, locate your counselor and pick-up your commencement packet. You will then be directed where to start lining up for the class photo.
2. Class photo will be taken prior to rehearsal in your cap & gown in the gym. If you have not picked up your cap & gown, you need to see Mrs. Brumm in the main office as soon as possible.
3. Expect to attend rehearsal until 11:00AM.
4. Your tickets for your guests will be in your commencement packet, therefore you must attend rehearsal in order to get your commencement tickets. Reminder - students do not need a ticket to enter the commencement ceremony, all your tickets can be used by your family.
5. DO NOT LOSE your tickets!
6. Students can dress comfortably but appropriately for rehearsal.
7. Bring to rehearsal:
  - a. Cap, gown, tassel
  - b. Any state or national level medal earned while a LCHS student participating in a LCHS sponsored club to both rehearsal and Commencement. Limit five medals per student.
  - c. PEN OR PENCIL – You will need to write out how you would like your name pronounced on your name card.
  - d. STUDENT ID
8. Appropriate dress for Commencement
  - a. Ladies: Light colored dress or light colored skirt with light colored blouse. It is recommended to wear a dress with pockets.
  - b. Gentlemen: Light colored shirt with tie, dark pants, black or brown shoes
9. For Commencement, please carpool with other students or ride with your family.
10. Prior to Commencement, the parking lot will NOT open until 12:30PM.
11. Arrive at LCHS no later than 1:00PM on June 3, 2018 and report directly to your line staging area.
12. Leave all purses/bags in your vehicle or with your family. You will not be able to walk with these items.
13. Make sure phones are silenced.
14. Mortar Board (academic cap)
  - a. Elastic is worn at the back of the head
  - b. Point faces the middle of the forehead
  - c. Should be horizontal (parallel) to the floor
  - d. Caps cannot be decorated. If decorated, all decorations will be taken off prior to the Commencement or you will be issued a new cap.
  - e. Tassel – The tassel is worn on the front-right side of the mortar board and then placed on the front-left after the diploma is received. Students will receive instructions from Mr. Begley regarding when to move the tassel over.
15. Commencement will begin promptly at 2:00PM on June 3, 2018.
16. The administration, faculty, and staff have spent a tremendous amount of time and effort planning and organizing your graduation ceremony. Please behave in a respectful and dignified manner to ensure a positive experience for all those in attendance.
17. Noisemakers (including air horns, cow bells, and whistles), beach balls, balloons, and other related items are not permitted.
18. The LCHS Commencement ceremony will be streamed live. We will provide the link to the live stream at the commencement rehearsal. Thank you LCTV!
19. Thank you - The Lake Central High School Faculty and Staff