

Memorandum



To: EIGHTH GRADE STUDENTS AND PARENTS
From: DR. BRAD LANDGRAF, SUPERINTENDENT / SANDI PEGG, PRINCIPAL
Re: 8th Grade Graduation - **May 2021**

Eighth Grade Graduation will soon be here. The graduation ceremony is optional. If you choose to participate, you must follow the school guidelines. It is a requirement that students participating in the graduation ceremony wear a maroon gown, cap and tassel.

Participation in the graduation ceremony is a privilege. Students must maintain an overall minimum academic success rate of 66% and have a minimum attendance rate of 85% in order to participate in the graduation ceremony. Students who have engaged in repeated Level III or Level IV misbehaviors may also be prohibited from participating in the graduation ceremony.

Graduation Fees: The fees listed below cover the cost of the graduation outfit and diploma cover. Some students may only need to supplement missing pieces of a graduation outfit they already have and the pricing below accommodates purchasing the missing pieces: **(pick one option)**

Gown, cap, tassel, diploma cover	\$39.00
Cap, tassel, diploma cover	\$26.00
Tassel, diploma cover	\$19.00

It is important the Principal's office receive payment before Friday, March 5, 2021 to allow time to order the graduation outfits and receive them before graduation picture day. Please complete and return the bottom section of this memo along with cash, check or money order made payable to MCS in an envelope with the name of the graduating student on the outside of the envelope.

Measurement for Graduation Cap and Gown: A representative from Jostens will take measurements in the conference room next to the Principal's office during lunch on **Thursday, March 11, 2021.**

Graduation Attire: Male students shall wear a shirt with a collar, tie, dress slacks, and dress shoes (no jeans, shorts, flip-flops, boots, sandals, or athletic shoes). Female students shall wear a dress or blouse with either a skirt or dress pants and dress shoes (no jeans, shorts, athletic shoes, platform shoes, flip-flops, sandals, stiletto heels). Graduation attire shall be worn for the graduation ceremony. Students who do not conform to this policy will be given their diploma at a later date and will not be permitted to participate in or attend the graduation ceremony.

Graduation Date: The date for the graduation ceremony is Wednesday, May 19, 2021.

You are to advise the Principal whether you will participate in the 2021 graduation ceremony. You and your Parent/Guardian must read and sign this document and turn it in to the Principal's office. Signing this document indicates you agree to abide by the procedures in this document.

(Please cut on dotted line and keep the top portion for your reference and return the bottom portion to MCS)

_____ My child **will** participate in the graduation ceremony.

_____ My child **will not** participate in the graduation ceremony.

Please clearly print your child's name as you want it to appear on the diploma

Parent/Guardian Signature