

# COMMENCEMENT CEREMONY PLANNING



✓ Develop your parking game plan in advance

✓ Plan for extra travel time

✓ Bring a credit or debit card; it may be needed to pay for parking

Parents/Guardians of Graduating Seniors:

We are proud to announce the commencement ceremony for the Class of 2011 to be held Sunday, June 12<sup>th</sup> at 11:00 a.m. at Target Center in downtown Minneapolis. Together, we will close one chapter in the lives of your sons and daughters and begin another.

**This letter provides you with important information about the final few weeks of the school year for seniors, along with details regarding graduation and the commencement ceremony.**

**PLEASE NOTE:** The parking logistics for the ceremony will be complicated, due to a Minnesota Twins home game scheduled at Target Field (start time 1:10 p.m.), right next to Target Center. We want to help you ensure that your graduating senior and family members arrive on time so that you can fully enjoy your student's graduation.

***Therefore, it is extremely important that you read the enclosed information about parking logistics for the commencement ceremony, and develop a parking game plan in advance.***

Seniors who have **successfully completed all** of the following diploma requirements on time will be eligible to participate in the 2011 Park Center Senior High commencement:

- All required and elective credits
- Advisory units
- Payment of all fines and fees
- All obligations to the school

In addition, to **receive your diploma** you must fulfill MN State testing requirements.

Nrog no yog cov ntaub ntawv qhia tseemceeb ntawm koj tus menyuam lub tsev kawm ntawv. Thov muab tsab ntawv qhia no txhais rau koj sai li sai tau. Ua tsaug.

Adjunto se encuentra un documento que contiene información importante de la escuela de su hijo. Por favor solicite que le traduzcan esta información tan pronto como sea posible. Muchas gracias.

Kèm theo đây là giấy tờ bao gồm các chi tiết quan trọng về nhà trường của con em quý vị. Xin đưa những chi tiết này cho người nào đó có thể giải thích cho quý vị hiểu càng sớm càng tốt. Cảm ơn.

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## LAST WEEKS OF SCHOOL AND CLEARANCE DETAILS FOR SENIORS

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**Announcements/Invitations** – for those who ordered from Jostens, announcements were distributed April 13. If you have any questions regarding your announcement order, please contact Jostens at 612-216-1766.

**Commencement Participation Fee** – approved by the School Board, the Commencement Participation Fee is \$20.00 for **all** seniors planning to participate in commencement. Students should pay this fee with cash in the Student Support office between 10 a.m. and 12 noon during the week of May 2-6. Students must pay this fee before they will be cleared to pick up their cap and gown on June 7<sup>th</sup>. **Cash only-no checks will be accepted.**

**Commencement Meetings** – will be held on Wednesday, May 4<sup>th</sup> and on Tuesday, June 7<sup>th</sup> in the auditorium during Advisory beginning at 10:15 a.m. Every senior who plans to participate in commencement **is required** to attend these meetings **including PSEO and Osseo Area Learning Center students.**

**Clearance Forms** – will be given to all seniors during 1<sup>st</sup> hour on Wednesday, May 25<sup>th</sup>. This form is used to verify that each senior has completed all the necessary requirements to graduate and participate in commencement. If any area on the form is not complete, students are required to obtain the necessary signatures for clearance. **Students will turn in their completed clearance form for a pass to receive a cap and gown on Tuesday, June 7<sup>th</sup> during cap and gown distribution.**

**Seniors' Last Day of School** – is Tuesday, June 7<sup>th</sup>. **All course work and finals must be completed and submitted by 2:00 p.m. on Thursday, June 9<sup>th</sup>!** Park Center DOES NOT recognize or sanction a Senior Skip Day.

**Fines** – all fines must be paid and/or materials returned before a student is cleared to pick up their cap and gown and/or participate in commencement.

**Cap, Gown, Tassel & Medallion** – are provided by PCSH for students participating in commencement and are yours to keep. Seniors who have completed all the graduation requirements will be given a pass to pick up his or her cap and gown on Tuesday, June 7<sup>th</sup>. These items will be distributed to **eligible** seniors during all lunches **from 10:50 a.m. – 12:10 p.m. in the North Gym during the Senior Luncheon.**

**High Honor, Honor & National Honor Society Students** – a list of high honor and honor students will be posted outside the Student Support office on Wednesday, May 4<sup>th</sup>. Honor recognition is based on the student's cumulative grade point average for grades 9, 10 and 11 and the first two trimesters (first semester for PSEO students) of his/her senior year. Honor accessories for eligible students may be purchased during cap and gown distribution on Tuesday, June 7<sup>th</sup> (during all lunches).

- **Gold Stoles \$15.00** – High Honor students (3.8 GPA and above) will be recognized on stage and have gold stoles placed around their necks during commencement. **Honor stoles are presented during commencement but must be paid for in advance if you would like to keep it.** If you do not purchase the stole, it must be returned immediately after the commencement ceremony to Jennifer Ajsenberg at the stage where you take your photograph, **BEFORE YOU LEAVE THE TARGET CENTER.**
- **Honor Tassels \$6.00** – High Honor and Honor students (3.0 GPA and above) may purchase a gold honor tassel to be worn in place of the green and gold tassel. This tassel is yours to keep.
- **National Honor Society Cords \$8.00** – NHS members are entitled to purchase and wear an honor cord. The honor cord is worn on the left shoulder. The honor cord is yours to keep.

**IB Diploma Students and Those Taking At Least One IB Exam** – several recognition options are available for students participating in International Baccalaureate (IB) courses at Park Center.

- **White IB Stoles** – Students who complete all requirements necessary to earn an IB Diploma will wear an embroidered white stole from IB throughout the ceremony. It must be returned immediately after the commencement ceremony to Jon Peterson at the stage where you take your photograph, **BEFORE YOU LEAVE THE TARGET CENTER.**
- **IB Pins** – Students who complete all requirements necessary to earn an IB Diploma will be given an IB pin at the spring Awards Recognition Night on May 11. This pin will be yours to keep.
- **IB Tassels \$8.50** – Any student taking at least one IB exam may purchase a blue IB tassel including a small IB medallion to be worn in addition to your PC tassel. This tassel is yours to keep.

**Advisory** – work from previous trimesters/years should be turned in immediately to allow ample time for review and grade changes to be processed.

**Advisory work outstanding from previous trimesters turned in after Wednesday, May 25<sup>th</sup>, may jeopardize a student's participation in commencement!**

**Behavior** – any student planning to participate in commencement who becomes involved in planning and/or participating in any inappropriate, disrespectful, illegal and/or unsafe activities on the school premises and/or at school activities, will jeopardize participation in commencement and may lose the privilege to participate.

**Final Transcript Release Form** – is required before PCSH will release a student's final transcript to post secondary institutions. Seniors will receive a Final Transcript Release Form in their Advisory classes in May and should return the completed form to the CRC by noon on May 18<sup>th</sup>. Those who do not attend Advisory at PCSH and plan on attending a post secondary institution, should stop in the Career Resource Center and sign a Final Transcript Release Form. There will be a \$3.00 fee assessed for processing of the final transcript. **No final transcript will be sent unless this form is completed and the \$3 fee is paid!**

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## COMMENCEMENT DETAILS

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**Date/Location/Time** – Commencement is Sunday, June 12<sup>th</sup> at the Target Center in Minneapolis. The ceremony begins at 11:00 a.m. and ends with the recessional at approximately 12:30 p.m. Graduates are to be **in** the staging area by 10:15 a.m. for attendance and last minute preparations. *Only PCSH school staff and graduates are allowed in the staging area.*

**Parking – PLEASE NOTE:** The parking logistics for the ceremony may be complicated, due to a Minnesota Twins home game at Target Field, right next to Target Center (the game starts at 1:10 p.m.). We want to help you ensure that your graduating senior and family members arrive on time so that you can fully enjoy your student's graduation. **Therefore, it is extremely important that you read the enclosed information about parking logistics for the commencement ceremony and develop a parking game plan in advance.**

We have been advised that parking rates may be in the \$15 range or higher. Some ramps are fully automated (no cashier); some ramps may require cash payment upon entry; in others, you may need a credit card or debit card to pay because the ramp may not accept cash or checks.

You may also wish to consider parking in ramps or lots that would allow for easy access to the light rail that runs along 5<sup>th</sup> Street South and takes you right to Target Center. The Downtown Zone fare is 50¢ per person, one-way. You can buy a Downtown Zone ticket, valid for one ride, at each station's vending machine. On Sundays, light rail trains run in both directions on 5<sup>th</sup> Street every 10-15 minutes. Stations are located:

- On 5<sup>th</sup> Street between Chicago and Park (Downtown East/Metrodome Station)
- Between 3<sup>rd</sup> Ave. S. and 4<sup>th</sup> Ave. S. (Government Plaza Station)
- Between Marquette Avenue and Nicollet Mall (Nicollet Mall Station)
- Between Hennepin and 1<sup>st</sup> Ave. N. (Warehouse District/Hennepin Avenue Station)

You can learn more about the Hiawatha Line (Route 55) light rail line at [www.metrotransit.org](http://www.metrotransit.org), or by calling 612-373-3333.

**Tickets** – are not required for admission, and there are no limits on the number of guests graduates may have attend commencement.

**Attire** – All participants must wear the PCSH gown, cap, tassel **and** medallion. No flowers, pins, buttons, etc. are to be worn on the cap or gown.

Attire and shoes worn under the gown should be appropriate for traditional, formal ceremony.

**Graduates are encouraged not to bring purses!**



**Behavior** – Students who appear to be under the influence of alcohol or any chemical will be denied the privilege of participating in commencement.

**Handicapped Access/Seating** – If you plan to drop off a handicapped/physically challenged individual at the main entrance to Target Center (on 1<sup>st</sup> Avenue North), please allow plenty of extra time. Traffic near Target Center may be heavy due to the Twins game. After you drop your guest(s) off at the main entrance, it may take some time for you to find parking and make your way back to Target Center. Families with hearing impaired members are encouraged to sit in rows 1 through 6 of section 104 for better views of the interpreters (see seating diagram included in this letter). Please let Park Center know if you will have a hearing impaired guest in attendance by calling Jennifer Ajsenberg at 763-569-7619. For additional information on handicapped access and seating, call the Target Center Patron Services Supervisor at 612-673-1350.

**Meeting Place** – We encourage families to prearrange a meeting place with their graduate following commencement. A suggested meeting place is on the skyway level at the north end of the arena near the escalators. Due to expected traffic congestion, it is unlikely you would be able to connect with your student outside Target Center.

**Pictures** – Please take pictures at home prior to or following the ceremony, as time does not allow for photography at the ceremony. A professional photographer from David Bank Studios will take an individual picture of each student accepting his/her diploma. You will be able to view and order pictures online at [www.davidbankstudios.com](http://www.davidbankstudios.com). They will also contact you by mail after the ceremony with order information.

**DVD or VHS Video of Commencement** – Northwest Community Television, cable Channel 12, will tape the entire commencement. They will air the ceremony several times and also sell DVDs or VHS tapes to those interested. For more information, call Northwest Community Television 763-533-8196 or visit their website at [www.twelve.tv](http://www.twelve.tv).

**Audience Etiquette** – Graduation is a time of great celebration. However, at times, the celebratory sounds of one family have made it difficult for the next family to hear their child's name read. Please give **all** graduates the respect and attention they have earned by refraining from catcalls, whistles, etc., so that all names may be heard as they are announced. **Air horns and other noisemakers are prohibited!** Graduation is a significant accomplishment for every senior, so please be respectful of each other.

**All-Night Party** – will be held at Brunswick Zone in Brooklyn Park the evening of commencement, Sunday, June 12<sup>th</sup> starting at 9:30 p.m., with no admittance after 10:30 p.m. This party is planned, sponsored and supervised by parents of PCSH seniors. Only seniors may attend. All seniors, regardless of whether they will or will not be participating in commencement are invited to attend the party. Questions regarding the party should be directed to Mindie Fischer at 763-503-8383 (home) or 763-300-5490 (cell) or by email at [mindiefischer@comcast.net](mailto:mindiefischer@comcast.net) or [pcseniorclassparty@yahoo.com](mailto:pcseniorclassparty@yahoo.com). Information packets can be obtained in the front office.

Information	Contact	Phone/Email/Website
All-Night Party	Mindie Fischer	763-503-8383 (home)/763-300-5490 (cell) <a href="mailto:mindiefischer@comcast.net">mindiefischer@comcast.net</a> / <a href="mailto:pcseniorclassparty@yahoo.com">pcseniorclassparty@yahoo.com</a>
Announcements/Caps & Gowns	Jostens	612-216-1766/ <a href="mailto:dwayne.toatley@jostens.com">dwayne.toatley@jostens.com</a>
Commencement General Information	Jennifer Ajsenberg	763-569-7619/ <a href="mailto:ajsenbergj@district279.org">ajsenbergj@district279.org</a>
Diplomas	Jennifer Ajsenberg	763-569-7619/ <a href="mailto:ajsenbergj@district279.org">ajsenbergj@district279.org</a>
DVD or VHS Video of Commencement	Northwest Community T.V.	763-533-8196 <a href="http://www.twelve.tv">www.twelve.tv</a>
Fines	Tammy Mickelson	763-569-7610/ <a href="mailto:mickelson@district279.org">mickelson@district279.org</a>
Metro Transit Information		612-373-3333
Metro Transit Website		<a href="http://www.metrotransit.org">www.metrotransit.org</a>
Photo of Student Receiving Diploma	David Bank Studios	763-571-2265 <a href="http://www.davidbankstudios.com">www.davidbankstudios.com</a>
Target Center Direction Line		612-673-8333
Target Center Patron Services		612-673-1354
Target Center Website		<a href="http://www.targetcenter.com">www.targetcenter.com</a>

**Questions?** Please call the principal's secretary at 763-569-7619 if you have any questions about your student's graduation or the commencement ceremony.

## Senior Timeline

DATE	TASK	TIME
<b>May</b>		
2-6	Pay Commencement Participation Fee (\$20 <u>cash only</u> ) in Student Support office	10 a.m.-12 noon
4	Senior class meeting in auditorium	Advisory (10:15)
4	Honor/High Honor list for seniors posted outside Student Support office	
18	Final transcript release forms and \$3 processing fee due to CRC	By 12 noon
25	Clearance forms distributed	1 <sup>st</sup> Hour
25	Advisory make-up work from <b>previous trimesters</b> due to Advisory teachers	
27	Last day to verify Independent Study completion	
<b>June</b>		
2	Fine collection ends at 3:00 today to allow time for processing <b>(After 3:00, students who still owe fines must wait to pay until cap and gown distribution begins at 10:50 on June 7<sup>th</sup>)</b>	
7	Seniors' last day of school	
7	Graduation practice in auditorium	Advisory (10:15)
7	Cap and gown distribution in North Gym during Senior Luncheon---Seniors <b>must</b> have completed Clearance Form or pass <b>in hand</b> to receive a cap and gown	All lunches (10:50-12:10)
9	<b>All coursework and finals must be completed and submitted</b>	No later than 2:00 p.m.!!!
12	Commencement at Target Center	11:00 a.m.
12-13	Senior All-Night Party at Brunswick Bowl	9:30 p.m.-5 a.m.

**\*\*\*PSEO and Osseo Area Learning Center students are responsible for diploma requirements, graduation deadlines, and for obtaining important commencement information from PCSH. Students are required to attend both of the commencement meetings on May 4<sup>th</sup> and June 7<sup>th</sup>.**

