



Penn High School

56100 Bittersweet Road,
Mishawaka, IN 46545
(574) 258-9500

March 28, 2016

Dear Parents or Guardians:

Congratulations for helping your senior graduate from Penn High School. We share your pride in your senior's achievement.

The purpose of this letter is two-fold: To provide you with information regarding the various senior activities, and to solicit your assistance in helping make the graduation activities reflect the dignity, solemnity and importance of your senior's achievement.

CAPS and GOWNS

Caps and gowns will be distributed to seniors on April 15 in the hallway north of the cafeteria. If your senior does not pick up his/her cap and gown at that time, please contact Jostens at 574-546-2205 to make arrangements for pick up promptly, as they will not be available at Penn after April 15. Please have your student try on the cap and gown prior to graduation. If either does not fit, please contact Jostens at 574-546-2205. **All graduation gowns are black.**

Please remember that graduation participation is a privilege, not a required activity. Students will need to adhere to a dress code and behavior standards. **Appropriate attire under the cap and gown will be a collared dress shirt, slacks, dark-colored socks and dress shoes for young men. Dresses or dress pantsuits are necessary for young women. Dress shoes or dress sandals for young women will be expected. Young women should wear high heels at their own risk, since they will be navigating stairs and walking a distance. Sandals, tennis/basketball shoes, work boots or similar footwear will not be allowed.** Seniors who choose not to comply with these standards and/or who dress in a manner which could be potentially disruptive to commencement activities will be asked to change or not to participate. We respectfully request your assistance in helping us adhere to these guidelines.

ELKHART AREA CAREER CENTER

Seniors attending the Elkhart Area Career Center will continue to attend until their final day at the Career Center, June 1, unless you have other obligations to fulfill specific course requirements. Bus transportation will remain the same.

SENIOR ANNOUNCEMENTS

Announcements will be distributed to students on April 15 in the hallway north of the cafeteria. If your senior does not pick up his/her announcements at that time, please contact Jostens at 574-546-2205 to make arrangements for pick up promptly.

COMMENCEMENT INFORMATION

Seniors will be given final commencement information and directions in meetings on April 26 and 27. The meetings will be held at the beginning of every period in the Penn Auxiliary Gym. If your student does not have a study hall, they will need to make arrangements with a teacher to attend one of the meetings. Please make every effort to have your senior here for this important information. Night school students attending the commencement at Notre Dame will have a meeting at Pennway on Tuesday, May 3, at 6:30 p.m.

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SENIOR RECOGNITION PROGRAM

The Senior Recognition Program will be held on Tuesday, May 10, 2016, at 6:30 p.m. in the Penn High School Center for Performing Arts (CPA) by invitation only. Seniors who will be receiving awards will be notified by mail that they will be recognized and should report to the Studio Theatre at 6 p.m. on May 10 for seating and final instructions. **Seniors are to wear their gowns (no caps), any hoods or cords received by the Guidance Department, and appropriate attire to the Recognition Program. Appropriate attire under the cap and gown will be a dress shirt, slacks, dark-colored socks and dress shoes for young men. Dresses or dress pantsuits are appropriate for young women. Dress shoes or dress sandals for the young women will be expected. Casual sandals, tennis/basketball shoes, work boots or similar footwear will not be allowed.**

SENIOR FINAL EXAMS

The schedule for senior final exams will be as follows:

Monday, May 23	Blocks 2 & 4 Black
Tuesday, May 24	Blocks 2 & 4 Gold
Wednesday, May 25	Blocks 1 & 3 Black
Thursday, May 26	Blocks 1 & 3 Gold

SENIORS IN DANGER OF FAILING

Seniors who fail a required course for graduation will be notified by the Guidance Office and be enrolled in classes for summer night school.

GRADUATION REHEARSAL

Information related to commencement will be given to seniors when they meet with administrators on April 26, and April 27, 2016. The arrangement of facilities at the University of Notre Dame will allow us the opportunity to practice and go over last-minute details on the day of commencement just prior to the formal activities on May 27, 2016.

On the day of commencement, Friday, May 27, the doors for students to enter Purcell Pavilion at the Joyce Center will be open at 4:30 p.m. Seniors are to enter at Gate 3 and report to the *field house* at the Purcell Pavilion at the Joyce Center by 4:45 p.m. Seniors arriving after 5 p.m. will not be in alphabetical order and may be required to be seated at the end of the line or may even be excluded from commencement. Seniors are required to wear their caps and gowns and to have appropriate attire under their caps and gowns. Those who do not comply with the standard of dress that is outlined earlier in this letter *will not be allowed to participate*. **Also, no decorations on the caps and gowns will be allowed.**

Seniors are asked to refrain from bringing valuables to commencement. Please bring only those necessary items that you will need at graduation. Sunglasses, cell phones, gifts, hangers, food or drinks will **not** be allowed. Girls may bring a small handbag/purse. **Penn High School and/or Notre Dame are not responsible for lost or stolen items.**

Parents and guests are to enter through the new south main entrance of the Purcell Pavilion between Gates 8 and 10. **Doors open at 5:30 p.m.** Handicapped facilities are available throughout the Joyce Center.

DIPLOMAS

Students will be able to pick up their diplomas beginning Tuesday, June 14, from 9 a.m.-3 p.m. Pick up will be outside the Main Office inside Door A.

2016 COMMENCEMENT CEREMONY

Commencement, the most **solemn** of all graduation activities, will be held on **May 27, 2016**, at 7 p.m. at Purcell Pavilion at the Joyce Center on the campus of the University of Notre Dame. Tickets are not required for the commencement. A map of the Notre Dame campus is available on the Penn High School website under "Graduation Information" and also by using the following link: <http://nd.edu/campus-and-community/campus-map/>. Seniors, parents, guardians, friends and relatives are asked to refrain from activities that would detract from the dignity of this most important occasion. Disruptive noises, noise-makers and/or activities for, or from, your senior or their guests will not only cause undue embarrassment for him/her, but also interfere with the other seniors and guests who desire a dignified ceremony. **Seniors who behave in a disruptive or inappropriate manner will be removed from participation. Individuals who disrupt the ceremony will be escorted from the Purcell Pavilion at the Joyce Center.**

Parents should make prior arrangements as to where to meet their senior after the graduation ceremonies have ended. Please do not interrupt the procession as the graduates exit the Joyce Center. The graduates will be released to meet with family and friends after re-entering the field house.

PHOTOS

HR Imaging Partners will be positioned to take individual pictures of seniors with their diplomas. Every student will be photographed and all photographs will be available for purchase on a protected website. The website is <http://shop.hrimaging.com>; select the orange tab, which is 'order prints from special events'. **NO ONE EXCEPT SCHOOL PERSONNEL WILL BE ALLOWED ON THE ARENA FLOOR TO TAKE PICTURES.**

PARTICIPATION IN ACTIVITIES

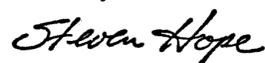
You and your senior should know that participation in any or all of the activities described in this letter are **VOLUNTARY**. You have the right **NOT** to participate.

It is our strong desire that this year's commencement activities will reflect the way in which we would like the Class of 2016 to be remembered. Students who choose to violate school rules not only jeopardize their academic success, but also risk disciplinary action. If such disciplinary action is taken, students **will not receive their diplomas** until the consequences for school violations have been served. We invite your support in encouraging your senior to be responsible academically and behaviorally through commencement and for the rest of the school year.

Your assistance and cooperation in conforming to the instructions outlined in this letter are needed and appreciated. If you should have any questions about any of the activities outlined above, please do not hesitate to call. A special condensed senior bulletin is available on the website penn.phmschools.org and will be listed under Counseling, and seniors.

Again, congratulations to you and your senior! We wish the newest members of the Penn High School Alumni the very best! They have, indeed, been very special!

Sincerely,



Steven Hope
Principal