

May 22, 2020

Dear Senior Star Families,

As we get closer and closer to the main event (graduation) for the Seniors of McCluer North, I know the excitement, and even anxiety, is building. I encourage you all to celebrate your accomplishments, and this major milestone, safely! As a reminder, the graduation being offered to McCluer North Seniors is designed to be as safe as possible, but we need your help and support to make the safety of the graduates, and the attendees the top priority.

## Graduation Waiver

In light of concerns regarding COVID-19, each graduate must have a signed waiver to participate in graduation. The waiver can be found here: <https://www.fergflor.org/site/handlers/filedownload.ashx?moduleinstanceid=8674&dataid=9382&FileName=FFSD%20Graduation%20Waiver.pdf>

Please print a copy, sign it, and bring the waiver to Senior Checkout, where it will be collected. If you do not have access to a printer, copies will be available at Senior Checkout and Graduation, though that will slow the process down. If your graduate is 18 years old he/she may sign the waiver for themselves.

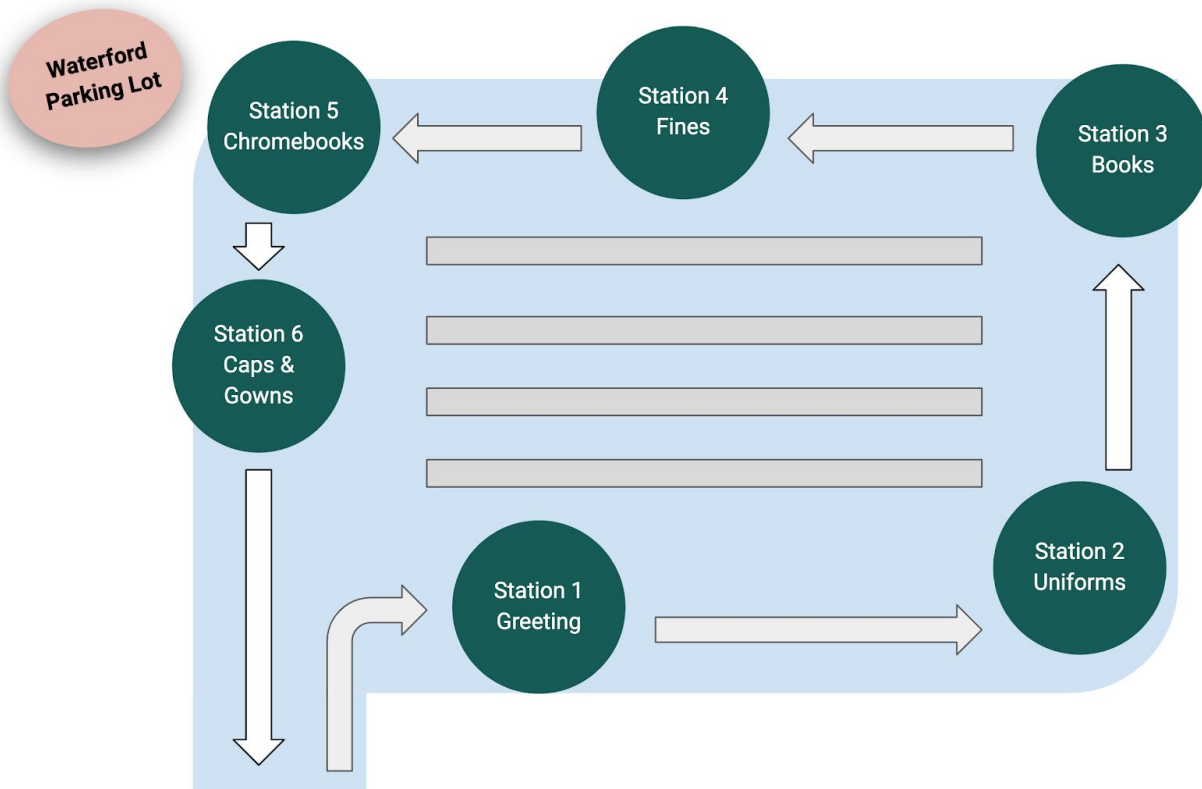
## Pre-Ceremony Celebration

We know you'll want something to watch while waiting for the graduation ceremony to begin, and we want your help. We are asking each senior's family to share one or two photos of your senior. It could be a baby photo, first day of kindergarten, something from their high school years, or sports/activities, or a photo showing them making a difference in the community. [Please submit your photos using this form](#) and upload high resolution photos, so we can use them on the video screens. If you do not have a Google/Gmail account you will need to [create a free Google account here](#).

## Senior Drive-up Checkout

As you know, next week we will be hosting the Drive-up Senior Checkout! This checkout is designed to allow personal safety as much as possible, so we do ask that you remain in your vehicle throughout the entire checkout process and do not linger on campus. This is also a reminder that fines, as identified in Tyler, should be paid prior to checkout, through the PayPAMS service.

The checkout will take place in the Student parking lot (Enter campus ONLY from Waterford) and will have up to five stops: Greeting, Uniform drop-off, Textbook drop-off, Fines, Chromebook drop-off, Cap & Gown pick-up, and other items such as Locker Item pick-up, Valedictorian Salutatorian and Top 10 stole pick up). All refunds for Special Olympics and Hamilton Field Trip will be distributed at the Fines station. If there is a problem that may take a bit longer to solve, you may be directed to a Principal, who will work to find a solution as quickly and safely as possible. Please review the map below page to familiarize yourself with the process:



## REMINDERS: Senior Drive-up Checkout

### Senior Drive-up Checkout

Dear Senior Families,

I'm writing with important information about senior checkout and cap and gown distribution. Safety is our highest priority as we plan these important events to wrap up your senior year. Senior drive-up checkout will occur on the campus of McCluer North on the Waterford side parking lot the week of May 26. Each senior will have an assigned date and time to drop off items and pick up their caps and gowns. **Please make arrangements to arrive on your assigned date at your assigned time. We have over 400 SENIOR students and arriving on time will make the process easier for yourself and others.** We have worked hard to provide

clear directions and make this as smooth as possible. **We appreciate your patience as we work through this together.**

What should I do **before** I arrive at the senior checkout?

- Complete the Senior Survey prior to coming to checkout using the link you receive in Google classroom.
- Check Tyler for fines and log-in or register to pay fines with PayPam, [www.paypam.com](http://www.paypam.com), by May 21, 2020.
- If you left a book or anything in your locker, please email Ms. Johnson at [sajohnson@fergflor.org](mailto:sajohnson@fergflor.org) with your locker number (found on Tyler), name, book or other items by May 21, 2020. Students will not be allowed in the school.
- All items to be returned to school should be bagged and each bag should be clearly labeled with the students name prior to arriving at school.
- Please place **BOOKS** including text books and library books in one bag and place materials in your trunk.
- Please place **UNIFORMS** in one separate bag and place items in your trunk.
- Please place any **OTHER ITEMS** belonging to the school in another bag and place in your trunk.
- Please do not bag **CHROMEBOOKS**. Chromebooks should be placed unbagged in the trunk.
- Confirm your checkout date and time

## SCHEDULE

Students with the last names: (example of a schedule is below)

A-C (Tuesday, 5.26) 8:00-11:00 AM
D-H (Tuesday, 5.26) 1:00-3:00 PM
I-M (Wednesday, 5.27) 8:00-11:00 AM
N-S (Wednesday, 5.27) 1:00-3:00 PM
T-Z (Thursday, 5.28) 8:00-11:00 AM
<b>**Makeup (Thursday, 5.28) 1:00-3:00 PM</b>

What should I do **when** I arrive at the senior checkout?

- Arrive on your assigned checkout date at your assigned time.
- Everyone will remain in vehicles as students return school items and receive caps and gowns.
- Students will report to the designated location on campus (Student parking lot on Waterford side).

- We will have a series of stations to serve our seniors safely and efficiently.
- Seniors will open the trunk and one staff member will remove labeled items from trunks at the first station.
- After all items have been removed from trunks of cars, cars will move to the second station.
- Caps and gowns will be placed in trunks.
- Each senior will also receive two car tags. Cars must have a car tag displayed for the graduation ceremony.
- Senior fines must be paid prior to senior checkout by May 21, 2020 through PayPam. [www.paypam.com](http://www.paypam.com) or seniors will not receive their cap and gown.

**What should I do *if I have not ordered or paid for a cap and gown or have other questions?***

- Caps and gowns will be available for purchase on May 27th with Jostens.
- Please don't hesitate to email me at [aharris@fergflor.org](mailto:aharris@fergflor.org) if you have any questions.

Thank you for your help and cooperation,

Dr. Anissa Harris  
Senior Principal  
Class of 2020

## **IMPORTANT GRADUATION INFORMATION**

The Ferguson-Florissant School District wants to provide a graduation that will be remembered by the participants, parents, relatives, and friends as a dignified and meaningful ceremony. Our seniors are expecting a dignified ceremony that is positively remembered. To help accomplish this objective, the following guidelines have been established.

### GRADUATION CEREMONY

***Sunday, May 31st at 4:00 p.m..***

*St. Louis Mills*

*5555 St. Louis Mills Blvd*

*Hazelwood, MO 63042*

### SENIOR DROP OFF and EXIT

Graduating seniors should report to the Mills by 2:00 p.m. and be dropped off at door 3.. They will report to the registration table and move to their assigned holding area. They will remain there until the ceremony begins at 4:00 p.m.. They will walk out in 2 lines, beginning with a staff member, to their assigned seats. They will remain seated until their name is called. When their name is called, they will walk across the stage and receive their diploma cover. They will then return to their seats until they are dismissed. They will exit, beginning with the back row, to their cars.

### FINES

All textbooks, library books, chromebooks, and uniforms need to be turned in, and all fines paid prior to graduation on May 31.

### SEATING CHART

A seating chart will be posted prior to graduation. Know your row and seat number before coming to graduation.

### CAR TAGS

Graduating seniors who are participating in the ceremony, will receive 2 car tags. Only cars with car tags displayed on the dashboard will be allowed to enter the graduation. Extra car tags are not available.

We encourage you to leave young children and infants at home to assist us in maintaining an appropriate atmosphere. Also do not attempt to save parking spaces for other guests.

Large vehicles will be asked to park along the sides and back of the area.

### HOLDING AREA

Only graduates and staff will be allowed inside the building. All parents and guests must remain in their vehicles, enter and park in the parking lot. Porta potties will be available around the parking lot.

### PARKING

The St. Louis Mills has ample parking for all graduates, staff and guests. Parents are encouraged to arrive around 2:00 p.m. to avoid congestion. During the ceremony please remain in your cars and respect those parked around you. You will be able to tune in to a radio station to hear what is going on. Watch for information on the overhead monitors and visual displays.

### BEHAVIOR

- Anyone under the influence of alcohol or drugs will not be allowed to participate.
- To ensure that each graduate's name is heard, please end your cheers once a graduate has walked across the stage.
- Remain in your vehicle for the entire time you are at the ceremony.
- Do not play loud music during the ceremony.
- Be courteous of those parked around you.

### DRESS

All graduates must wear a mask, graduation cap, gown, and tassel. Head bands or other head wear is not allowed. Caps should sit flat on the head, not on an angle. Tassels should be fastened securely to your cap and hang down the right side. Decorations are not allowed on the graduation cap. (Decorated hats will be removed.)

Boys wear dress slacks, a dress shirt with a collar, neck tie, dress shoes, and dark socks.

Girls wear a dress, skirt with a blouse, or dress slacks, with dress shoes. Bring hairpins to secure caps.

No shorts, tee shirts, flowers, sunglasses, white socks, or flip-flops. Graduates should not bring purses or anything of value. **STUDENTS NOT DRESSED APPROPRIATELY WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY.**

#### LAST MINUTE CAP AND GOWN

Any senior that has not yet purchased a cap and gown can purchase one during Senior Checkout for \$40, cash only on May 27th with Jostens from 1:00-3:00 p.m.

#### SPECIAL INSTRUCTIONS

Refrain from directing attention away from our graduates. Each senior has worked hard and deserves to have their name heard by all in attendance. Respect those graduating last by staying for the entire ceremony. Make arrangements to meet with your graduate after the ceremony.

#### DIRECTIONS

To the St. Louis Mills: Take HWY 270 to 370 west to (exit 11) and follow signs to St. Louis Mills near Cabela's. Only guests with a car hang tag will be allowed to enter the parking lot. If you have any further questions about graduation day, in addition to Dr. Harris (aharris@fergflor.org).

Thank you for your help and cooperation, stay safe,

**Dr. Anissa Harris**  
**Senior Principal**  
**McCluer North High School**