

SECKMAN SENIOR HIGH SCHOOL

SPRING 2023

GRADUATION HANDBOOK

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Senior Graduation
May 14th, 2023
11:30 AM
Family Arena
St. Charles, MO

CLASS OF 2023

"We grew together, and now it is our freedom to go our separate ways and give what we can to the world." - Unknown



PRINCIPAL'S MESSAGE

Congratulations on your senior year of high school and your upcoming graduation. Your dedication and hard work has brought you to this exciting time of your life, your high school graduation. We are proud of your accomplishments, and we look forward to celebrating with you in the coming days. In order to help you plan for the occasion, we have created this graduation handbook. The handbook includes important information, dates and traditions. We've spent a lot of time cultivating the Seckman High School senior experience, and thoroughly reviewing this information will help you make the most of your final days as a Seckman student. Best wishes Jaguars!



Building Principal Jeff Krutzsch

April 18th, 2023
10:30 am
Large Gym
Mandatory



In this meeting we will discuss everything for seniors, events, graduation, etc. This is a mandatory meeting so please plan ahead. After 4th hour on the 18th, head to the large gym. Students who have half days will be released from the meeting to leave. Expect the meeting to take about 30 minutes.



Caps & Gowns

Participation in the graduation ceremony is optional. In order to participate, all students will need to wear the following:

- Blue Gown
- Gold Stole
- Blue and Gold Tassel

These were ordered earlier in the school year. If for some reason you did not order this, you will need to reach out to the SHS Jostens' rep, Sam Glennon. He can be reached at sam.glennon@jostens.com.

Caps & Gowns Distribution

April 6th, 2023
Multipurpose Room
All 4 lunches

* If you are absent from school on April 6th, you can pick-up your cap and gown in the main office.*

CAP & GOWN ETIQUETTE AND HELPFUL TIPS

How should I take care of my gown?

- Try on gown immediately for proper sizing
- Gown should be full and roomy
- The bottom of the gown should be approximately mid-shin; not at the knees and not at the ankles
- Steaming the gown is preferred to remove wrinkles but a cool iron with an ironing cloth will work
- If necessary, you can wash on a cool, delicate cycle and line dry the gown

How do I wear my tassel?

- Tassels are worn on the right temple before the ceremony and on the left temple afterwards

How do I tell the front of my cap from the back?

There are instructions on the inside of the cap

How should my cap be worn?

- The cap should be worn so that the mortar board is level
- It should not be tilted to the back or side of the head
- The crown should be approximately one inch above the eyebrow
- It is not recommended that you wear your hair up or in a ponytail; this will interfere with how the cap sits on your head
- Hair pins can be used to keep the cap in place

THE NEW LOOK



GRADUATES WILL HAVE THE OPPORTUNITY TO DECORATE THEIR CAPS.

INCLUDED IN THIS MAILING IS THE AGREEMENT FORM EACH GRADUATE AND PARENT/GUARDIAN MUST SIGN.

THIS FORM SHOULD BE BROUGHT TO GRADUATION REHEARSAL.

YOU WILL NEED TO HAVE A PICTURE OF YOUR CAP ON YOUR CELL PHONE FOR ADMINISTRATION APPROVAL.

CORDS & STOLES

The only visible items permitted to be worn on the outside of the graduation gown must fall into one of the following categories:

- School issued
 - New gold stoles
 - NHS Stoles
 - A+ Medals
 - Honor Cords
 - SHS Organization Cords
- Military Stole and/or cords



DRESS CODE FOR CEREMONY

The Seckman High School commencement ceremony is a formal event. Proper dress is essential in showing your sincere attitude for this ceremony. As participation is optional, students whose behavior and/or dress does not meet school expectations may be denied participation or removed from the ceremony.

Additionally:

- Denim jeans of any color are not allowed
- It is highly recommended that all graduates wear formal footwear that is comfortable
- No clothing with holes, rips or tears
- No shorts or athletic apparel

Commencement Information

Seckman High School will celebrate the 25th commencement ceremony on Sunday, May 14th, 2023 at 11:30 am.

The ceremony will be held at the Family Arena located at 2002 Arena Parkway, St. Charles, MO 63303.

Each graduate is allowed 10 guests. If you have any questions regarding the number of guests, please reach out to our Building Secretary, Erin Duren.

The Family Arena also has boxes available for rent where you can fit additional guests. Please scan the QR Code for more information.



2023 Commencement

Commencement Rehearsal

Rehearsal for the 2023 graduation ceremony will be held at Seckman High School in the large gym on Wednesday, May 10th, 2023 at 9:00 am.

- Rehearsal is mandatory for all students who plan to participate in commencement
- Rehearsal will begin promptly at 9:00 am – do not be late
- Students who are decorating their caps, need to have a picture of their finished cap for approval by administration
 - o Details for cap decorations can be found on page 2
- Alternative education students need to make arrangements to be at practice
 - o CAP, STLCAPS, ATS, South County Tech, FLEX, Bridges, MOOPS, etc.
- Students who are AP testing during this time will be contacted by the senior team for more information



What to Expect on Graduation Day

Arrival

- Graduates should arrive at the Family Arena with all graduation attire and dress clothes no later than 11:10 am
- Doors open at 10:45 am
- Students will need to enter through Gate #4
- Families and guests will need to enter through the main lobby at Gates #1 & #2
- Students will proceed up the main stairs and to the right to pick up their name cards and line up for the processional

Ceremony

- The ceremony begins at exactly 11:30 am
- Graduation will last until approximately 1:30 pm

Post-Ceremony

- Graduates will receive their diploma after the ceremony from building secretaries directly outside the main arena
- Students will hand in their graduation gown at this time
 - o Make sure to take pictures with your gown before the ceremony
- Please make sure you have the correct diploma before leaving
- If your diploma is not picked up at graduation, please email Mrs. Duren at durene@foxc6.org to set up a time to pick it up during the summer
- Family and friends should meet their graduate outside of the Family Arena after graduation for pictures and fellowship
 - o All graduates and attendees are asked to leave the arena immediately following the ceremony

COMMENCEMENT TIPS

- Try on your gown well in advance of graduation day.
- Get all of the wrinkles out of gown before ceremony.
- Be on time! Multiple instructions are given out in the time prior to graduation.
- Pick up your name card and spell your name phonetically for the reader.
- Leave valuables such as phones, purses, bags, etc. at home or with your family. SHS is not responsible for any lost, damaged or stolen property.
- Break in your shoes before the ceremony. Make sure you can walk in them!
- Stay cool and hydrated. Even though there is air conditioning, with a bunch of people it can get warm.
- Plan in advance where you want to meet up with your family afterwards. It will be hectic with excited graduates.
- Dress to impress! You are a graduate now!
- Smile! A ton of pictures will be taken throughout the morning and afternoon.
- No guest will be allowed on the graduation floor at any time.
- You will turn in your gowns at the conclusion of the ceremony to receive your diploma.
- **MAKE SURE TO TAKE PICTURES WITH YOUR FAMILY BEFORE IN YOUR GOWNS. YOU WILL NOT HAVE THEM AFTER!**
- Please take a deep breath and enjoy the day!

Commencement Etiquette

Seckman High School's Commencement ceremony is a formal event, dedicated to honoring the traditions set forth by former students and school leaders. All students and their guests are asked to preserve the dignity of the ceremony and the tradition of Seckman by maintaining the decorum appropriate for the occasion. The following are specific policies regarding commencement etiquette:

- Noise makers, spray string, balloons, confetti, small pranks, etc. are not allowed.
- Students with any of the above items will be escorted from the ceremony and will not be allowed to participate.

All attendees are asked to be attentive during the presentation of diplomas so that all names can be heard as they are announced.

Photography and Commencement Live Stream

Cheap Seats will be the official photographer at graduation. Each graduate will have their picture taken receiving their diploma cover.

There will be no pre-purchase of photos and no information will be distributed the day of graduation. Ordering forms will be sent to graduates and their families from Cheap Seats in the days following the commencement ceremony.

The Family Arena will be live streaming the commencement ceremony. A link will be sent to families once it is created and shared with Seckman by the Family Arena.

FAMILY ARENA INFORMATION

1. The Family Arena has a clear bag policy; only see through plastic bags/purses no bigger than 12x12 will be allowed in the arena.
2. All guests will be required to pass through metal detectors.
3. Section 107 is reserved for the hearing impaired.
4. Seating behind the stage is restricted.
5. The venue has handicap accessible seating if needed.
6. There is no vaping or smoking inside the arena.
7. Extensive venue information can be found by scanning the QR code below



PARKING

The family Arena has ample on-site parking.

There is no cost to park. Disabled parking is also available. One of the best things about this venue is the ease of getting in and out of the parking lots.

EXITING THE ARENA

Guests will be dismissed from the facility by section. Graduates will be released from the floor by sections, and will exit the facility through gate #2. We ask that guests and graduates meet one another at their cars so that people may easily exit the building without crowding exit doors.

PROGRAMS

Each graduate will receive a program of the ceremony in their diploma packet as a keepsake. We will also have a limited number of programs for guests available on tables as you enter the arena.



Let your graduating senior know how proud you are of their accomplishments!

Purchase an ad to run on the SHS closed circuit TV system on the seniors' last week.

The ads will also be shown at the Family Arena prior to Graduation.

Anyone can purchase an ad for a senior!

The cost is \$15 and includes up to two (2) pictures and up to four (4) lines of text.

If you are interested, please scan the QR code below and attach the pictures you would like to appear on the ad.

Your ad will not be accepted until payment has reached the SHS main office. Check or cash is acceptable; checks payable to Seckman HS.

Don't delay!
DEADLINE IS MAY 2ND!



College & Career Readiness Requirements

Any senior who has not yet completed their ICAPs need to log into Missouri Connections to complete the rest of the tasks in the menu under the purple bar on the left side of the screen.

REMEMBER:

1. You will need to log in using CLEVER from your school email account.
2. Under "College Readiness" find Missouri Connections and click on it.
3. Hover over the words "My Portfolio" and choose ICAP Plan when the next screen pops up, choose the purple ICAP button
4. In the top green bar click on ICAP
5. To the left, hover over the three lines and select/ find the tasks for you to complete.



If you haven't completed the Course Planner or if any of your classes changed, please make sure to go back and make those corrections.

For transfer students who have classes that do not match the class titles here at SHS, please select classes similar in content or area (for example choosing a practical art for practical art, etc).

Remember, the completion of this document is a state requirement and will need to be completed by the end of April. Any ICAPS that are not completed could impact the eligibility to partake in senior events in May.

Required Assessments for Graduation

The following assessments are required by the state of Missouri in order to graduate from high school.

- Algebra I EOC
- Algebra II EOC (if Algebra I was taken in middle school)
- Biology EOC
- American Government EOC
- Language Arts II EOC
- Citizenship Exam
- Federal and State Constitutions exams
- One of the following CCR exams:
 - ACT
 - ACT Work Keys
 - ASVAB

Over the next month, you may be called in to take a test that you might have missed in previous years. The vast majority of our students have satisfied this state requirement. There is no need to reach out regarding these tests. Our College & Career Readiness counselor will make contact if testing is needed for your senior.



Final Transcript Requests

Seniors are responsible for requesting their final transcripts be sent to the institution they plan to attend in the fall. It is recommended that transcripts be requested during the seniors' last week of school.

To request final transcripts, students need to scan the QR code below.

Please note: it is not the responsibility of any school staff member to request final transcripts on behalf of any student. Colleges and universities will only receive transcripts from Seckman High School with a direct request by the graduate.



Diplomas

- SHS diplomas are printed with exact birth certificate name of each graduate.
- If you have any questions, please reach out to the senior grade level team.
- Diplomas are distributed after graduation during gown drop-off.
- No diplomas will be mailed / if you do not attend graduation, you will need to pick up your diploma up in the SHS main office after graduation.

SENIOR DATES & SPIRIT:

Events

Gown and Cap Pick-Up	TBD	Lunches	Multi-Purpose Room
Senior Class Meeting	April 18 th	10:30 am	SHS Large Gym
Senior Skate Night	April 18 th	6:00 pm	\$5 at Rock Roll O'Rena
Senior Prom	May 6 th	6:00 pm	The Falls in Columbia, IL
Baccalaureate	May 7 th	6:00 pm	Rickman Auditorium
Senior Awards Night	May 8 th	6:00 pm	Rickman Auditorium
Senior Sunset	May 9 th	4:00 pm	Football Field
Graduation Practice	May 10 th	9:00 am	SHS Large Gym
Graduation Walks	May 10 th	1:00 pm	Elementary Feeder Schools
Senior Luncheon	May 11 th	11:00 am	St. Louis Zoo
Senior Parade	May 12 th	6:00 pm	Seckman Campus
Senior Lock-In	May 12 th	7:00 pm	Seckman High School
Graduation	May 14 th	11:30 am	The Family Arena

Senior Spirit Week

May 1 st	College T-Shirt Day
May 2 nd	Career Day
May 3 rd	Tourist/Beach Day
May 4 th	Taking it Back to Elementary
May 5 th	Senior Citizen Day
May 8 th	Adam Sandler Day
May 9 th	Formal/Fancy Day



Mandatory Senior Tasks

- Library materials, Chromebooks and chargers are due back to the library by **May 9th**
- Locker must be cleaned out by **May 9th** at 3:00 pm
- Back up your school google account to a personal email
 - Google Takeout is a service from Google that allows you to download data associated with your school Gmail account.
 - This is very beneficial, especially if you have college and/or career documents on your school account.
 - Follow the QR code to the right to start this process.
 - You will need another Google email created to complete the backup.
 - You will go through several steps. If you have questions, go see Mrs. Boyd in the senior office.
- **ALL FEES AND DEBTS MUST BE PAID PRIOR TO GRADUATION. THIS INCLUDES BUT IS NOT LIMITED TO: LUNCH BALANCES, UNIFORMS, ORGANIZATION FEES, ETC.**
 - Come see Mrs. Siedler to pay debts, or if you have any questions.
 - Debts can be found on your Tyler 360 Portal



PROM & SENIOR LUNCHEON

Prom: Garden of Lights / Saturday, May 6th from 6:30 to 10:00 pm @ The Falls in Columbia, IL

Luncheon: St. Louis Zoo / Thursday, May 11th from 11:00 am to 2:00 pm

Prom tickets and senior luncheon tickets are available to purchase now through April 25th. There are 2 options available for you to purchase your tickets to these events.

If paying with cash or check, prom tickets are \$60 and senior luncheon tickets are \$30. You will need to fill out an activities form if paying with cash or check.

If paying online with a credit card, prom tickets are \$62.50 and senior luncheon tickets are \$31.50. Please scan the QR code to the right to order tickets. You do not need to fill out any additional forms when paying online. Your tickets will be delivered to you at a later date.

If you are bringing a guest to prom that does not attend Seckman High School, please fill out the guest form and turn it in when purchasing your tickets. You can get this form from the main office. Please note, all guest must be either in high school or under the age of 21.

All forms and money can be turned into Mrs. Roach, room 245. Make checks payable to Seckman High School. Your tickets will be delivered to you at a later date.

Please note, there will be no transportation provided for these events.



Senior Awards Night

Awards night is a time to focus on each individual graduate. This year, each student has the opportunity to be presented by a staff member who has had the biggest impact on their life.

Awards night will take place on Monday, May 8th starting at 6 pm at Rickman Auditorium. Please fill out the senior information form by scanning the below QR code. This is a required form for all students. The information gathered through this form will be used to create our graduation programs.



Baccalaureate

Unlike the massive commencement exercises held in stadiums or arenas, the joint Fox/Seckman baccalaureate ceremony offers a more intimate opportunity to pause and reflect on this rite of passage. Student who plan on attending need to arrive at Rickman by 6:30 pm in their cap and gown. This event is sponsored by the Arnold Chamber of Commerce & Rotary Club.

Senior Sunset

Gather your blankets, chairs and games! Come enjoy some tasty food and drinks while you watch the sunset and reminisce on your high school journey. May 9th at 7 pm on the football field.

*Band members see Mrs. Boyd for more info.

Senior Sendoff

Join us for a fun evening with friends after the senior parade at SHS. Music, food, hypnotists, inflatables, and a good time had by all. Please fill out the form included in this packet. This event costs \$20.

As part of this evening, there will be a mechanical bull. Also included in this packet is a waiver that is required in order to ride the bull. If you would like to participate in this activity, please fill out the form and turn it in to the senior office.



Senior Parade

The parade will take place on Friday, May 12th beginning at 6:30 pm. Please follow the below QR code for all information and parade map.



Senior Skate Night

Your senior year is *skating* by! Come celebrate this great accomplishment with your best friends at Rock O Roll Arena on April 18th from 6 to 8 pm. The cost is \$5 and the theme is best 2000's attire. Dust off that velour track suit! Please fill out the below form.



Who to Contact



Frequently Asked Questions

Building Principal

Jeff Kruttsch

kruttsch@foxc6.org

Senior Principal

Chelsea Boyd

boydc@foxc6.org

Senior Secretary

Laura Siedler

siedler@foxc6.org

Senior Counselor

Olivia Nathan

nathano@foxc6.org

A+ Coordinator

Curt Sykes

sykes@foxc6.org

Building Secretary

Erin Duren

durene@foxc6.org

Kym Brockes

Registrar

brockesk@foxc6.org

Nicole Stoffey

CCR Counselor

stoffeyn@foxc6.org



Is participating in graduation mandatory?

- No, this is an optional event, but strongly encouraged.

If I forgot to order my cap and gown, how do I do that?

- You will need to contact Mrs. Siedler ASAP to get this ordered.

Can I decorate my cap?

- Yes and the guidelines are in this packet.

What should I bring to rehearsal?

- Cap agreement and picture of cap if you are decorating it.
- Any items that you have not already given back to the school.

What can a graduate bring with them to graduation?

- Cap, gown, stole, other school issued regalia.
- Dress clothes and comfortable shoes.
- NOTHING ELSE!

What if I forget to pick up my diploma at graduation?

- You will need to stop by the main office at SHS sometime after graduation to pick it up.
- Diplomas will not be mailed.

Any other questions, please do not hesitate to contact our office.

VIRTUAL PLATFORMS

Facebook: Seckman High School Twitter: @SeckmanHigh

All forms and money can be turned into Mrs. Siedler in the senior office, Mrs. Duren in the main office, or Mrs. Roach in room 245.



We love our seniors!