



Muscatine High School

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May 17, 2020

Parents/Guardians of Muscatine High School Seniors,

Disclaimer: *The statements below describing an outside graduation ceremony are made with the belief that our state officials will allow large group social gatherings by July 2. If the state and CDC determine that large group gatherings put students or families at risk, we will not have an outside ceremony.*

Additionally, a final determination on MHS Prom will be made on May 31st with guidance from the state and CDC on the practicality of safely holding such an event.

That being said, I want to provide you with the plan that we will be implementing for the graduating Class of 2020.

COLLECTION AND DISTRIBUTION OF PROPERTY, INCLUDING CAPS AND GOWNS

On May 27th, seniors will be assigned windows of time to drive to the Cedar Parking Lot on the Muscatine Campus. The morning session will begin at 8:30 AM and end at 11:30 AM. The afternoon session will begin at 12:30 PM and end at 3:00 PM.

Stations will be set up for seniors only for the return of items, payment of fees/fines, and distribution of student items such as caps and gowns, yearbooks, photos, and academic awards. During the student's assigned window of time, they will need to return any school-related property. This includes the following items: Computer/Chargers/Bags, Heart-Rate Monitors, Textbooks, Library Books, Uniforms, Band/Orchestra Equipment, etc. Student obligations (fines/fees) will need to be paid at this time in order to pick up their cap & gown. If a student has any student obligations, your student will receive a separate email later this week to their MHS email account. Should your student receive the senior obligations email and more information is needed, please email fees@mcsdonline.org. We suggest paying online in advance to speed up the process on May 27th at <https://ia-muscatine.intouchrecepting.com/> [InTouch Recepting Payment Instructions](#)

If a student did not purchase a cap, gown, and tassel, you may do so by bringing \$50 cash or money order made out to Jostens on May 27th. Please understand that yearbooks will only be distributed to seniors. All other students will receive their yearbooks once the district has decided that it's safe to have students in the school. Additionally, we are only returning student property to seniors on May 27th. Underclassmen will need to wait for the school to reopen to reduce the risk of infection to students or contamination of the high school.

Three additional areas will be established for students to collect their personal property:

Note: This is a drive-through process, so you will remain in your vehicle at all times.

1. The parking lot by the MHS Greenhouse/front of the VanHecke Center will be utilized to collect laptops and distribute property left behind by students in the Agriculture/Industrial Tech Classrooms (this includes welding helmets, gloves, etc.).
2. The parking area in front of the MHS Main Entrance will be for students that left items in their hallway lockers.
3. The Bonnie Drive Parking Lot will be used to pick up items left in PE lockers. Your items will be bagged and tagged with your name. MHS Staff will direct you to the appropriate location.

Important Note: Multiple students put their own locks on their PE lockers. Students will need to provide either the key or lock combination to Mr. Ulses by May 21st so that we may remove the items and bag them

appropriately. If keys or combinations are not provided by May 21st, the locks will be cut and removed so that the property can be bagged appropriately. If your lock has a combination, simply email the locker number with your name and combination to Tom Ulses at tom.ulsesh@mcsdonline.org. If you have a keyed lock in the PE locker room, please place your key in an envelope with your name and locker number clearly printed on the envelope, and place the envelope in the locked box at the MHS Main Entrance labeled "PE Locker Key Return". THE PE Locker Key Return Box will be available starting May 19 at 10AM.

GRADUATION CEREMONY

We are planning on our MHS Graduation Ceremony for Thursday, July 2 in our MHS Football Stadium at 7:00 PM. As this is an outside ceremony it will be dependent on the weather. As we still plan on social restrictions being in place, we will be limiting each student to four attendees. Each graduating senior will be mailed four tokens to be used at their discretion. These tokens must be provided at the gate by the people attending the ceremony as they enter the football stadium. Families will be expected to use social distancing rules during this time and avoid sitting directly next to other families. Gates will be opened to families at 5:00 PM. We ask that social distancing protocols be followed during this time. Members of the Muscatine Police Dept. and Muscatine County Sheriff's Dept. will be directing traffic and providing onsite security during the event.

Rehearsal for the ceremony will take place on the morning of July 2nd at 9:30 AM. Students should report to the turf field located behind the VanHecke building where they will be provided with instructions for the evening's activities. Students should park in the Cedar Street Parking lot and maintain social distancing. More details will be communicated as the date gets closer.

A plan for where students will be seated or standing during the graduation ceremony is in the planning stage. Students should arrive at MHS in their caps and gowns by 6:00 PM for the preparation of the ceremony. Students will need to park in the Cedar Street Parking Lot and report to the turf field behind the VanHecke building for official check-in and readiness for the ceremony.

If the weather cooperates, we believe that this will be a unique, memorable, and appropriate send-off for our high school seniors.

If the weather is inclement, or social distancing protocols prohibit large gatherings, we are developing an alternative plan where students will drive to a specified location at MHS, enter the high school, walk across the stage, receive their diploma, have their picture taken, and exit the high school as a graduate of Muscatine High School. Hopefully, this will not need to occur, but we want to take into account all potential scenarios as we plan ahead.

As more information becomes available we will refine our plan and make sure that all families and students are aware of what is occurring. Thank you for your patience during these unpredictable and unique times!

Go Muskies,

Terry Hogenson
MHS Principal