

TO: ALL SENIORS AND PARENTS/GUARDIANS OF SENIORS

FROM: CRAIG T. SHULL, PRINCIPAL, DANIEL E. FARLEY, ASSISTANT PRINCIPAL,
MELISSA VOORIS AND CADIE CARGILE, CLASS ADVISORS

RE: **GRADUATION - FRIDAY, JUNE 23, 2017 ***Start time 6:00 pm*****

DATE: May 26, 2017

GENERAL INFORMATION:

Graduation Rehearsal: June 22, 2017 ~ 8:00 a.m. - 12:00 p.m.

Graduation: June 23, 2017 ~ Begins at 6:00 pm - Students should arrive no later than 5:00 pm

- A. Graduation caps and gowns and graduation tickets will be distributed at the conclusion of graduation rehearsal. Tickets are necessary only if the graduation ceremony is to be held indoors.
 - B. Caps and gowns will need pressing.
 - C. **Proper dress for graduation:**
 - Blue Gowns: White shirt, dark tie, preferably dark slacks, dark shoes and socks.
 - White Gowns: Preferably light-colored clothing and white shoes.
- **NO SHORTS, SNEAKERS OR GUM!**
 - **Appropriate** sunglasses may be worn if we are outside.

REHEARSAL – THURSDAY, JUNE 22, 2017 ~ 8:00 a.m. – 12:00 p.m.

- A. Seniors will meet in the cafeteria for graduation rehearsal **8:00 a.m. to 12:00 p.m. on THURSDAY, June 22, Rain or Shine. ALL SENIORS MUST BE PRESENT FOR THE ENTIRE REHEARSAL.**
 - Caps and gowns will be distributed prior to our “Senior Walk-Through” in which we will walk the halls of the Primary School and the Elementary/Middle School.
 - Tickets for indoor seating will be given after rehearsal.
 - Students who do not attend rehearsal are asked to have a **parent or guardian** pick up their caps, gowns, and tickets by noon on Friday. **We will not give tickets to your friend(s).**

Please note: You must return or pay for library books and locks prior to receiving your cap and gown.

- B. We will rehearse both inside and outside and students should plan to be here the entire time.
- C. Any senior who will not be able to graduate will be notified as soon as tests are graded and final averages are completed. Some exams are as late as Tuesday this year.

GRADUATION: SENIORS WILL PROCEED TOGETHER TO THE OUTDOOR AREA AS ASSIGNED AT THURSDAY'S PRACTICE. **RAIN PLANS:** SENIORS WILL PROCEED TO THE AUDITORIUM FROM THE GYM IN CAPS AND GOWNS IN THE SAME ORDER AS ASSIGNED AT PRACTICE.

SENIORS SHOULD BE IN THE GYM AT SCHOOL BY 5:00 P.M. ON FRIDAY, JUNE 23 **WITH NO VISITORS.** GRADUATION BEGINS AT 6:00 P.M. **SHARP.** IF YOU PLAN TO TAKE PICTURES WITH YOUR FRIENDS AND FAMILY BEFORE GRADUATION, YOU MAY ARRIVE EARLY.

If weather permits, graduation will be held outside on the Varsity soccer/football field. In the event of inclement weather, a decision will be made by 4 p.m. on the day of graduation. You will be informed via the connected automated call system if graduation is to be held inside. If graduation is held in the auditorium, we will line up in the gymnasium and proceed to the auditorium.

PROCEDURES AT GRADUATION:

- A. Remain standing for the processional and the Star Spangled Banner.
- B. Boys must remove their caps for the Star Spangled Banner.
- C. Following the above, the caps go back on, and you may be seated.
- D. Salutatory address.
- E. Valedictory address.
- F. Presentation of Scholarship Winners - Mr. George Zini and Mr. Craig Shull
Scholarship winners will come forward to the lectern when their names are announced.
- G. Presentation of Awards- Mr. Craig Shull and Mr. Daniel Farley.
Award winners will come forward to the lectern when their names are announced.
- H. Presentation of Senior Class gift.
- I. Remarks to Graduates – Mr. Anthony Welcome, President, Board of Education.

J. PRESENTATION OF DIPLOMAS:

- 1. **PLEASE NOTE:** You will receive a blank diploma cover at this time. Diplomas will be distributed after the ceremony in Rooms 406 (A-L) and 402 (M-Z).
Please **DO NOT FORGET** to pick up your diploma following the ceremony!
 - 2. Each row is to **STAND** until all students receive their diplomas.
 - 3. The next row should stand when the third person from the end of the preceding row receives his/her diploma.
 - 4. Shake with **RIGHT** hand, accept diploma in **LEFT** hand.
- K. After all seniors have received their diplomas, Mr. Shull will signal everyone to stand. On the next signal, turn tassels from left to right, using your right hand.
- L. **RECESSIONAL:** Seniors will proceed out when directed to do so.
- M. You are invited to a reception, sponsored by the Junior Class. If graduation is held outside, the reception will take place on the field. If graduation is held inside, the reception will be held in the cafeteria.

Some of you will receive graduation awards. **You are reminded that a letter of thanks to the donor of the award/scholarship should be sent.**