

June 1, 2018

Dear Parents/Guardians and Students of the Senior Class:

We are only a few short weeks away from graduation and Mr. Farley and I would like to extend sincere congratulations to all students, parents, guardians and family members on a successful educational career so far in our students' lives. We look forward to great things waiting to be explored, experienced, saved, accomplished, created and discovered by each of our students. Our students, their families, and the Ichabod Crane community have worked very hard to reach this momentous occasion and together we will provide a graduation ceremony that our students and families deserve.

I am sending this letter to provide you with specifics regarding the graduation ceremony:

Weather permitting, an outdoor graduation will be held on the soccer/football field behind Ichabod Crane High School on **Friday, June 22 at 6:30 pm**. If we have inclement weather, we have reserved a **Rain Date** on the following day (**Saturday, June 23**) at **10:00 am**. During the week of graduation, we will watch the weather forecast closely and if it turns out that inclement weather will impact graduation, we will notify students and staff that we are moving the ceremony to Saturday morning. If the weather or wet/muddy fields do not allow for an outdoor graduation on Saturday morning, then we will move the ceremony indoors to the high school auditorium; with additional seating in the library, music suite, and classrooms where we will broadcast the event. Tickets for indoor seating will be distributed equally among the graduates. Seniors will be given an exact number of tickets and ticket request forms in homeroom for additional indoor seating. Please be aware that additional seating will likely be in the alternate locations listed above.

Graduation rehearsal will be held on Thursday, June 21 at 8:00 am, beginning in the high school cafeteria. Attendance at rehearsal is mandatory. Caps and gowns will be distributed at rehearsal. During this time, students will take part in a "Senior Walk Through" in which they walk through the halls of the Primary School and the Elementary/Middle School. The halls will be lined with students and staff. This tradition gives our students and staff the opportunity to see one another again, revisit memories, and for our seniors to serve as an inspiration to our younger students. This is always a fun and emotional event for our students and staff.

Following the "Senior Walk Through," students will rehearse for both the outdoor graduation ceremony and indoor ceremony. At the conclusion of the graduation rehearsal, students will be given their tickets for indoor graduation.

Our staff and administration are excited to provide our students, their families and our community with a dignified graduation ceremony. We are proud of our students and the hard work they have put forth to get to this point in their academic careers. We look forward to celebrating our students as they embark on new journeys and change our world for the better.

Additional information regarding graduation procedures and timelines can be found on the following page. Please review these with your students prior to graduation rehearsal and the ceremony.

Thank you for an excellent time in high school and congratulations to our soon-to-be graduates!

Craig T. Shull
Principal

Daniel E. Farley
Assistant Principal

Graduation Ceremony Guidelines

Seniors are expected to participate in the graduation rehearsal on June 21, 2018 for the entire time. Rehearsal will begin at 8:00 am. Students will only be excused from participation on a case-by-case basis and only emergency situations will be considered. Please contact Mr. Shull if an excuse is needed.

All overdue library books and locks must be returned or paid for prior to receiving caps and gowns.

Caps and gowns will need pressing prior to graduation as they will likely be wrinkled from packaging.

As a part of the tradition of graduation, and in an effort to provide a dignified and respectful ceremony, students are asked to dress appropriately for the event.

- Recommended attire: White shirt, dark tie, slacks, dress shoes and socks.
- If wearing a white gown: Preferably light-colored clothing and white shoes.
- **No Shorts or Sneakers**
- **Appropriate** sunglasses may be worn if we are outside.

Important Dates for Seniors:

Senior Awards Night: June 14, 2018 at 6:00 pm in the high school auditorium

Graduation Rehearsal: June 21, 2018 *from* 8:00 a.m. - 12:00 p.m.

Graduation: June 22, 2018 ~ Begins at 6:30 pm

- Students should arrive no later than 5:30 pm with no visitors. If you plan to take pictures with friends or family before graduation, please arrive earlier.

Graduation Rain Date: June 23, 2018 ~ Begins at 10:00 am. – Students should arrive no later than 9:00 am

- If the weather is nice, graduation will be outside.
- If there is still inclement weather on June 23, graduation will be held inside the HS auditorium.

PLEASE NOTE:

During the graduation ceremony, graduates will receive a blank diploma cover at the time of the ceremony. 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!

After graduation, 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.