

Dear Senior,

The information this letter contains is designed to support you through the *formal* celebrations of high school graduation. **The most important focus you have right now is to complete the final requirements for graduation.** This letter is not a guarantee that you will graduate. Graduating students must have successfully completed 24 required units and adhered to the district's attendance policy. If receiving a certificate, you must have completed requirements for that. *In addition, all outstanding fees should be cleared by Friday, May 17, 2019.* Cash, credit/debit cards, money orders and cashier checks will be accepted as payment.

Baccalaureate Services (Voluntary)

Sunday, May 19, 6:00 p.m., South Florence Auditorium.

Seniors and Marshals must report to the Library no later than 5:00 pm. Late participants will need to see one of the advisers who will be seated in the commons area.

Graduation Tickets

Graduation tickets will be given to graduating seniors, or their family representative, at this time. Each graduate will receive 12 tickets. A picture ID is needed to pick up graduation tickets.

Senior Check-Out

Each senior must bring a picture ID to pick up his/her report card and unofficial transcript between 2:00 p.m. and 3:30 p.m. Thursday, May 30, 2019. Picking up one's report card allows each senior the opportunity to check the report card for any errors.

Graduation Rehearsal (Required)

Tuesday, June 4, 9:00 a.m. – 11:00 a.m. , Florence Center

In order to avoid seating mix-ups and ensure that every graduate knows what to do, rehearsal is required. Seniors should wear regular school attire and should meet at the Florence Center on Tuesday, June 4, by 9:00 a.m. and remain until the end of practice at 11:00 a.m. To participate in the ceremony, candidates must be present for practice. *Seniors who do not plan on participating in graduation exercises must notify their guidance counselor by May 24, 2019.*

Dressing for Graduation

Appropriate dress is required for participation in graduation. All graduates must adhere to the following guidelines:

- Option One (Traditional Female Attire): Graduates wear white or pastel dresses, with hemlines shorter than the robe. Wear comfortable, white, acrylic, or bone-colored shoes. Secure the white collar to the robe using needle and thread or safety pins since the Velcro tabs provided with the gown usually do not work.
- Option Two (Traditional Male Attire): Graduates wear dress pants, white or pastel dress shirts, ties, dress shoes and socks.
- All Seniors will wear caps and gowns to both the baccalaureate and the graduation exercises.
- No graduates may wear sneakers or flip-flops of any type.
- Hairstyles must permit the cap to be worn appropriately. Caps must be worn so that they sit level, rather than on the back or to the side of the head. Caps should also be secured in place with bobby pins, if necessary. Each graduate is expected to bring bobby pins if the cap does not fit securely in place. Caps may not be decorated.
- Graduates may not pin anything or write anything on caps and gowns.
- Graduates may not wear jewelry that hangs on the outside of the robe. Only district-approved,

school-issued, honor cords and stoles will be permitted.

Arriving at Graduation

Wednesday, June 5, 2019, all graduates will enter through Door 3 and go through a metal detection screening process. Graduates must be ready to line up at 6:00 p.m. Any graduate who arrives late for graduation must enter through Door 3 and report **directly** to an adviser. One of the advisers will place you in the line when the graduates are lined up to receive the diploma. No graduate will be allowed to enter through the front doors.

Lining Up for Graduation

Upon arrival, graduates will form lines as instructed at graduation rehearsal. It is important that you follow all of the advisers' instructions and listen to the marshals. Upon entering the arena, each graduate is required to remain quiet during graduation. Graduates must not create a disturbance by waving and/or yelling to spectators in the crowd during the processional or recessional.

Ceremony Protocols

All eyes and cameras will be on you, the graduates.

- Males will remove caps for the Pledge of Allegiance, and Alma Mater. After the Pledge, graduates will be instructed to be seated.
- Graduates should remain dignified at all times. Please refrain from engaging in conversations with anyone during the ceremony. Please display Bruin Pride. There will be ample time after leaving the Florence Center to celebrate.
- Student cell phones, purses, and personal belongings should be left in cars or with family so as to not distract attention from the ceremony.
- Gum, candy, food, drinks are not allowed.
- Noise makers, beach balls, balloons, banners, and all other items that could be disruptive to the ceremony are not allowed.

Graduating

Graduation itself is orchestrated to be a formal ceremony, celebrating the academic accomplishments of the graduates with dignity and respect. Names will be called alphabetically by honor. Candidates for graduation will stand one row at a time and move toward the stage. Each member of the class will have an index card with the candidate's name in his/her seat. Whenever a graduate stands to go to the stage, he/she should take the index card with him/her. Graduates will hand index cards to members of the administrative team who will hand graduates diplomas and will announce the graduate names. Graduates should take the diploma in their left hand. Once the graduate walks up across the ramp, a picture will be taken as he/she shakes hands with Mrs. Mack. A senior packet will be given to each graduate during rehearsal to ensure that everyone knows how to correctly receive and hold the diploma.

Changing the Tassel

Tassels are worn on the right of the cap until the class president leads the graduates simultaneously in shifting the tassels to the left side of the caps. The president will ask the graduates to stand for this.

Influencing Audience Behavior

Please remind your guests with tickets to arrive at the Civic Center early, prepared for limited parking and a metal detection screening process. Please instruct your guests that their cooperation in maintaining a dignified ceremony is expected. Because every graduate deserves to hear his/her graduate's name called, please urge your guests to refrain from whistling, yelling, screaming or

applauding for any one student or groups of students. Inappropriate behavior by students or guests will not be tolerated at the South Florence High School graduation ceremony. If a student or guest is removed from the graduation program, he/she will be immediately escorted from the Florence Center by law enforcement and will not be allowed to return to the arena. Please inform your family and guests of the following:

- We ask that the audience hold applause, cheers, and shout-outs until after each *group* of graduates has received its diplomas.
- Parents and guests may not come behind the curtains prior to the ceremony to take pictures or to socialize with the graduates.
- Gifts and flowers should not be delivered or accepted until after the graduation ceremony.
- Parents, friends, and other relatives may not leave any gifts in the graduate's chair. Any items placed in the chairs will be promptly removed.
- All audience members are expected to remain seated for the entire program until all graduates have recessed. Furthermore, no one will be permitted to stand and obstruct the view of those behind them.
- Guests and parents may only videotape and photograph the ceremony from their seats. A professional photographer has been contracted to take the picture of each graduate as he/she shakes hands with Mrs. Mack. Photo Specialties will provide a free color proof to your current mailing address including a password for online viewing. Seniors are under no obligation to purchase prints. To receive an email notification the moment your photos are online, please visit www.photospecialties.com to preregister. For additional information, please call 1-800-722-7033.

Anyone wishing to do so may watch the graduation ceremonies on the web via live-streaming. More details will follow regarding how to access this option.

Congratulations again. We know you have worked extremely hard, and your family is proud of you. Because our graduation ceremony reflects the quality and pride of our school and community as well, I want to assure you that the entire faculty and staff of South Florence High School will do everything possible to provide a graduation ceremony that is honoring of the hard work of all our graduates.

Warmest regards,

Kimberly Mack,
Principal