

**WILLIAM FLOYD HIGH SCHOOL**  
**Mastic Beach, NY 11951**

**GRADUATION: JUNE 23, 2018, 10:00A.M.**

**CHECKLIST & GUIDELINES**

1. **Graduation Meeting** – Wednesday, May 30<sup>th</sup> in LGI during English Class.
2. **Graduation Requirements** -  
You must meet all of the academic requirements as set forth by the State of New York and the Board of Education of the William Floyd School District.
3. **Graduation Rehearsal**  
Thursday, June 21<sup>st</sup>, 2018, 10:15 a.m. All graduates must attend and remain for the entire rehearsal. Students are to report to the West Gym at 10:15 a.m. (rain or shine). Students must provide their own transportation to and from this activity. There will be no bus transportation. In case of inclement weather on the day of the scheduled rehearsal, students must also report to the West Gym on Friday, June 22<sup>nd</sup> at 9:00 a.m. at which time they will receive their caps and gowns and rehearsal will occur.
4. **Caps and Gowns** -  
Caps and gowns will be distributed at graduation rehearsal to all graduating seniors who ordered them. Students must wear a cap and gown to participate in the graduation ceremony.
5. **Tickets** -
  - a. Every graduate will receive 2 souvenir tickets. These tickets are not needed to attend the graduation ceremony. The bleachers will be available for seating.
  - b. The tickets will be distributed at graduation rehearsal to all graduating seniors.
6. **Fines and Graduation Survey** -  
Any students who owe money for lost or damaged textbooks, library books, NJROTC uniforms or equipment, or have not submitted their completed graduation survey will need to make payment prior to June 21<sup>st</sup>. The Graduation Surveys must be on file in the guidance office.
7. **Graduation Ceremony - 10:00 a.m. - Saturday, June 23<sup>rd</sup>, 2018**  
Graduates must arrive by 9:00 a.m. Rain dates: Sunday, June 24<sup>th</sup>, 10:00 a.m. (graduates arrive at 9:00 a.m.), Monday, June 25<sup>th</sup>, 5:00 p.m. (graduates arrive at 4:00 p.m.) If inclement weather continues graduation will be held at 5:00 p.m. on the next day, Tuesday, June 26<sup>th</sup>. Cancellations will be announced similar to snow cancellations via phone call and a posting on the district website and social media outlets.
8. **Dress** -
  - a. Girls - Dress or dress slacks, and flat shoes are recommended.
  - b. Boys - Shirt, tie, dress slacks, and dress shoes are recommended.

Proper attire is a must! No jeans, no shorts, no T-shirts, no sneakers, no sandals. No items may be taken to the graduation ceremony. Please leave valuables at home. It is recommended that you press your gowns and carry them to graduation in order to prevent

wrinkling. Students will be asked to put on their caps and gowns just prior to lining up for the procession to the field.

9. **Student Behavior** -

- a. Goal: Make the ceremony a memorable, personal, and dignified event.
- b. Students are expected to behave appropriately. Students who misbehave, do not follow the graduation guidelines or directions of teacher chaperones, or are deemed unfit to participate will be removed from the ceremony.
- c. Please refrain from hollering and whistling. Applause is appropriate, appreciated, and expected.
- d. Do not toss caps. It may cause injury to another graduate and the cap and tassel may be lost. Do not write on or mark up your caps prior to the graduation ceremony.

10. **Arrival Times**-

- a. Students will be assigned a specific classroom where they are to report for both graduation rehearsal and graduation.
- b. Students must report to their assigned rooms at 9:00 a.m. on Saturday, June 23<sup>rd</sup>. **Please be on time.** Once in the room, stay in the room. Do not bring bookbags, pocketbooks, cameras, or any other material. These items would have to be left behind, unattended in the classroom.
- c. The ceremony starts at 10:00 a.m. Line up will be at 9:20 a.m.
- d. Raindates:  
Sunday, June 24<sup>th</sup>
  1. Report to assigned rooms at 9:00 a.m.
  2. Ceremony starts at 10:00 a.m.
  3. Line up at 9:20 p.m.Monday, June 25<sup>th</sup>
  1. Report to assigned rooms at 4:00 p.m.
  2. Ceremony starts at 5:00 p.m.
  3. Line up at 4:20 p.m.

If inclement weather continues, graduation will be held at 5:00 p.m. on the next day, June 26<sup>th</sup>.

11. **Parking** -

- a. Students and spectators should park in the parking lot on the south side of the high school.
- b. Shuttle bus service will be available to transport spectators to the athletic field.

12. **Student Name Cards** - (Used to announce students names at graduation)

- a. Names will be reviewed with chaperones at graduation rehearsal.
- b. Name cards will be distributed at graduation to be taken to the ceremony by the graduate. Please include your email on this card.
- c. Check your name for spelling, accuracy, and completeness. **(No Nicknames will be accepted).**
- d. Review the correct pronunciation with the teacher chaperone assigned to your room.

13. **Processional and Recessional** -

- a. Room assignment - Students will be assigned a room at the graduation rehearsal. Thirty-two students (16 girls, 16 boys) will be assigned to each room. The graduation procession will form from these classrooms.

- b. Students will line up in 8 rows of 4 students with girls going first. Assistant Principals and teacher chaperones will direct graduates.
  - c. Pay particular attention to the direction of line and remain with the group.
  - d. The line of march will move together. The procession will exit from the back of the business wing and continue to the athletic field behind the high school.
  - e. Graduate seating will be reviewed with students at the graduation meeting on May 30<sup>th</sup> and again at graduation rehearsal June 21<sup>st</sup>.
  - f. Introduction of graduates will be reviewed with students at graduation meeting on May 30<sup>th</sup> and at graduation rehearsal June 21<sup>st</sup>.
  - g. The recessional will be reviewed with students at the graduation meeting on May 30<sup>th</sup> and again at graduation rehearsal June 21<sup>st</sup>.
14. **Diplomas and Diploma Covers** -  
Students will receive their diploma covers during the graduation ceremony. Actual diplomas will be distributed to the graduates immediately following the ceremony in their assigned classrooms. Students need to report back to their assigned rooms in the high school in order to receive their diploma.
15. **Graduation Programs** -
- a. Lists of all senior members of our honor societies will also be posted at the May 30<sup>th</sup> meetings to make certain all senior members are included.
  - b. Programs for the graduates will be available in their assigned classrooms immediately following the ceremony.
  - c. Spectators will receive programs at the ceremony.
16. **Pictures and Videos** -
- a. Pictures should be taken before and/or after the ceremony. **NO SPECTATOR IS PERMITTED INSIDE THE FENCED AREA.**
  - b. A professional photographer will take each graduate's photo receiving his/her diploma. The photographer will mail and email a photo proof and order form to you at a later date. The photo proof is free and there is no obligation on your part to order any pictures.

**OTHER IMPORTANT DATES:**

Academic Awards Night – Thursday, May 31<sup>st</sup>, 7:00 p.m. in the High School Auditorium

Senior Scholarship Night – Thursday, June 7<sup>th</sup>, 7:00 p.m. in the High School Auditorium

Graduation Rehearsal – Thursday, June 21<sup>st</sup>, 10:15 a.m. Report to West Gym at 10:15 a.m.  
Attendance for graduation rehearsal is mandatory.

\*\* Please be advised students need to provide their own transportation home from the rehearsal; buses will not be provided.

Senior Prom –Friday, June 1<sup>st</sup>, 6:00 p.m. to 10:00 p.m. at East Wind, 5720 Route 25A, Wading River - Prom Tickets are \$125.00 per person.



# William Floyd Union Free School District

of the MASTICS – MORICHES – SHIRLEY

*Our rich history builds a promising future!*

Kevin M. Coster  
*Superintendent of Schools*

Jacquelyn A. O'Donnell, RN  
*Lead Nurse*  
(631)-874-1546

RE: 2018 Graduating Senior Immunizations

Dear Parent/Guardian:

As you know, most colleges require students to show proof of immunizations in order to register for classes. A signed copy of your child's immunizations, as they appear in our records, will be available to you, upon request, at the High School Nurses' Offices now through June 17th.

Letters (*last name*) "A-Le" East Nurse – 874-1139

Letters (*last name*) "Li-Z" West Nurse – 874-1115

You may also now access your child's immunization record on our website through the parent portal.

If I can be of any assistance to you, please do not hesitate to contact me at 874-1546.

Sincerely,

Jacquelyn O'Donnell, RN  
Lead Nurse



**John S. Hobart Elementary School**

Maureen Mackenzie, RN - 874-1248/874-1910(Fax)

**Tangier Smith Elementary School**

Tina Stone, RN - 874-1345/874-1374(Fax)

**William Floyd Middle School**

Donna Moeller, RN - 874-5555/874-5558(Fax)

**Moriches Elementary School**

Teresa Ergul, RN - 874-1402/874-1948(Fax)

**William Floyd Elementary School**

Denise Todaro, RN - 874-1270/874-1884(Fax)

**William Floyd High School**

Claire McCarthy, RN, (East) A-Le - 874-1139/874-1209(Fax)  
Mary Alvar, RN, (West) Li-Z - 874-1259/874-1548(Fax)

**Nathaniel Woodhull Elementary School**

Nicole Ficarrotta, RN - 874-1303/874-1599(Fax)

**William Floyd Learning Center**

Tina Sanzone, RN - 874-1914/874-1835(Fax)

**William Paca Middle School**

Constance Lawson, RN - 874-1418/874-1411(Fax)