

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

GRADUATION: JUNE 24, 2017, 10:00A.M.

CHECKLIST & GUIDELINES

1. **Graduation Meeting** – Tuesday, May 30th and Wednesday, May 31st, 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 & Senior BBQ Picnic-**
Thursday, June 22nd, 2017, 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 23rd at 9:00 a.m. at which time they will receive their caps and gowns and rehearsal will occur. Senior BBQ will take place immediately following rehearsal from 1:00pm – 4:00pm for food, games, music and fun. Tickets are required for admission and must be purchased. Information regarding tickets will be available by calling the 1 West office at 631-874-1177.
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 Senior Survey** -
Any students who owe money for lost or damaged textbooks, library books, NJROTC uniforms or equipment, or have not submitted their completed senior survey will need to make payment prior to June 22nd. The Senior Surveys must be on file in the guidance office.
7. **Graduation Ceremony - 10:00 a.m. - Saturday, June 24, 2017**
Graduates must arrive by 9:00 a.m. Rain dates: Sunday, June 25th, 10:00 a.m. (graduates arrive at 9:00 a.m.), Monday, June 26th, 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 27th. 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.

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 24th. **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 25th
 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 26th
 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 27th.

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 new building and continue to the athletic field behind the high school.
- e. Graduate seating will be reviewed with students at the graduation meeting on May 30th and May 31st and again at graduation rehearsal June 22nd.
- f. Introduction of graduates will be reviewed with students at graduation meeting on May 30th and May 31st and at graduation rehearsal June 22nd.
- g. The recessional will be reviewed with students at the graduation meeting on May 30th and May 31st and again at graduation rehearsal June 22nd.

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 30th and May 31st 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

OTHER IMPORTANT DATES:

Academic Awards Night – Wednesday, May 31st, 7:00 p.m. in the High School Auditorium

Senior Scholarship Night – Thursday, June 8th, 7:00 p.m. in the High School Auditorium

Graduation Rehearsal – Thursday, June 22nd, 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 and picnic; buses will not be provided.

Senior Prom –Friday, June 2nd, 6:30 p.m. to 10:30 p.m. at East Wind, 5720 Route 25A, Wading River - Prom Tickets are \$110.00 per person.

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