



**HIGHLANDS HIGH SCHOOL
CLASS OF 2016**



TO: The Class of 2016 and Parents/Guardians
FROM: Ms. Cathy Russo, Principal
RE: Commencement Information
DATE: May 2, 2016

1. All Seniors are expected and invited to participate in Commencement.
2. Commencement will take place on Friday, June 3, 2016 at 6:00 P.M. in Golden Rams Stadium. NO RAIN DATE. In case of rain, Commencement will be held in the High School gymnasium. The decision to move Commencement inside will be made by 2:00 P.M. on Friday. Information will be communicated via the One Call System. *Please make sure we have an accurate phone number for you.*
3. GRADUATION TICKETS: Tickets are NOT required for guests at the stadium. However, each senior will receive 2 Reserved Seating tickets to give to family members. If the ceremony must be moved inside due to inclement weather, each senior will receive four guest tickets for the high school gymnasium. These will be distributed on Friday, June 3, 2016 during rehearsal. Each senior will receive a packet of tickets that will apply for either indoor or outdoor Commencement. The students will be instructed at practices as to which tickets apply for each.
4. GRADUATION REHEARSALS: Rehearsals will begin on Tuesday, May 31, 2016. Attendance will be taken each day. The teachers working with you will tell you specifically where to report each day. Seniors are to report at 7:45 A.M. for attendance each day of rehearsal. (Most days depending on how things go seniors will be dismissed early. Be on time!!) Forbes Road students are expected to attend all rehearsals. If you have a work schedule—make sure that your employer knows that you will not be at work until after 3:00 P.M. or dismissal time on rehearsal days. This includes students who have work release. Proper attire for all rehearsals is expected and required. No tank tops, strapless/sleeveless shirts or extremely short skirts/shorts. Those who do not wish to comply with the rules will be assigned to the office for the day. Lunch on rehearsal days MUST be eaten at school. Do not plan on leaving the building or having food delivered—Lunch is scheduled for 10:30 A.M.
5. BACCALAUREATE CEREMONY---All seniors are invited to participate in this non-denominational, spiritual ceremony on Sunday May 22nd at 7:00 p.m. It is a Highlands School District tradition. Parents/families are invited to attend.

6. **TEACHER HELPERS:** The teachers working with you and helping you to prepare for this special event— Mrs. Lehew, Mrs. Eckenrod, Mrs. Armstrong, Mr. Sespico and Mr. Hassler—are experienced with graduation. If you have any questions or need assistance, please see them.
7. **CAPS AND GOWNS** will be distributed on Friday, May 20th after Baccaulaurete practice. Gowns are to be pressed with a COOL iron on the inside. Wear caps parallel to the floor with the tassel on the right side. Do not alter the gown or cap in any manner. The only thing that is permitted to be worn on the gown is the HHS stole, National Honor Society medal, STEAMM Academy sash or the district honor cords/medallions.
8. **DRESS CODE:** Gentlemen are to wear **white or light colored dress shirts, dark ties, dress trousers, and dress shoes. Tennis, Sport, or Gym shoes will NOT be permitted, and all boys must wear socks.** Ladies are to wear **dresses or suits. No dark or bright shoes or nylons. All hosiery should be light, and light dress shoes should be worn. No type of tennis shoe or athletic shoe is permitted. Shower shoes and flip flops are also NOT permitted.** Hair should be worn in such a manner as to permit the wearing of the cap on the top of your head. It is a good idea to use bobby pins to secure the cap in place. Ladies, please do not wear dangling, extremely large, or unusual earrings. Gentlemen, please shave and have hair trimmed. Sunglasses are NOT permitted.
9. **DIPLOMAS:** Diplomas will be issued following the graduation ceremony. Seniors should return to the Middle School Cafeteria immediately after Commencement. Seniors must return the HHS stole after the ceremony to the staff who are handing out diplomas. Students who do not return this item will be charged \$20.00 to replace it. If it rains, and Commencement is held inside, then report to the High School Commons Area. The diploma will be withheld from any senior who may miss a rehearsal and/or fails to fulfill other necessary obligations. If there is a problem during a rehearsal or guidelines are not followed at either Baccalaureate or Commencement, a student will be removed from the line of march, and he or she will pick up their diploma on Monday, June 6, 2016 in the High School Office.
10. **LOCKERS:** Lockers should be cleaned out by Wednesday, June 1, 2016 before reporting to practice.
11. **OBLIGATIONS:** Senior obligations are due to the office at the beginning of practice on May 31, 2016. Remember that some obligations could be from the current school year and may be submitted after the prom. Known obligations are available in the office. If you have any questions concerning obligations, or if you want to pay them, please see Mrs. Armstrong or Mrs. Eckenrod. **ALL OBLIGATIONS MUST BE PAID IN ORDER TO RECEIVE YOUR DIPLOMA.** A list of obligations will be read at each rehearsal.

12. **SENIOR AWARDS CEREMONY:** The Senior Awards assembly is on June 2nd at 9:00 a.m. Seniors are expected to be at school at regular time. We will begin the ceremony with the graduation march. Parents/families are invited to this assembly. Please dress up for this special event as many of you will be honored.
13. **BEHAVIOR EXPECTATIONS:** Any senior involved in pranks, serious disciplinary actions or noncompliance with items addressed in this memo will lose the privilege of participating in the commencement ceremony.
14. **SENIOR SURVEY:** Please make sure to complete your senior survey by May 25th. The survey is available online, and the link is located on the high school Guidance office web page. www.surveymonkey.com/r/MJG58NS
The information collected is used to recognize students during the Senior Awards Ceremony, as well as the 2016 Commencement Program. Therefore, anything that you want or deserve recognition for must be included in this online survey or it will not be printed. Please see your guidance counselor with any questions or concerns about the survey.

IMPORTANT DATES AT A GLANCE:

May 13th—Community Service Hours due

May 20th ----Rehearsal for Baccalaureate/Cap & Gown Delivery

May 22nd— BACCALAUREATE CEREMONY—7:00 P.M. Seniors are to report to the Commons areas of the High School by 6:00 P.M

May 23, 24, 25, 26—Final Exams

May 31st —Make Up Day for Finals/Obligation Day/Last Day for Credit Recovery/Last Day for Compass Learning/Graduation Rehearsal 8:00 a.m.

June 1st 8:00 a.m. Graduation Rehearsal-- MANDATORY ATTENDANCE

June 2nd 8:00 a.m. Graduation Rehearsal---MANDATORY ATTENDANCE
9:00 a.m. Senior Awards Ceremony

June 3rd 8:00 a.m. Graduation Rehearsal—MANDATORY ATTENDANCE

COMMENCEMENT—6:00 P.M.

Seniors are to report to the Middle School Cafeteria at 5:00 P.M. If it is raining, students are to report to the Commons area of the High School.





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DIRECTIONS: Please check and complete one of the sections below. Please return this page to the High School Office by Thursday, May 26, 2016

NAME_____ (Please print)

☐ **I have read the Class of 2016 Graduation Information and Guidelines. My son/daughter and I/we as parent(s)/guardian(s) understand these guidelines and choose to participate in these ceremonies.**

Student Signature_____

Parent Signature_____

Date_____

OR

☐ **I have read the Class of 2016 Graduation Information and Guidelines. My son/daughter and I/we as parent(s)/guardian(s) understand these guidelines and choose NOT to participate in the Graduation Ceremony.**

Student Signature_____

Parent Signature_____

Date_____

