

SACHEM HIGH SCHOOL NORTH  
JUNE 22, 2023  
COMMENCEMENT PROCEDURES HANDBOOK

«First\_Name» «MI» «Last\_Name»  
Check-in Room    «Room»  
Indoor Session (if needed)    «Session»

**\*\*IMPORTANT\*PLEASE SAVE\*\***

Dear June 2023 Graduates:

Pending successful course and exam completion, as well as meeting graduation requirements, the Sachem School District teachers and administrators extend this invitation to you to attend our 2023 commencement exercises. Being part of the ceremony is an **earned privilege** based on your academic achievements and your compliance with our regulations. With your cooperation, we will have a ceremony that reflects your accomplishments.

**TIME SCHEDULE FOR GRADUATES**

**IMMEDIATE  
TASKS**

1. **Be sure that your name appears correctly** on the list of **potential graduates** posted at the **Guidance Office, Library Hallway and Upstairs' main stairway**. Announcements were made in the month of March to check for any errors. If your name is not there, **immediately** contact Mrs. Johnson or Mrs. Azzara (Room B112) and contact your school counselor.
2. **Be sure that you take all final exams/Regents and complete all remaining academic requirements satisfactorily.**
3. **Be sure that you have returned all books, chrome books and materials and paid all fines. Diplomas will be held for any students owing a fine.**
4. Candidates not approved for graduation will be telephoned by the school counselors after course failures have been received.
5. If you want to purchase a cap or tassel. Please see Mrs. Azzara in room B112 starting in June. Cap's are \$15 and tassels are \$5.

**AT HOME:**

Bring extra money for fines to rehearsal on June 20<sup>th</sup> (you may have forgotten that you owe a fine). Please set up a time and place with your teachers to return books, calculators, chromebook, uniforms or any other school materials you may still have.

**ORIENTATION:**

A Graduation Orientation Assembly is scheduled for Wednesday May 24<sup>th</sup>, in the Auditorium. **Students with last name A-K will attend Period 1. Students with last name L-N will attend Period 8. Students with last name O-Z will attend Period 9. Students with a late arrival schedule and any morning BOCES students are to attend on May 31<sup>st</sup>, Period 6 in the Auditorium.** All Graduation requirements and details will be discussed.

**REHEARSAL:**

**TUESDAY  
10:15 a.m.**

1. **ARRIVE FOR REHEARSAL 10:15 A.M. SHARP! ALL GRADUATES MUST ATTEND THE REHEARSAL. YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY UNLESS YOU COME TO THE REHEARSAL. NOTE: If you are taking an exam at this time, give your name to Mrs. Johnson.**
2. A **transportation schedule** can be found on the Sachem website at [www.sachem.edu](http://www.sachem.edu). If taking transportation, students should take their regular scheduled bus to arrive. Students will be directed to the cafeteria until rehearsal begins. Departure bus times can be found on our webpage. Go to "Departments" in the drop-down menu and then on to "Transportation". Scroll down to High School Information and click North After School Routes. Departure times will be listed.

3. **All Honor Society tassels and cords should be distributed prior to graduation by the advisors:**

Art Honor Society -see Ms. Provini  
Business Honor Society - see Mrs. Anthony  
English Honor Society - see Mr. Abernethy  
Foreign Language Honor Society – see Mrs. Ferraiolo  
History Honor Society – see Mrs. Pickersgill

Math Honor Society – see Mr. Calvagna/Mr. Maffia  
National Honor Society – see Mr. Weston/Mrs. Mallinson  
National Technical Honor Society – see Ms. Bischoff  
Science Honor Society – see Mr. O’Neill  
Tri-M Music Honor Society – see Ms. Down

Our Top 25, class officers, chorus members and some additional students, who will enter the Commencement first, have been assigned to Café 2 (closest to D Wing). Café 1 (closest to School Store) will be for all students in Honor Societies who are not in the top 25, chorus member or class officers.

4. Report to your **check-in classroom**. **Your check-in room number is in the upper right corner of the first page of this packet.** Room lists will be posted on classroom doors and security will have classroom assignment listings as well.
5. Your graduation advisor will distribute your cap and gowns. Included in your packet will be four tickets **TO BE USED FOR THE INDOOR CEREMONY ONLY** in the event we encounter inclement weather. Please note that people will be seated on a first come, first served basis. No additional tickets can be issued as the auditorium capacity is limited by fire code. **NO TICKETS ARE REQUIRED FOR OUTDOOR CEREMONY.**

**THURSDAY**

**\*\*NO PARENTS OR VISITORS ARE PERMITTED INSIDE THE BUILDING BEFORE FOR AFTER THE CEREMONY. MAKE ARRANGEMENTS TO MEET YOUR FAMILY OUTSIDE THE BUILDING.**

**JUNE 22<sup>nd</sup>**

**GRADUATION**

**\*\*THERE WILL BE PARKING AT SAMOSET AND GATELOT WITH SHUTTLE BUSES TO THE GRADUATION SITE.**

**5:00 P.M.**

**ANY PARTY WITH HANDICAPPED GUESTS MUST ENTER THROUGH THE SAMOSET LOCATION ONLY.** Shuttles will be available at the Samoset location only for transport to the field. Please notify security upon entry that such transport is needed.

**REPORTING**

**TIME**

**4:15 SHARP**

1. Report dressed and ready for graduation to the same room where you checked in on rehearsal at 4:15 P.M. SHARP. If you arrive earlier to secure parking, do not enter the building prior to 4:15 pm. **Do not bring cameras, pocketbooks, backpacks, water bottles, flowers or excess baggage as there will be no place to secure them and these cannot be brought outside.**
2. Your graduation advisor will distribute your gold name card and discuss the graduation procedures, including the procedures for picking up your diploma after the ceremony. Every student should check his/her name card for correct name and address. Be sure to scan the QR code for information on photos that will be taken at the ceremony.
3. **Inappropriate behavior before or during the ceremony will result in your removal from the graduation ceremony by your advisor to an area where you will be detained.**

**IMMEDIATELY**

1. **Report back to your check-in room to receive your diplomas.** Students who have not paid their fines will NOT receive their diplomas.

**AFTER**

**GRADUATION**

2. If you did not pay your fine after rehearsal, fines must be paid in Main Office to Ms. Healy the following week (Mon -Thurs, 7:30 a.m. to 12:30 p.m) in order to secure your diploma.

## QUESTIONS AND ANSWERS

1. **WHAT IF IT RAINS ON JUNE 22<sup>nd</sup>?**

If graduation is cancelled on June 22<sup>nd</sup> because of rain, you will be notified through Sachem's Connect-Ed telephone message system, and it will also be posted on Sachem's website ([www.sachem.edu](http://www.sachem.edu)). An outdoor graduation ceremony will then be rescheduled for Saturday, June 24<sup>th</sup> at 9:00 a.m. Reporting time for the graduates will be 8:15 a.m. If graduation is cancelled once again on Saturday, it will be rescheduled for Sunday, June 25<sup>th</sup> at 9:00 a.m. with reporting time at 8:15 a.m. All other procedures would remain the same as Thursday.

2. **WHAT IF IT RAINS ON BOTH SATURDAY AND SUNDAY?**

If it rains Thursday and graduation is cancelled and rains again on both Saturday and Sunday, an indoor ceremony will be held on Sunday June 25<sup>th</sup>, 2023, in the North Auditorium. In order to accommodate everyone, there will be three separate ceremonies. Each student will be assigned to one of the ceremonies. Each student will be issued **four (4) tickets** for the indoor ceremony (during rehearsal on June 20<sup>th</sup>). The three ceremonies are scheduled as follows:

- **Session 1 Ceremony at 9:00 a.m. Student arrival time 8:30 a.m.**
- **Session 2 Ceremony at 11:30 a.m. Student arrival time 11:00 a.m.**
- **Session 3 Ceremony at 2:00 p.m. Student arrival time 1:30 p.m.**

3. **WHAT SHOULD I WEAR?**

**YOU MUST BE DRESSED APPROPRIATELY TO PARTICIPATE IN THE CEREMONY NO SHORTS, WORK BOOTS, SNEAKERS, HEELS OR FLIP-FLOPS ... NO EXCEPTIONS**

4. **WHAT DO I TELL MY GUESTS?**

**Gates to the designated parking areas will open promptly at 4:00 pm. No one will be admitted or seated prior to that time.** Each guest (including children, no matter how young) must be seated during the ceremony. There can be no standees, carriages, power chairs, etc. in the aisles. *Air horns, cow bells, etc. are distracting and take away from the dignity of the ceremony and are therefore not allowed.*

5. **WHAT SHOULD I DO IF ONE OF MY GUESTS IS IN A WHEELCHAIR / HANDICAPPED?**

Report to the Samoset location for parking and advise security of your needs as you arrive. You will be directed where to park and shuttle service to the field will be made available. **PLEASE NOTE THAT HANDICAPPED SERVICE WILL BE PROVIDED AT THE SAMOSET LOCATION ONLY.** We ask that one family member accompany any individual who is seated in the handicapped section. All other family members are asked to sit in the general seating areas leaving enough space in the handicapped area available to all those who need it.

6. **WHERE DO WE PARK?**

Parking will be available at North, Samoset and, if needed, Gatelot. **The gates at these locations will open promptly at 4:00 pm. No cars will be admitted into the parking lot prior to that time.** There will be shuttle bus service from the parking lot at Samoset to North. Likewise, if necessary, once the Samoset lot is full, we will use the parking lot at Gatelot. **Shuttle service will be available for anyone unable to walk up to the graduation site at the SAMOSET LOCATION ONLY.**

### **IMPORTANT DATES & TIMES**

**Orientation (MANDATORY):** Wednesday May 24, 2023  
Auditorium (Per. 1 , 8 and 9)

Rehearsal Tuesday June 20, 2023 at 10:15 a.m. We will start promptly at 10:15 a.m.

**Commencement:** Thursday, June 22, 2023 @ 5:00 p.m.  
**Student Report Time:** 4:15 p.m.

First Rain Date: Saturday, June 24, 2023 @ 9:00 a.m.  
**Student Report Time:** 8:15 a.m.

Second Rain Date: Sunday, June 25, 2023 @ 9:00 a.m.  
**Student Report Time:** 8:15 a.m.

***If it continues to rain on Sunday June 25, 2023 – Check for your indoor session and time.***

***Gown problems: Wednesday, June 21, 2023 between the hours of 10:00 a.m. and 11:00 a.m. in Rm B112***