

**SACHEM HIGH SCHOOL NORTH  
JUNE 22, 2018  
COMMENCEMENT PROCEDURES HANDBOOK**

**\*\*IMPORTANT\*\***

**Check-in Room \_\_\_\_\_**

**TO: POTENTIAL 2018 GRADUATES**  
**FROM: MS. FLANAGAN-SMITH, ASSISTANT PRINCIPAL**

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 2018 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 on the **Guidance Office and Senior Bulletin Board**. If your name is not there, **immediately** contact Ms. Flanagan-Smith or Ms. Agunzo (Room B120) and contact your guidance counselor.
2. **You must attend your graduation orientation on Friday, June 1<sup>st</sup> (through your English class). Attendance will be taken.** If for any reason you are absent or know that you will be absent on this day, see your English teacher and make arrangements to come on the make-up date which is **Senior Day, Monday, June 11<sup>th</sup> at the beginning of 3<sup>rd</sup> period in the Little Theatre. Students must return to their 3<sup>rd</sup> period class immediately following the make-up meeting for attendance. You may attend Senior Day after this make-up session.**
3. **Be sure that you take all final exams/Regents.**
4. **Be sure that you have returned all books and materials and paid all fines. The fine list will be posted in the Main Stairway, Cafeteria and Guidance Office windows.**
5. Candidates not approved for graduation will be telephoned by the guidance counselors after course failures have been received.

**AT HOME:**

1. **Immediately purchase a money order for your cap and gown made payable to Sachem North for \$28.00. You will need to bring your money order to rehearsal on June 18<sup>th</sup>. We will not be able to accommodate you if your money order is payable to anyone other than Sachem North. **Do not bring cash or a personal check.** Because of the large number of students, we suggest that you obtain your money order in advance. Remember to **include the graduates name** in the memo portion of your money order so proper credit can be recorded.**
2. Bring extra money for fines to rehearsal on June 18<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, keys, calculators, locks, uniforms or any other school materials you may still have.

**REHEARSAL:**

**MONDAY  
JUNE 18  
10:30 a.m.**

1. **ARRIVE FOR REHEARSAL 10:30 A.M. SHARP WITH YOUR MONEY ORDER for \$28 made out to SACHEM NORTH. ALL GRADUATES MUST ATTEND THE REHEARSAL. YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY UNLESS YOU COME TO THE REHEARSAL. IF YOU MUST RE-ARRANGE YOUR WORK SCHEDULE TO ATTEND REHEARSAL OR GRADUATION, DO SO NOW!!! NOTIFY WORK AHEAD OF TIME. NOTE: If you are taking an exam at this time, give your name to Ms. Flanagan-Smith.**
  
2. A **transportation schedule** can be found on the Sachem website at [www.sachem.edu](http://www.sachem.edu). 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. Find your nearest bus stop and be at the stop by 9:45 a.m. Departure from Sachem will be at 12:30 p.m. using the same route.
  
3. **A – Lunati**– Come in through the Main Office Entrance in front of North – Go to the first floor D Wing.  
  
**Lynott - Z** – Come in through the Main Office Entrance in front of North – go up the main staircase to second floor. Proceed to the D wing.  
  
**All Honor Societies:** Enter school through the Main Entrance and report to the room assignment indicated on this packet to confirm that society obligations have been met.  
  
Any Honor Society room changes will be noted on chaperone lists and on the doors of each alpha graduation room on rehearsal day. All National Honor Society students must see Ms. Iacono for their stoles and tassels. All Foreign Language Honor Society students must see Dr. M. Scricco for their cords. All Tri-M Honor Society members must see Mr. Carroll for their cords and tassels. All Art Honor Society members must see Mr. Lucas for their cords and tassels. All Science Honor Society members must see Ms. McMahon for their cords. All Business Honor Society members must see Ms. Pepe for their cords. All Social Studies Honor Society members must see Mr. Pickersgill for their cords. All National Technical Honor Society members must see Ms. Bischoff for their cords. All Math Honor Society must see Ms. McDermott for their cords. All tassels and cords should be distributed prior to graduation.  
  
**Our Top 25,** chorus members and some additional students, who will enter the Commencement first, have been assigned to Café 1 (the yellow cafeteria).
  
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. **IMPORTANT** -- Have your graduation advisor check your name off his/her list as being present at rehearsal.
  
6. Your graduation advisor will discuss the rehearsal cap and gown procedure, fine lists, and rain date information.

**IMMEDIATELY  
AFTER  
REHEARSAL  
PROCESSION**

1. Return to your check-in classroom to pick up your cap and gown.
2. You will be given four tickets **TO BE USED FOR THE INDOOR CEREMONY ONLY** in the event that this ceremony becomes necessary. Please note that people will be seated on a first come, first served basis.
3. Your graduation advisor will collect your money order and give you your cap and gown. **If you have forgotten your money order, you will not receive any of your materials.**
4. **FINES:** If you owe fines, your advisor will tell you. **DO NOT PANIC!!!** You will get your cap and gown. We suggest again that you bring extra money (in the event that you have a fine that you forgot about) so that you can clear up your debt. **Report to the Main Office and see Ms. LoSordo immediately after Rehearsal to clear up your fine. If you do not pay your fine Monday morning during rehearsal, you will NOT receive your diploma until the fine is paid.**
5. Before you leave Rehearsal on Monday, check your cap and gown bundle. Any needed change in hem length will be your responsibility. The hemline should be mid-calf length. You may need to press the gown with a **cool iron**. (See Questions & Answers #3 for wearing apparel details.)

**REMEMBER YOUR MONEY ORDER. CAP AND GOWN WILL NOT BE RELEASED WITHOUT IT!**

**FRIDAY  
JUNE 22  
GRADUATION  
7:00 P.M.  
SHARP**

- \*\*NO PARENTS OR VISITORS ARE PERMITTED INSIDE THE BUILDING BEFORE OR AFTER THE CEREMONY. MAKE ARRANGEMENTS TO MEET YOUR FAMILY OUTSIDE THE BUILDING.**
- \*\*FIRE AND SECURITY REGULATIONS MUST BE FOLLOWED REGARDING THE NUMBER OF PEOPLE IN THE BUILDING.**
- \*\*WE HAVE PARKING AT SAMOSET AND GATELOT WITH SHUTTLE BUSES TO THE GRADUATION SITE.**

**ANY PARTY WITH HANDICAPPED GUESTS MUST ENTER THROUGH THE SAMOSET LOCATION ONLY.**

**CARTS 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**

**6:15 SHARP**

1. Report dressed and ready for graduation to the same room where you checked in on Monday at 6:15 P.M. SHARP. If you arrive earlier to secure parking, do not enter the building prior to 6:15 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 yellow 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. Make corrections if there are any errors.
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  
AFTER  
GRADUATION**

1. **Report back to your check-in room to receive your diploma. Students who have not paid their fines will NOT receive their diplomas.**
2. If you did not pay your fine after graduation practice, fines must be paid at the Main Office to Ms. LoSordo 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)) and local radio stations. An outdoor graduation ceremony will then be rescheduled for Saturday, June 23<sup>rd</sup> at 11:30 a.m. Reporting time for the graduates will be 10:15 a.m. If graduation is cancelled once again on Saturday, it will be rescheduled for Sunday, June 24<sup>th</sup> at 11:30 a.m. with reporting time at 10:15 a.m. All other procedures would remain the same as Friday.

If it is decided that the graduation ceremony will take place, it will continue in its entirety unless a safety issue (i.e. lightning) arises resulting in a termination of the ceremony. If this occurs, we will recess our graduates back into the building to pick up their diplomas and request that all guests please leave slowly in an orderly fashion.

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

If it rains Friday and graduation is cancelled and rains again on both Saturday and Sunday, an indoor ceremony will be held on Sunday June 24<sup>th</sup> 2018 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 18<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.**

You will be notified through Sachem's Connect-Ed telephone message system. It will also be posted on Sachem's website ([www.sachem.edu](http://www.sachem.edu)) and local radio stations.

3. **WHAT SHOULD I WEAR?**

Before leaving rehearsal, students should check their gown for fit. **Any needed change will be your responsibility.** The correct hemline is at mid-calf. The gown might need to be pressed with a **cool iron.** Exchanges may be made **Tuesday, June 19<sup>th</sup> from 12:00 noon – 2:00 p.m. in the Little Theater.**

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

**GENTLEMEN:**            **Wear light shirts, ties are a must, dress slacks and shoes.**

**LADIES:**                **Wear dresses, skirts, dress slacks. Wear comfortable shoes – NO flip-flops or heels on the turf!**

4. **HOW IS THE CAP REALLY SUPPOSED TO FIT?**

Caps should be worn so that the top of the cap is flat or parallel with the floor. The seam should be in the back. Wear your tassel on the right side.

5. **MAY I WEAR FLOWERS? NO!!!**

Neither a corsage nor boutonniere is permitted to be worn with your cap and gown. **Do not have flowers sent to the school. We cannot accept them.**

6. **WHEN MAY MY PARENTS TAKE A PICTURE OF ME IN MY CAP AND GOWN?**

A professional photographer will take your picture as you receive your diploma. In the past, some people have obstructed other's views and have been rude and inconsiderate about taking pictures; so we suggest that **most pictures be taken at home, prior to leaving for the ceremony.** Since you may keep your cap and gown, pictures may also be taken after the ceremony or at any other time convenient to your family.

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

We want very much for you to have a dignified and meaningful graduation ceremony that can be observed without obstruction by the 4,000 + guests who will be there. **Gates to the designated parking areas will open promptly at 6:00 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.*

8. **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 cart 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.

9. **UMBRELLAS?**

Rain or shine, there can be no umbrellas ... these block people's view.

10. **REFRESHMENTS?**

**No coolers, bottles or cans will be allowed into the graduation site.** There will be water available for emergencies. Police, fire and emergency personnel will be on site.

11. **WHERE DO WE PARK?**

Parking will be available at North, Samoset and, if needed, Gatelot. **The gates at these locations will open promptly at 6:00 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. **Golf carts will be available for anyone unable to walk up to the graduation site at the SAMOSET LOCATION ONLY.** See number 8.