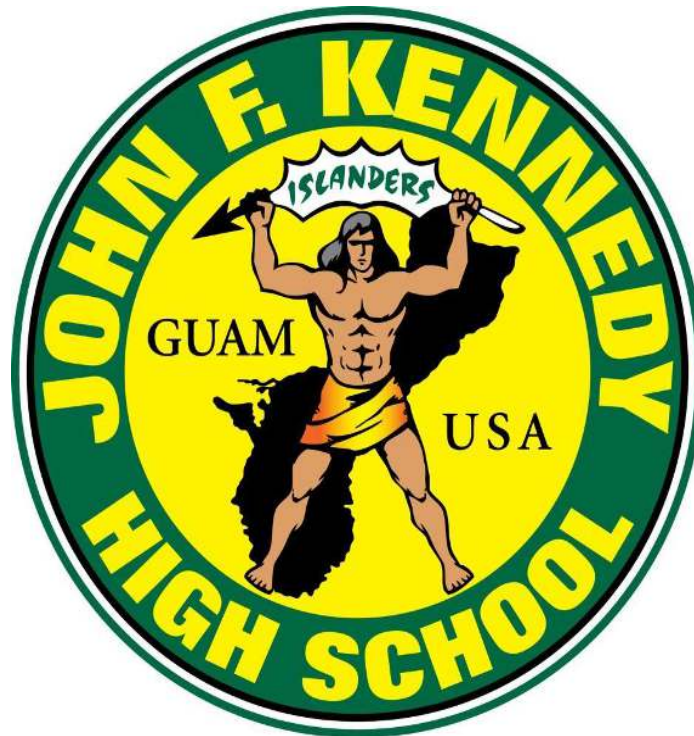


**John F. Kennedy High School
Class of 2019**



**Guidelines and Standard Operating Procedures (SOP)
for Graduation Practices and Ceremony**

Graduation Practice and Ceremony Guidelines

Successful schools convey a commitment to excellence in all education programs. A formal event, such as high school graduation, must be regarded with the highest tenets of honor and professionalism. The public has high expectation of our school leaders to clearly articulate proper decorum to our students in any situation. Seniors and their parents/guardians are expected to read and understand these guidelines.

I. REQUIREMENTS FOR PARTICIPATION IN THE GRADUATION CEREMONY.

In order to participate in the ceremony, students must:

- A. Meet all academic requirements for graduation: 24 credits and 75 service learning hours (minimum).
- B. Receive a copy of these guidelines and submit the signature page (page. 7) to Ms. Moore, Class of 2019 head advisor.
- C. Submit completed SENIOR CLEARANCE FORM to the FOAS Office on or before Wednesday, May 22 by 2 P.M. Note: Graduate will not receive his/her diploma until all financial obligations are cleared. The form will be issued on May 9.
- D. Avoid major disciplinary infractions, level 2 or 3, starting Apr. 22nd until the day of graduation. A student who is suspended may be banned from participating in any school-related event on or off campus.
- E. Be in attendance at **ALL** graduation practices.
- F. Adhere to the SOP for graduation attire and the rules of conduct for the graduation ceremony.

II. FEMALE Dress Code

- A. Attire
 1. Wear a collarless dress or blouse that is not visible through the graduation gown. Revealing clothing or inappropriate attire is not acceptable.
 2. Dress or skirt hem must not exceed the gown hem length and should be two inches above the knee or longer. Black dress pants may be worn provided they are not form fitting and have no embellishments.
 3. Jeans, shorts, mini-skirts and other casual attire are not allowed.
 4. If stockings are worn, it must be a shade matching your skin tone. No other color will be accepted.
- B. Footwear
 1. Formal appropriate, black footwear is required.
 2. Short heeled pumps (1" to 3" heels) or flats are preferred for your safety.
 3. Heels over 3", spike heels, sandals, zories, or tennis shoes will not be allowed. (Make sure you can walk comfortably in heels to avoid any injuries).
- C. Jewelry
 1. Jewelry should be tasteful and minimal.
 2. Any jewelry not allowed in school will not be permitted at the ceremony (symbolizing drugs or alcohol, spikes etc.).
 3. No facial piercings are allowed.
 4. To complement the graduation gown, one necklace may be worn; it should not hang outside of the gown.
 5. Bracelets must be tucked under the gown. Maximum of 2 bracelets allowed.

- D. Hair
 - 1. If you tie back your hair, do so with a thin hairband or thin ribbon in either black or a color matching your hair.
 - 2. Hair must be worn off the face in a neat style.

III. MALE Dress Code

- A. Attire
 - 1. White long sleeve button-up shirt
 - 2. Black slacks
 - 3. Formal black closed-toe shoes
 - 4. Black tie (optional, but encouraged. No other colored tie may be worn.)
- B. Hair
 - 1. Hair must be worn off the face in a neat style.
 - 2. Long hair must be worn off the face either combed back, pinned up under your cap, or in a neat ponytail at the nape of the neck. If you tie your hair, do so with a thin hairband or thin ribbon in either black or a color matching your hair.
- C. Jewelry
 - 1. Jewelry should be tasteful and minimal.
 - 2. Stud earrings ONLY.
 - 3. One necklace is allowed. Necklace must be tucked under graduation gown.
 - 4. Bracelets must be tucked under sleeve cuffs. Maximum of two bracelets allowed.
 - 5. Non-extravagant watches are acceptable.
 - 6. No facial piercings are allowed.

IV. Other Requirements

- A. Cords and Sashes – students will wear a stole with their cap and gown.
 - 1. Only cords, sashes and other school- **approved** regalia from recognized school organizations will be permitted.
 - 2. Students are allowed to wear up to three previously approved sashes and no more than five cords based on the school club or organization. (The stole that is purchased in the Cap & Gown package does not count as one sash.)
 - 3. Any cord or sash worn together must be complementary colors (at discretion of the advisors).
- B. Pins
 - 1. Small pins from a recognized school group or community services organization (Spanish Club, Lions Club, etc.) are permitted.
 - 2. No other pins are allowed.
 - 3. A maximum of six authorized pins may be worn.
 - 4. Pins must be worn on or at the collar of the gown beginning one inch from the zipper with ¼” between pins. No more than three on either side may be worn.
- C. Cap, tassel, and ring
 - 1. Bring bobby pins to secure your cap. (Bobby pins should match the color of your hair or the cap.)
 - 2. All caps must be worn flat on your head so that the mortar board is parallel to the ground. Advisors and their representatives will verify correct placement before the ceremony.
 - 3. Caps may be decorated with **ONLY** congratulatory sayings. Anything promoting violence, drugs, or any sexual imagery are prohibited. Decorations must be flat and must not extend

beyond the edge of the cap. No 3D items allowed. No electrical (battery operated) items are allowed on the cap. **ON THE DAY OF GRADUATION, AN INSPECTION WILL BE MADE TO ENSURE ALL CAPS ARE FOLLOWING GUIDELINES. FAILURE TO ADHERE WILL RESULT IN DISMISSAL FROM THE GRADUATION CEREMONY.**

4. Tassels are to be worn on the right edge of the cap until everyone has received their diploma. Your designated senior leader will lead graduates to stand and move their tassel to the left front edge of their cap – symbolizing the confirmation of your diploma.
 5. At the beginning of the ceremony, class rings should be worn so that the JFK face is directed toward the individual. When you turn your ring during the ceremony, you actually remove it and turn the face of JFK outward to symbolize that you are ready to “face the world”.
- D. Leis
Leis will not be worn during the Graduation ceremony. Leis must be given after the graduation ceremony.
- E. Important Notes about the Dress Code
1. Students are expected to comply with dress code.
 2. Administrators and advisors will check students before the start of the ceremony. If you have any questions about the dress code, the time to bring it up is at the practices.
 3. Participation in the ceremony is a privilege not a right; Advisors and Administrators decision about the dress code or any provision of the expectations are final. **You can be removed at any time from participating in the ceremony.**

V. Graduation Practice Expectations:

Friday, May. 31 from 8 A.M. – 12 P.M.

Saturday, June 1 from 8 A.M. – 12 P.M.

Monday, June 3 from 8 A.M. – 12 P.M.

Tuesday, June 4 from 8 A.M. – 12 P.M.

- A. Students must dress modestly and use closed-toe shoes. Shorts must be two inches above the knees or longer. No bareback, halter, or tank tops allowed.
- B. Attendance is mandatory. Students **must attend ALL** scheduled practice days. Failure to attend will result in **NOT** participating in the graduation ceremony or **NOT** receiving your graduation tickets.
- C. Any student who is 15 minutes late will be considered absent and must see Ms. Moore to be cleared. Student may jeopardize his/her opportunity to participate in the ceremony.
- D. Students need to schedule all appointments, work schedule, etc., after practice. Please see Ms. Moore regarding any concerns.
- E. Electronic devices will NOT be used/allowed during practice time. You may only use them during the designated break time.
- F. Be attentive, listen, be respectful, and be on your best behavior during practice. Adherence will make the practices run efficiently.
- G. Students will **NOT** be allowed to leave EARLY. **Students leaving early from practice may result in your dismissal from participation in the graduation ceremony.**
- H. If you have a child, leave your child with a babysitter. Only Seniors who have met graduation requirements may attend the practices.
- I. **Students are REQUIRED to assist with preparing for practices and cleaning up daily.**

REMINDER: Please bring drinking water and snacks for personal use during breaks on the practice days. Umbrellas will not be used during the graduation program practice.

VI. Graduation Ceremony Expectations: Wednesday, June 5, 2019

Campus gates open at 2:30 P.M. Show-time for Seniors in the cafeteria is 3:00 P.M.

Graduation begins promptly at 5:00 P.M.

- A. Students who are late (after 3:15 PM) will not participate in the graduation ceremony.
- B. Students are expected to follow the instructions of the Advisors and Administrators.
- C. All students will be searched for contraband prior to the ceremony commencing.
- D. Students are expected to behave in an appropriate and respectful manner. There should be decorum throughout the ceremony.
- E. A copy of the program will be on your seat. Leave the program on your seat when you stand to receive your diploma.
- F. While seated, sit properly. Don't slouch or spread your legs.
- G. No gum chewing or eating allowed.
- H. Glitter confetti is not allowed for safety reasons. Use of noisemakers, poppers, confetti, etc., are to be used at appropriate times in the program.
- I. Absolutely no use of cellular phones, cameras, or other electronic devices are allowed by Seniors during the ceremony. Leave all valuables with a family member. JFKHS/GDOE employees are not responsible/liable for any stolen or lost items.
- J. No stunts on the stage or in the graduate area (i.e. flipping, flashing, etc.,) are allowed. Be mindful of your advisors and classmates who worked hard to make your ceremony memorable. Your conduct is a representation of your school and of your Class of 2019.

****Inappropriate behavior could have you removed from the ceremony and the premises.**

VII. Graduation Logistics

- A. Parking – campus will be opened at 2:30 P.M. for parking.
 - 1. VIP Parking (with designated pass) is in the JROTC lot. Limited Accessible parking is available on a first come, first serve basis; official placard is required.
 - 2. Top Ten students & parents (one vehicle total), Senior Class Officers & parents (one vehicle total), and overflow Accessible parking will be in the student and annex parking lots.
 - 3. Seniors will be allowed to park at the Chief Brodie Elementary School parking lots; parking pass is required and limited parking is available on a first come, first serve basis. This campus opens at 2:30 P.M. for seniors to park.
 - 4. Faculty and Staff Parking are the lots between D building & cafeteria, G building, and Annex. Parking pass is needed.
 - 5. General public parking: Kmart (roof top), Royal Orchid (lower parking), Boy Scouts & Girl Scouts. Carpooling is ideal.
- B. Congratulatory banners must be approved by Ms. Moore to be displayed along the tennis court fence line or the perimeter fence parallel to Marine Corps Drive. Designated time & day to display banners is Tuesday, June 4 from 12 noon to 5 P.M.
- C. All floral vendors must be approved by Ms. Moore and will position themselves outside the walkers' gate along the sidewalk/dropoff area along Marine Corps Drive.
- D. Approved clubs/organizations will sell water to the general public in front of the JROTC entrance.
- E. Any person harassing or threatening our staff and/or volunteers will be removed from the campus and reported to GPD.
- F. JFKHS is a drug-free campus. Absolutely no alcohol, tobacco products, or betel nut/chew are allowed. This includes vaping.
- G. Items NOT allowed: coolers, pop-up tents, canopies, or chairs.

IMPORTANT NOTES

- Failure to comply with the standards for practices and graduation will result in removal from and/or denial of participation in the ceremony.
- Remember that this is a serious **rite of passage** where your family, friends, administrators, staff, and teachers see you move from childhood to adulthood.
- Let's work together to make this a memorable event for all of you. This is your chance to show your school pride.
- Parent and student must sign the graduation guidelines and submit to Ms. Moore on or before the due date. Ensure that you read and understand the rules, guidelines, and consequences.
- **Students who fail to submit the signed slips may not attend the Graduation Ceremony.**

You must submit the designated Guidelines sheet (p. 7) to MS. MOORE on or before MAY 22, 2019 in THE GYM DURING BREAK, LUNCH, OR AFTER SCHOOL NO LATER THAN 2:00 P.M.

2019 Graduation Practice and Ceremony Guidelines

I, _____ (full name of student - printed),
have read the Guidelines and Expectations for the graduation practices and the ceremony. We understand the formality involved with the ceremony and will do our best to make it special and memorable.
We are also aware of the consequences for non-compliance.

Student Name- print and sign / Date

Parent/Guardian Name- print and sign / Date

2019 Graduation Practice and Ceremony Guidelines

I _____ (full name of student - printed)

have read the Guidelines and Expectations for the
graduation practices and the ceremony.

We understand the formality involved with the ceremony and
will do our best to make it special and memorable.

We are also aware of the consequences for non-compliance.

Student Name- print and sign / Date

Parent/Guardian Name- print and sign / Date

***Submit the signed sheet to
MS. MOORE on or before MAY 22, 2019 in
THE GYM DURING BREAK, LUNCH,
OR AFTER SCHOOL BEFORE 2:00 P.M.***