

# CLASS OF 2022

## GRADUATION CEREMONY CONTRACT

Dear Graduates and Parents:

Graduation day is one of the most exciting moments in your lives! It represents the culmination of all you've experienced and achieved towards earning a high school diploma. As part of a District-wide effort, our school is working towards making this graduation ceremony a dignified and celebratory occasion. To this end, the administration and faculty wish to convey to parents, students, and guests the expected decorum and protocols for participation in this ceremony:

- Each graduate will receive four (4) tickets. Additional tickets will NOT be available. Infants/small children are considered a guest and will require a ticket. NO EXCEPTIONS.
- Physical ticket must be shown at gate checkpoint for guest to enter the Graduation venue. An image of the ticket will NOT be accepted.
- Graduate must have school distributed cap and gown in possession for entry to graduation venue.
- Once guests enter facility, no re-entry will be allowed.

Additionally, it is very important for graduates and guests to be aware and pay attention to the following graduation procedures:

- The graduation will begin promptly at 9:00 A.M., June 6<sup>th</sup>, 2022, Ocean Bank Convocation at Florida International University.
- Parking is available in the using the SW 8 St. Entrance. Parking is \$3.25 per vehicle (we strongly suggest you carpool)
- Graduates and guests should determine a prearranged meeting place in the parking lot at the conclusion of the ceremony.
- Doors will open at 8:00 A.M.
- Cap and Gown Distribution will begin in May at the school site. Please visit our social media pages and/or school website for more details on that process.
- Seniors must be cleared in order to receive their cap and gown. Reasons why you may not be cleared to receive your cap and gown may include one or more of the following:
  - Pending a final grade in a class
  - Missing credits
  - Have not complete community service hours
  - Have not completed FLVS
  - Have not completed the Senior Exit Interview
  - Have a financial obligation
- The graduation gown/cap cannot be altered in any way. The only item each graduate should have in his/her hand is their MARCHING CARD. No cellular phones should be in the graduates' possession.
- There can be NO TOSSING OF CAPS IN THE AIR once the principal has conferred the students as official graduates.
- Students who have not yet ordered a cap/gown will have to rent theirs from Herff Jones after they are cleared from their counselor and have received an e-mail from the Activities Director, with the signed authorization form. You must bring the authorization from issued from Miami Springs Senior High.

Herff Jones' information is as follows:  
7640 NW 25th Street, Suite 107 Miami, Florida 33122  
(305) 436-1163

- Gowns will be returned at the conclusion of the ceremony at the venue. (make sure to take all graduation pictures before the vent- as you will not have access to the gown after the event) Diplomas will be issued once the gown has been returned. A diploma will not be issued if the gown is not returned. Follow us on Social Media and/or visit our school website for more information on diploma distribution.

We request that all graduates and guests conduct themselves in a respectful manner and adhere to the stated protocols and guidelines. respect the decorum of a commencement ceremony. Student and/or guests may be removed from the graduation ceremony if their behavior is inappropriate and disruptive and/or if they do not follow safety protocols. This will be strictly enforced by school staff and Miami-Dade County Public Schools Police.

## **Miami Springs Senior High GRADUATION 411**

### **CAPS & GOWNS**

1. Caps & Gowns will be distributed at Miami Springs Senior High starting on **May 15<sup>th</sup> during the school day- ONLY** to those students who **ORDERED THEM IN JANUARY** and **ONLY** to those students **CLEARED FOR GRADUATION**.
2. Damage to caps and gowns will be your responsibility. You will not receive a replacement.
3. Remove the gown from the package and place it on a hanger. This should eliminate any wrinkles.
4. Do not iron your gown unless it is necessary. Press only with a cool iron.
5. The cap should be worn with the tassel hanging in front of the **RIGHT EAR**.
6. **DO NOT** wear the cap at an angle. Test your cap at home. If it is loose, tack it with thread.
7. **THE CAP MAY NOT BE DECORATED OR WRITTEN ON.**
8. The proper length of the gown should be **about eight inches above the floor while wearing shoes**. You may baste the hem of the gown if it is too long.
9. For those of you who still need to order a cap & gown, you may do so, only after you have been cleared to graduate by your counselor. You will receive an e-mail from the Activities Director with the form you will need to purchase your gown from the Herff Jones office in Doral- at full price- \$50.

### **DRESS CODE**

1. **BOYS** should wear white shirts, dark trousers, dark ties and dark dress shoes.
2. **GIRLS** should wear a white or light-colored dress. (Dark colors or prints will show through the gown.) The dress should be shorter than the gown and heels should be at a comfortable height.
3. **DO NOT** bring a purse or an evening bag.
4. **NO FLIP FLOPS OR CROCS!**
5. Neither boys nor girls should carry anything, but the **LINE OF MARCH CARDS**

### **HONOR CORDS & MEDALS**

1. All graduates will receive a 2022 Graduation Medallion when they pick up their cap & gown.
2. Graduates who are Summa/Magna/Cum Laude graduates will receive a *special stole* to identify them.
3. Graduates may also wear honor cords/stoles given to them by an academy or honor society. Those will be provided to you when you collect your cap and gown and have been approved by Administration.

### **GENERAL GRADUATION INFORMATION**

1. Each graduate will **ONLY** be given **(4)** complimentary guest tickets. All guests require a ticket for entry.
2. Graduation will be held at Ocean Bank Convocation Center FIU- 1180 SW 113th Ave, Miami, FL 33174- on June 6, 2022. Guest seating will begin at 8:00 A.M.
3. Graduates and Guests must enter through the **S.W. 8<sup>th</sup> STREET ENTRANCE**, graduates will visit the Registration Area, and be in line **NO LATER THAN 8:00 A.M.** Only participating graduates will be allowed entry to the graduate assembly area. **Family members CANNOT accompany graduates to this**

area; they must enter through the front doors of the arena and find their seats. Once you have entered the venue, you may not exit. There will be **ZERO REENTRY!**

4. **The processional will begin promptly at 9:00 A.M.** Guests must be seated before the processional begins. At the end of the processional, late arrivals will be admitted.
5. Guests are strongly encouraged to be considerate of others during the ceremony. Please do not stand in front of others or block any portion of the ceremony. Guests are **NOT** allowed to bring flowers into arena.

***YOU MAY NOT USE AIRHORNS, WHISTLES, OR NOISEMAKERS DURING THE CEREMONY! WE MUST MAINTAIN THE DIGNITY OF THIS VERY SPECIAL EVENT!***

### **GRADUATION STAGING PROCEDURES**

1. All graduates are to report to the **S.W. 8<sup>th</sup> STREET ENTRANCE** of the venue in their cap, gown and medallion and/or other graduation regalia (approved by Administration **ONLY**) and Line of March Card Do not bring anything else (no purses, cameras, jackets, etc.) with you.
2. Faculty Members will be present to assist you. Bring your **LINE OF MARCH CARD WITH ASSIGNED COLOR (GARNET OR GOLD) & NUMBER.**
3. If you have a problem with your cap and gown, a Graduation Coordinator from Herff Jones will be available to assist you.
4. Two lines will be used for the processional. Late additions will march last.

### **GRADUATION CEREMONY PROCEDURES**

1. The processional march will begin promptly at 9:00 A.M.
2. The lines of graduates will be headed a variety of teachers and staff to assist graduates.
3. As graduates enter their row they will walk until they reach the very last chair in that row and **REMAIN STANDING.**
4. Following the processional will be the Pledge to the Flag. **All remain standing** and **boys remove caps.**
5. As the Pledge concludes, **boys replace caps.** **ALL GRADUATES SIT.**
6. Speakers will make a few brief remarks and introduce special guests.
7. **The roll call of graduates begins. Please keep the talking down to a minimum!!!**
8. At this point, the first row of graduates will rise and proceed to receive their diploma covers. The second row of graduates will stand and follow as instructed. Faculty members will be present to assist you.
9. Graduates will receive their diploma cover on stage, shake the principal's hand and pose for your official graduate photo.
10. As graduates walk across the stage, they hand their name cards to the name reader. Keep walking across the front of the stage. There will be a diploma table where the principal will be. He will hand you your diploma cover. You will grab the cover with one hand and shake the principal's hand with the other.
11. There will be **NO** shaking of hands with any person on the stage.
12. The graduates return to their seats by the opposite end of the row and **remain standing.** When all the graduates are back in that row, **all will sit at the same time.**
13. When everyone has received his/her diploma cover, the Principal moves to the podium. He will then ask all graduates to rise.
14. Graduates will be instructed to turn their tassel from **right to left.**
15. The Principal will present the graduating Class of 2022.
16. The recessional music begins, and graduates will recess starting with the last row. The lines will exit using the same route they entered. **KEEP MOVING UNTIL ALL GRADUATES HAVE EXITED!**

17. As you exit the Arena- there will be tables with boxes for you to return your gown- you keep the cap, tassel, medallion, cords, and stoles.

### **WARNING**

**POLICE OFFICERS AND FIU SECURITY ARE POSTED ALL OVER THE VENUE – YOU WILL BE REMOVED IF YOU MAKE THE CHOICE TO DO ANYTHING THAT TAKES AWAY FROM THE DIGNITY OF THE EVENT.**

**THAT INCLUDES THROWING A GRADUATION CAP IN THE AIR OR ANY OTHER DISRUPTION ON OR OFF STAGE. ALL EYES ARE ON YOU AND OUR GOAL IS TO MAKE THIS A MEMORABLE AND SAFE EVENT FOR ALL OUR GRADUATING SENIORS!**

### **HOW TO RETURN YOUR GOWN & RECEIVE YOUR DIPLOMA**

1. Immediately after the graduation ceremony, you must exit the venue.
2. As you exit the Arena- there will be tables with boxes for you to return your gown- you keep the cap, tassel, medallion, cords, and stoles.
3. You will return to Miami Springs Senior High on **June7, 2022 from 8:00 A.M.- 10:00 A.M.**
4. There will be faculty/staff members available to distribute your diploma. You must bring:
  - a. ID

**NOTE: Only those students meeting ALL graduation requirements will be allowed to pick up their diploma.**

To acknowledge the importance of proper decorum and etiquette at the commencement ceremony, please sign and return this letter by May 6<sup>th</sup>, 2021. Use the following link and/or QR Code to submit this contract electronically.

<https://form.jotform.com/221076268126151>



**NOTE: Failure to return the signed contract will result in the graduate not being able to participate in the aforementioned graduation ceremony. Failure to comply with the above-mentioned graduation protocols and guidelines will result in possible removal from the ceremony.**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date