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HORSEHEADS HIGH SCHOOL

401 Fletcher Street

Horseheads, New York 14845

607-739-5601

Mrs. Karen Donahue, Principal

**CLASS OF 2018
INFORMATION FOR
END OF YEAR EVENTS/ACTIVITIES**

April 2018

Dear Graduating Senior:

Graduation is almost here and I know how excited you must be! During the next few months you will be finishing your time at Horseheads High School and have the opportunity to participate in many senior activities. This booklet has been designed to answer any questions you have about end of year events. If you require further information, please feel free to contact my secretary, Julie Tompkins, at 607-739-5601, ext. 1601, or jtompkin@horseheadsdistrict.com and she will be glad to help you.

On behalf of the faculty and staff I would like to congratulate you on successfully completing your graduation requirements and it is our sincere hope that the education you received has prepared you for whatever your future holds.

Again, congratulations and best wishes for continued success.

Sincerely,

Karen L. Donahue

Karen L. Donahue
Principal

This senior booklet has been prepared for graduating seniors and their parents in an effort to help coordinate time and responsibilities for senior activities.

IMPORTANT DATES

Wednesday, April 18, 2018

Jostens Order Delivery (caps, gowns, announcements, etc.)
Outside the cafeteria during lunch periods

Tuesday, June 5, 2018

Sports Tribute
Auditorium

Thursday, June 7, 2018

Senior Honor Assembly
Auditorium

Monday, June 11, 2018

Senior Celebration

Friday, June 22, 2018

Graduation Rehearsal
First Arena, Elmira

Saturday, June 23, 2018

Graduation
First Arena, Elmira

*Baccalaureate and Project Graduation are events not sponsored by Horseheads High School.

DISTRIBUTION OF JOSTENS ORDERS
CAPS, GOWNS, ANNOUNCEMENTS, ETC.

Jostens will be outside the cafeteria during lunch periods on Wednesday, April 18, 2018, to distribute caps, gowns, announcements, and any other items ordered from the company. Once you get your order home, please be sure to open the cap and gown bag to make sure it includes all of the items including your tassel. In the female cap and gown order bags, there will be a small white collar. This collar only adds confusion and discomfort to your ensemble – throw it away!

SENIOR SURVEY

In April/May your student will be asked to fill out a brief electronic survey to help ensure the accuracy of post-secondary plans. This information is used for various reasons including our graduation program, Senior Honor Assembly, and tracking of college enrollment trends. The student can gain access to the survey by using his/her HHS school computer account password. To speed up this task he/she should be prepared with the following information: post-graduation plans – college, work, or armed forces; the colleges applied to and all admission decisions; and all scholarships awarded including amounts. You and your student will receive specific log in information when the survey opens.

HONOR ASSEMBLY

Seniors with a cumulative average of 85 or above throughout their high school career will receive an invitation to attend this event which will be held on Thursday, June 7, 2018. Honor students will report to the North Gym at 6:30 p.m. and the ceremony will begin promptly at 7:00 p.m. Seniors should wear their graduation gown (no caps). You may also wear any regalia, cords, etc. from your BOCES/NEW VISIONS program. Students should wear dress clothes and dress shoes. Girls, do not wear high heels or sandals that make a loud noise – you will be walking up and down steps and across the stage. Honor students may invite family members and friends to attend this program.

Rehearsal will be held on June 7th during Period 9/10. Honor students should report directly to the auditorium. You will receive your white honor stole at rehearsal (as well as your National Honor Society cord if you are a member of that organization).

*PM BOCES and New Visions students do not need to leave BOCES early to attend rehearsal. Report directly to the auditorium when you return to the High School at your normal time.

SPORTS TRIBUTE

The Varsity H Athletic Tribute will be held on Tuesday, June 5, 2018 at 6PM in the High School Auditorium. Athletes are to report by 5:45 PM. The tribute will recognize the athletes who participated throughout this school year. There will also be individual awards, sectional champion recognition, STAC champion recognition, and Scholar Team Athlete recognition as well as the male/female athlete of the year nominees and winners and many other awards.

SENIOR CELEBRATION

Details To Be Determined

GRADUATION REHEARSAL

All graduating seniors must be at the First Arena in Elmira on Friday, June 22, 2018 at 10:00a.m. You may park in the parking garage or on the street (metered parking). Do not park in the Langdon Plaza lot - you will be towed.

Report to the Arena, find your designated seat, and be ready to receive instructions at 10:00a.m. It is imperative that you pay close attention to the instructions so rehearsal can be short and pleasant. Rehearsal should last approximately one hour. During rehearsal we will have a brief run through of the program and practice the processional and recessional and walking across the stage.

ALL GRADUATING SENIORS MUST ATTEND GRADUATION REHEARSAL IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY. WORK IS NOT AN ACCEPTABLE EXCUSE. NO EXCEPTIONS!

GRADUATION CEREMONY

All graduating seniors must be at the First Arena in Elmira on Saturday, June 23, 2018 at 12:00 p.m. (noon). The ceremony begins promptly at 1:00 p.m. Do not park in the Langdon Plaza parking lot. Report directly to the Arena to your designated area (as discussed at rehearsal). Teachers and administrators will be present to help you line up in the correct order and take attendance. Do not leave your processional line once attendance is taken.

Students may not leave purses, bags, food, drinks, etc. in the student seating area. If any items are found, they will be removed by administration prior to the start of the ceremony and can be retrieved at the conclusion of the event.

The ceremony should last for approximately 1.5 hours.

Use of toys and props, i.e. beach balls, silly string, noise makers, and the like will not be tolerated. Adult behavior is expected of all participants. The ceremony will be stopped by the principal if behavior is inappropriate.

If you will not be participating in the graduation ceremony, please notify Ms. Tompkins in the Main Office as soon as possible.

GRADUATION INFORMATION FOR FAMILY AND FRIENDS

You do not need a ticket to attend the graduation ceremony.

Guests may enter the First Arena at 12:00PM (12PM is also student report time).

There is limited floor seating for friends or family requiring wheelchair or disability seating,

Do not park in the Langdon Plaza parking lot.

We ask that all guests respect the right of every family to hear their student's name being announced. Family members and invited guests are requested to respect all graduates and the dignity of the ceremony by remaining quiet during the ceremony and especially as the names are called for presentation of diplomas.

A professional photographer will take a photograph of each student as they receive their diploma. Ordering information for these photos will be in the diploma envelope.

Friends and family members will not be allowed near the stage or in the student seating area during the ceremony.

GRADUATION PROCEDURES AND ETIQUETTE

Seniors will graduate in alphabetical order. (Students will receive their seating assignments at rehearsal.) Exact details and directions will be given and reviewed at rehearsal.

You will receive your diploma with your left hand and shake hands (with the Board President) with the right. Once you receive your diploma and exit the stage, return directly to your assigned seat. Do not wait for the entire row to return. Be seated immediately so that others may view the ceremony.

While waiting for other seniors to receive their diplomas please give your fellow graduates respect so that each person's name can be properly heard.

Later in the ceremony your class president will lead you in the traditional tassel ceremony and you will be moving your tassel from right to left.

GRADUATION ATTIRE

We want your graduation ceremony to be a dignified experience. You have worked hard to reach this milestone and you deserve a ceremony of which you can be proud. A lot of hard work and time – on your part as well as the part of the administrative and clerical staff – goes into making this day a reality. In order for your graduation ceremony to be a special event for you and your family, we ask for your full cooperation in following the instructions and procedures.

- Girls, be careful not to wear too high of a heel as you will be walking on cement floor and walking up and down ramps.
- Do not wait until the last minute to take your graduation gown out of the bag. Be sure to iron on a cool setting or hang on a hangar to eliminate some of the wrinkles.
- Caps are worn straight on the head and the tassel should be on the right side.
- Caps may be adorned with tasteful decorations.
- You may wear regalia, cords, etc. from your BOCES/New Visions program.
- Extra caps, gowns, stoles, cords, etc. will not be available at the graduation ceremony so please be sure to take care of any problems at rehearsal.

Thank you to the First Arena for allowing us to use their facility. Please remember that the Arena is an active space. Respect the fact that people are still using the facility and we must ensure that we leave all areas used as good as or better than when we arrived.

If you have any questions regarding any end of year information, please contact Ms. Tompkins in the Main Office at 739-5601, ext. 1601 or jtompkin@horseheadsdistrict.com.