

McClintock High School

2016 Senior Graduation Information

This information is provided to both parents and students to help answer any questions that might arise concerning graduation. In this packet you will find information about end-of-year activities such as final exams, debts, senior checkout, graduation practices and the ceremony. If you have any questions please contact Mr. Hazell at 480-752-8626.

Final Exams

Seniors are to attend all classes and take exams as indicated. There will be no exams given early. Please make arrangements to attend all classes as scheduled. Make-ups for final exams will only be given to those senior students who have excused absences for May 12 or 13. Following is a schedule for senior final exams. **Students must complete their required 23 credits in order to participate in the graduation ceremony.**

<u>Thursday, May 12</u>			<u>Friday, May 13</u>		
1	7:25-7:59	(34 min)	1	7:25-8:45	Exam (80 min)
2	8:05-8:39	(34 min)	2	8:51-10:11	Exam (80 min)
3	8:45-9:23	(38 min)	3	10:17-11:37	Exam (80 min)
4	9:29-10:49	Exam (80 min)	Seniors only attend periods 1 thru 3.		
5	10:49-11:24	Lunch (35 min)	5	11:37-12:12	Lunch (35 min)
6	11:24-12:44	Exam (80 min)	4	12:12-12:50	(38 min)
7	12:50-2:10	Exam (80 min)	6	12:56-1:30	(34 min)
			7	1:36-2:10	(34 min)

Monday, May 16 -- Senior finals make-up day.

Correspondence and Transfer Grade/Credits

Any seniors who are taking courses off-campus such as correspondence courses or evening school must have their transcripts submitted to the Records Clerk by Friday, May 13, to be able to participate in graduation ceremonies.

Senior Checkout Day

All seniors must be cleared by the bookstore by the end of the school day on May 13. Failure to settle all debts will result in the student's diploma being held until such debts are satisfied. Locker clean up is expected to be completed on that day as well. There should be no seniors in the hallways or around classrooms after lunch has ended on Friday, May 13.

Marching List

The names of seniors planning to participate in the Graduation Ceremony must be on the marching list. We assume that all graduating seniors will participate in the commencement ceremony. Seniors not planning to participate in the Graduation Ceremony should contact the Records Office to ensure that their name is not included on the marching list.

Mandatory Meetings & Practices

Seniors planning to participate in the Graduation Ceremony **MUST** attend all scheduled meetings and rehearsals on May 16, May 17, and May 18. Failure to do so could result in the student's exclusion from the commencement program.

MEETING: Monday, May 16, 9:00 – 11:00

All seniors will meet in the auditorium. Seating assignments will be posted on each row and attendance will be taken. The purpose of this meeting is to review graduation night procedures, seating assignments, notify students of any outstanding debts, ensure inclusions and/or omission of names, and to ensure proper spelling and pronunciation of names.

THIS MEETING IS MANDATORY.

MEETING: Tuesday, May 17, 9:00 – 11:00

All seniors will meet in the concession area at the football stadium. A continental breakfast will be provided. Following the breakfast, seniors will report to the auditorium. Seating assignments will be posted on each row and attendance will be taken. After a brief video presentation regarding graduation, final instructions will be given for the actual ceremony.

THIS MEETING IS MANDATORY.

REHEARSAL: Wednesday, May 18, 1:00 – 3:00

Senior girls will report to unit 6 and senior boys will report to unit 5. Lists will be posted outside each door so you will know which room you are assigned to. Attendance will be taken. The purpose of this practice is to cover the procedure to be used during the actual ceremony (marching, standing, sitting, etc.)

THIS MEETING IS MANDATORY.

Graduation Night (Thursday, May 19)

- A. It is imperative that all seniors report to their assigned room on time. Check-in time is 6:00pm. Do not arrive late. It could result in you being excluded from the ceremony.
- B. Bring (**DO NOT WEAR**) your cap, gown, and tassel. There will be absolutely no decorating caps, gowns, or any other items. No corsages or flowers may be carried, pinned, or worn. Parents – give them to the graduates after the ceremony. No visitors are allowed in the buildings.
- C. Do not bring personal items (cameras, purses, sunglasses, cell phones, etc.) that cannot be taken into the ceremony.

Behavior Expectations and Standards

The tone of the Graduation Ceremony is orderly and dignified. Any prospective graduate attracting negative attention or disrupting the proceedings will be escorted from the field immediately. His/her diploma will not be awarded and requests for transcripts will not be honored until a parent/student conference is held with the principal.

Male students are expected to wear the following clothing:

1. Dress shoes and socks (no tennis shoes or flip-flops).
2. Dress slacks (no denim jeans or shorts).
3. Dress shirt with a collar (ties are strongly recommended).

Female students are expected to wear the following clothing:

1. Dress shoes or heels (no tennis shoes or flip-flops).
2. Dresses, skirts and blouses, or dress pants and blouses (no denim jeans or shorts).

Do not arrive to practice or graduation under the influence of alcohol or any other drugs. Influence is defined as being indicated by obvious odor and/or irrational behavior, or physical impairment related to the use of drugs. Do not have alcohol or any other drugs in your possession. Being on campus under the influence or in possession of alcohol or any other drugs are in violation of Tempe Union High School District/McClintock High School policy. Any student under the influence or in possession will be removed from the campus and excluded from the proceedings. Your diploma will be held and transcript requests not honored until satisfactory consequences are met.

Do not arrive with any devices such as air horns, fireworks, squirt guns, apparel, or any objects that could be used to disrupt the ceremony. There will be absolutely no decorating of clothing (caps, gowns, etc.) before or during the ceremony.

Please bring a healthy dose of patience. A high school graduation is composed of many organizational challenges that require ample time and absolute cooperation. Please work in a positive manner with administrators and supervising staff members.

Ceremony Procedures

- A. **Photography** -- Professional photographers will take pictures of each student during the ceremony. Days later, you will receive an email or proof in the mail with an order form should you choose to purchase the photos. Presenters will remain on stage after the ceremony to allow for photo opportunities. You may also use the link on the school's website.
- B. **Processional-Pomp and Circumstance**
 1. The processional must be in alphabetical order to insure that each person will sit in the correct seat.
 2. Students will march from units 5 & 6 to Jim Lyons Stadium. Teachers will be at the front of the line and begin to walk into the seating area.
 3. Seniors will walk in male/female side-by-side in alphabetical order.
 4. Seniors will proceed into the seating area and remain standing through the national anthem until the senior class of 2015 is instructed to be seated.
- C. **National Anthem (Orchestra, Band, & Choir)**
- D. **Welcome (Danny Gorman & Sandra Cornejo)**
- E. **Introductions and Principal's Speech (Mr. Hoffland)**

F. Opening Remarks (Alice Ku)

G. Yearbook Dedication (Taryn Kaahanui & Assal Moazezi)

H. Music (Orchestra, Band, & Choir)

I. Commencement Address (Taylor Ryan)

J. Presentation of the Class of 2016

1. Mr. Hoffland will formally present the Class of 2016 to the representatives of the Governing Board.
2. Seniors will remain seated until each row is given their cue to stand.

K. Awarding of Diploma Folders

1. Each row will stand on cue.
2. The rows will proceed to the platform where the diplomas will be given.
3. The name of each senior will be read and the diploma will be presented by Dr. Baca (Superintendent) and Dr. Battle (Assistant Superintendent).
4. After the diploma is received, the graduate will change the tassel from the right side to the left side and return to his/her seat.
5. The students will remain standing until their entire row has returned and then be seated together.

L. Recessional, Alma Mater, Red & Blue (Orchestra & Band)

1. Seniors will stand for the playing of the Alma Mater.
2. The recessional march will be the same order as the processional.
3. Seniors will proceed to the area behind the chairs to form the "MC", and wait for the playing of the fight song.
4. Once the fight song begins, you may toss your caps in the air.