

## TERRA NOVA HIGH SCHOOL 2019 GRADUATION INSTRUCTIONS AND PROCEDURES

Dear Terra Nova parents, guardians and graduates,

Graduation is an exciting time for our students, faculty and staff. To help ensure, we facilitate smooth events for our graduates, please review the instructions and procedures. The graduation ceremony will take place Thursday, May 29<sup>th</sup> at 2:30 pm at the Coach Bill Gray Stadium at Terra Nova High School.

### I. SENIOR CHECK-OUT DAY – Thursday May 23rd:

- This is a mandatory attendance day.
- All bills must be paid before a student can check out. Bills must be paid to the Cashier with cash or money order. Checks are not accepted. Student bills are available upon request through the Account Clerk.
- To avoid delaying the process, students are recommended to ensure all of their books have been returned and bills are paid before this day.
- More information about the check-out process will be shared with students and families prior to May 23rd.

### II. GRADUATION TICKETS

- Seniors will get four graduation tickets.
- Additional tickets will be available for purchase by students only at \$8 dollars each.
- Tickets go on sale starting Monday, May 13<sup>th</sup>. Checks will not be accepted, cash only please.
- Graduation tickets will not be distributed until all bills are paid.
- Students are to see Mrs. Cruz in her office during brunch, lunch or after school to order and purchase extra tickets.
- **All graduation tickets will be distributed on Tuesday May 28th after graduation practice.**

### III. GRADUATION PRACTICE SCHEDULE

- FRIDAY, MAY 24<sup>th</sup> at 8:25 a.m.:
  - Students are to report directly to the gymnasium.
  - No student will be excused from practice for any reason whatsoever.
  - The entire graduation ceremony will be reviewed.
  - **No heels** are allowed on the artificial turf field. Wedge shoes are permitted.
- TUESDAY, MAY 28<sup>th</sup> at 8:25 a.m.:
  - Students are to report directly to the gymnasium.
  - No student will be excused from practice for any reason whatsoever.
  - After practice, caps, gowns and graduation tickets will be distributed.
  - Seating is alphabetical.

### IV. GRADUATION DAY- WEDNESDAY, MAY 29<sup>th</sup>:

- Senior Breakfast will be held in the Terra Nova Cafeteria at 8:00 a.m. More information to follow about this event.
- Students are to report to the gymnasium with cap and gown at 1:30 p.m.
- Processional to the ceremony will begin promptly at 2:30 p.m.

### V. GENERAL INSTRUCTIONS

- In order to participate in the graduation ceremony, seniors must attend all rehearsals. Therefore, we ask each graduating senior to keep 8:25 am to 1:00 pm on May 24<sup>th</sup> and 28<sup>th</sup> free from any commitments, including doctor or dental appointments, job interviews, etc.
- Any graduate who is under the influence of alcohol or drugs, at any school event, will not be allowed to participate in the graduation ceremony. Parents or guardians will be contacted to escort the graduate home.
- If you wish to take pictures in a cap and gown, it would be more convenient to do this at home prior to graduation. A professional photographer will take individual pictures of each student as he/she receives his/her diploma.
- Available for purchase is a souvenir tassel & cap package. It is on sale from the Registrar's Office after each graduation practice and after the ceremony. Cost is \$25 for both the tassel and graduation cap.
- Students are expected to wear appropriate graduation attire under their gown. Examples of appropriate attire are:
  - Dress shirt, dark slacks, pants or khakis, shoes and socks
  - Flat shoes only, semi-formal dress, dark pants and blouse
  - Shoes are mandatory. No heels will be allowed. Wedge shoes are permitted.
  - Leis are not allowed until the conclusion of the ceremony.
  - Decorated caps are not permitted.
- Handicap parking will be available in the stadium parking lot on a first come basis. Once parking is full, guests can be dropped off at the stadium entrance.

PLEASE BE SURE YOUR GUESTS HAVE THEIR TICKETS. NO ADMITTANCE WITHOUT A TICKET.  
LOST OR MISPLACED TICKETS CANNOT BE REPLACED. LAP CHILDREN DO NOT NEED A TICKET.

Graduation photographs will be available through Prestige Portraits by Lifetouch.  
Website and details will be available closer to graduation date.