



HOMEWOOD-FLOSSMOOR COMMUNITY HIGH SCHOOL DISTRICT 233

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E. Von Mansfield, Ed.D.
Superintendent

A Recognized School of Excellence



May 16, 2017

Dear Graduates, Parents or Guardians:

Graduation day is rapidly approaching! On behalf of the Homewood-Flossmoor Community High School administration, I want to congratulate each of you for a job well done and share with you some thoughts about the graduation ceremony to be held on Sunday, June 4, 2017. The graduation ceremony should be a positive, memorable experience for the entire family, and we are all responsible for the dignity and decorum associated with this ceremony. We do not want to have any situation that would embarrass either a graduate or a family. The graduation practice will be held on Friday, June 2, at 12:00 p.m. until 2:00 p.m. in the South Gymnasium. **In order to participate in the ceremony, all graduates must attend the practice or have a stand-in attend at the practice.** Caps, gowns and graduation tickets will also be distributed on June 2, at 2:00 p.m. until 3:00 p.m., immediately following graduation practice. During the practice, we will discuss with the graduates the following directions:

1. Dress must be appropriate for the ceremony. No informal dress will be tolerated. This means no tennis shoes, no bare feet, no shorts, no jeans, no beach flip flops (or other beach shoes), and no markings on the cap. Males must wear shirts with a collar.
2. Any student involved with smoking, fireworks, alcohol or drugs will be immediately removed from the practice and/or ceremony.
3. Any use of personal electronic devices, **including cell phones**, during practice or the ceremony is strictly prohibited. Violators will be immediately removed from the practice and/or ceremony.
4. As students walk across the stage to receive their diploma, their demeanor must be appropriate for the ceremony and they must not use any attention-getting antics.
5. If a graduate feels that he or she cannot handle the responsibilities as listed above, the graduate should return his or her cap and gown to the Principal's Office and pick up his or her diploma on Monday, June 5th, in the Guidance Department.
6. NO ONE is allowed on the field (except graduates and faculty) until AFTER the ceremony is concluded. This means no flowers, gifts, etc. can be given to graduates until the ENTIRE ceremony is completed.
7. It is important that caps not be thrown at the end of the ceremony. Please do not throw your cap. You must show your cap to get your diploma.
8. We do not distribute diplomas to students at the ceremony. Students will receive their diploma after the ceremony in the Fieldhouse.
9. Reminder, teachers will turn in all failure grades and incompletes to the Guidance Office by NOON on May 26. Those not graduating will be contacted.

Finally, we are asking for the cooperation of all parents, relatives and friends who attend the ceremony. Each family wants to hear the name of their graduate when the person is recognized. Therefore, we ask you to refrain from any verbal recognition so that everyone can hear the names as called. The ceremony will start promptly at 1:00 p.m. on June 4th on the Stadium Field.

In case of inclement weather, the ceremony will be held in the South Gymnasium. Each senior will be given three tickets. Two guests will attend the ceremony in the South Gymnasium (white tickets), and one guest (red ticket), will be able to view the ceremony on closed circuit TV in the Auditorium. Adults, siblings, relatives or friends must have a ticket to enter either the South Gymnasium or the Auditorium. The ceremony will also be streamed live. A link will be available on our website at www.hfhighschool.org on graduation day.

On Sunday, June 4th, if you have a question about the location of the ceremony, information will be made available by 11:00 a.m. thru the school website, or by calling the school at 799-3000. *Please carefully review the attached information on rain delay instructions. All of us want the Class of 2017 to graduate from Homewood-Flossmoor Community High School in the style in which they deserve. Let's all work together and cooperate to make this a positive and memorable experience for everyone.

Sincerely,

Dr. Von Mansfield, Superintendent

ATTENTION PARENTS/GRADUATES:

IN THE EVENT OF RAIN ON SUNDAY, JUNE 4, THE GRADUATION CEREMONY WILL BE HELD IN THE SOUTH GYMNASIUM AND THE FOLLOWING WILL BE IN EFFECT:

- **A DECISION WILL BE MADE BY 11:00 A.M. ON SUNDAY, JUNE 4, AS TO THE LOCATION OF THE CEREMONY.**
- **NO ONE WILL BE ALLOWED TO ATTEND THE CEREMONY WITHOUT A TICKET.**
- **ADULTS OR CHILDREN OF ANY AGE MUST HAVE A TICKET TO ENTER THE BUILDING WHERE THE CEREMONY WILL BE HELD.**
- **EACH GRADUATE RECEIVES TWO TICKETS FOR THE INDOOR CEREMONY.**
- **EACH GRADUATE WILL ALSO RECEIVE ONE TICKET FOR ADMISSION TO THE MALL AUDITORIUM TO VIEW THE CEREMONY ON CLOSED CIRCUIT TV.**
- **IF YOU ARRIVE WITHOUT A TICKET YOU WILL NOT BE ADMITTED INTO THE BUILDING. LOST OR MISPLACED TICKETS CANNOT BE REPLACED.**
- **THESE STRICT PROCEDURES ARE MANDATED BY THE FIRE CODE, DUE TO THE LIMITED SEATING CAPACITY ALLOWED IN OUR SOUTH GYMNASIUM. THESE PROCEDURES WILL BE ENFORCED.**
- **IF WE HAVE AN INDOOR CEREMONY NO BALLOONS OF ANY KIND WILL BE ALLOWED IN THE BUILDING.**
- **THANK YOU IN ADVANCE FOR ADHERING TO THE ABOVE RULES AND PARAMETERS, IF IT BECOMES NECESSARY TO HAVE AN INDOOR CEREMONY.**

WE LOOK FORWARD TO AN OUTSTANDING GRADUATION DAY FOR THE CLASS OF 2017!