



March 2013

Dear Parents of Graduating Seniors,

The 2012-2013 school year is quickly coming to a close which brings numerous end-of-year activities. This letter is to ensure you have all of the information you and your graduate need in order to enjoy your student's graduation from Arcadia High School. It includes information regarding Arcadia's Commencement Ceremony, expectations surrounding the Commencement Ceremony, and important reminders regarding dates and times of senior activities. Please remember there is no special meeting for parents; however, we are meeting with all senior students on Wednesday, March 27. If you have concerns as graduation approaches please do not hesitate to contact Mrs. Janet McFarlin (480-484-6321), Educational Services Assistant or Mr. Dale Link (480-484-6303), Assistant Principal for Educational Services.

THE COMMENCEMENT CEREMONY

The Commencement Ceremony for the Class of 2013 is on **Thursday, May 23 at 8:00 PM**. It is to be held on the James Baker athletic football field located on Arcadia's campus. This year's graduation occurs a day prior to the final day of school – please see school calendar on SUSD's website. Graduating students will be issued **four** tickets (two rain and two general admission) free of charge. Each additional ticket will cost **\$8.00** and can be purchased at the bookstore. Be sure to safeguard the "rain tickets". In the event of rain and/or inclement weather, the ceremony will be moved to the auditorium and only rain tickets will be granted admission to the ceremony. Since our stadium may not have enough seats to accommodate all families, we need to employ an equitable protocol for students and families to obtain admission tickets based on a fair distribution process. Commencement tickets are available for sale beginning **May 16, 2013**. Students are able to purchase additional tickets (4 each day) until the bookstore sells all tickets. We feel this is the best way to ensure all students have an equal opportunity for purchasing additional tickets. Prior to purchasing tickets, students need to make sure all bookstore and library obligations are paid in full. **In order to accommodate our guests who require special handicap seating** please contact Janet McFarlin to arrange for our assigned seating area. In past years, we have been able to accommodate all ticket requests and will strive to continue this goal.

EXPECTATIONS FOR COMMENCEMENT

Students are to report to their assigned rooms by **7:00pm**. They will receive instructions as they put on their caps and gowns. We are asking our students to dress appropriately for the Commencement Ceremony. Acceptable attire is as follows:

- Males-shirt, dress pants, shoes and socks (tie if desired)
- Females-dress, skirt and blouse or dress pants

Students are not allowed to alter their caps or gowns in any manner (this includes writing on their caps). Students are not allowed to bring any items to the field during the Commencement Ceremony. Any items brought to the field will be confiscated. SUSD policies are in effect that evening and all students are expected to conduct themselves in a respectful and dignified manner.

Parking on graduation night brings an increased traffic flow to our parking lots. Therefore, we suggest that you give yourself and your family plenty of time before the ceremony to arrive, park and obtain your seats before the start of the ceremony (gates open at 6:30pm). Since parking is limited at Arcadia carpooling is strongly suggested.

Guests should be seated in the stands **prior** to the processional, which will **begin promptly at 8:00pm**. Guests are reminded that Commencement Ceremony is a solemn event and that they should conduct themselves accordingly. It is embarrassing for students and school officials when it becomes necessary to address the behavior of people in the audience. We want everyone to enjoy this special evening.

Due to the disruptive nature of these items to others in the audience, the following are not permitted into the stadium for the Commencement Ceremony:

*Signs, horns, balloons, audio enhancing devices (e.g. megaphones) or any other devices.

***Security or police will confiscate items**

Reading of the last graduate's name deserves the same quiet respect as the reading of the first graduate's name.

For safety reasons, we request that parents and guests remain off the track and field prior and during the reading of the graduates' names. Please **do not leave your seat** until ALL the graduates have been recognized. Movement in the audience during the Ceremony can be extremely disruptive to others. Following the Ceremony, wait a few minutes before joining your graduate to allow students to make contact with their assigned teachers and receive their diplomas. Please do not allow anyone in your group to jump over the barrier onto the field. Graduates, their families, and friends will have plenty of time to take pictures and celebrate on the field prior to leaving for Project Graduation.

We have arranged for a professional photographer to take an individual picture of each graduate. Your students will receive information about picture orders during our Senior meetings. If information is misplaced or lost please contact Mrs. Janet McFarlin.

DATES TO REMEMBER:

Fri. April 19th - **Senior Survey Deadline.**

Fri. May 10th - **Senior Picnic** – at the R&G Ranch @ 11:30 am.

Mon. May 13th - **Senior Variety Show and Mr. Titan Night** – Auditorium @ 7pm.

Wed. May 15th - **Senior Honors & Awards Night/Senior Athletes Awards Night** – Auditorium @ 7pm

Thurs. May 16th - **Senior Breakfast** – during 2nd hour (8:43 am...)

Thurs. May 16th - **Distribution of Tickets** – 4 tickets free with cap, gown (Balfour). Each additional ticket may be purchased for \$8 in the bookstore. You may purchase additional four tickets each day until bookstore sells all tickets.

Thurs. May 16th - **Distribution of Caps and Gowns** – Auditorium lobby after Sr. breakfast.

→All fees must be paid first!!!!

Thurs. May 23rd - **Graduation Picture information** – card handed out with Diploma at graduation night.

Graduation is a special time in everyone's life and we know how excited our seniors are about their time in the spotlight. You can be a big help to your seniors by making sure they are prepared to enjoy the occasion. Over the years, Arcadia's Commencement Ceremonies have been outstanding and we expect this one to rank among the very best. We look forward to an enjoyable evening and a memorable graduation. Thank you in advance for your support.

Sincerely,

Mr. John Biera
Proud Principal of Arcadia High School