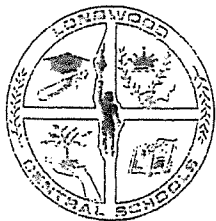


LONGWOOD CENTRAL SCHOOL DISTRICT  
35 YAPHANK-MIDDLE ISLAND ROAD • MIDDLE ISLAND, NEW YORK 11953-2373

LANCE LOHMAN, Ed.D.  
Superintendent of Schools



SAM AHMED, Ed.D., Principal  
RUTH DESRONVIL, Assistant Principal  
MICHAEL S. KAPFER, Assistant Principal  
BARBARA MERKLE, Assistant Principal  
KENNETH O'NEILL, Assistant Principal  
SCOTT C. REESE, Assistant Principal  
JAMAL WALCOTT, Assistant Principal

LONGWOOD SENIOR HIGH SCHOOL  
100 LONGWOOD ROAD  
MIDDLE ISLAND, NY 11953-2056  
631-345-9200  
FAX 631-578-1458

June 2023

Dear Parent/Guardian:

Please review this letter with your child, as it provides important details regarding Graduation Rehearsal, scheduled for Tuesday, June 20<sup>th</sup> at 7:30 a.m., as well as Graduation. **ALL GRADUATING SENIORS MUST ATTEND REHEARSAL.**

**Graduation Rehearsal:** Bus transportation will be provided. Students are to follow their regular A.M. bus schedule and report directly to the Auditorium upon arrival to school. It is anticipated that Graduation Rehearsal will conclude at approximately 9:30 a.m. **(THERE WILL BE NO BUS TRANSPORTATION AFTER 11:15 a.m.) STUDENTS WHO CANNOT ATTEND REHEARSAL DUE TO AN EMERGENCY MUST CALL THE MAIN OFFICE AT 631-345-9200 TO MAKE AN APPOINTMENT TO PICK UP THEIR CAP AND GOWN, INVITATIONS AND RAIN DATE TICKETS.**

IT IS IMPORTANT TO NOTE THE FOLLOWING:

- 1) Receiving a cap and gown for your child does NOT guarantee that he/she will graduate.
- 2) In order to participate in our graduation ceremony, students **MUST MEET ALL NYS GRADUATION REQUIREMENTS.**

**Graduation Day:** Commencement will take place on Friday, June 23, 2023 at 5:30 p.m.

- Students must report to their assigned classroom **NO LATER THAN 4:30 p.m.**
- Students will return to their assigned classroom at the conclusion of the ceremony to pick up their diploma.
- **Traffic will be challenging.** Please arrive **no later than 4:30 p.m.** so that your graduate will be on time. The ceremony will begin **PROMPTLY** at 5:30 p.m.
- Handicapped-accessible seating will be available.
- A photographer will be present to take pictures of each graduate as his/her diploma is presented. Every parent/guardian will receive proofs via email and through a direct mailing.

*www.longwood.k12.ny.us*  
*"Every One...Every Day"*

(over, please)

and will have an opportunity to purchase additional prints. Therefore, parents/guardians, relatives and friends should not leave their seat to take pictures. Please respect the significance of the occasion, as well as the rights of others, to view the ceremony without obstruction.

- You will be able to view the High School's Commencement ceremony via the livestream link at: <https://livestream.com/longwoodcsd1/graduation2023>.
- Longwood High School and its grounds are, by law, a "smoke-free" environment. We ask that all spectators observe the ban on smoking including the use of any type of vaping device and electronic cigarettes.
- The rain date for Graduation is Saturday, June 24<sup>th</sup> at 9:00 a.m. if weather conditions prevent the scheduled ceremony on Friday. If that is the case, an automated notification system will be utilized to notify all seniors of this change. Rain-date tickets will be distributed at Graduation Rehearsal and are to be used ONLY if rain prevents an outdoor ceremony on Saturday morning, June 24<sup>th</sup>. In that case, graduation will be held in the Gymnasium at 12 noon. Due to fire regulations, gymnasium seating is LIMITED to two ticket holders. Additional 'overflow' seating will be available for two additional ticket holders in the auditorium and additional classrooms, as needed, where the ceremony will be simulcast in our air conditioned facilities.

Your child has been working toward this day for many years. It is a serious and dignified event. Appropriate dress is required. Additionally, we ask that you model solemnity and dignity as either a participant or an observer. It is a joyful passage into adulthood marking an important milestone in life. The ceremony should be enjoyable and inspiring not tarnished by inappropriate or immature behavior. Please stress to your son/daughter that you will not tolerate any actions that will embarrass parents, relatives, or Longwood High School.

Congratulations and thank you for your support.

Sincerely,



Sam Ahmed, Ed.D.  
Principal

/lm

enclosures (5)

c: L. Lohman, Ed.D., Superintendent  
High School Administration  
J. Perrotta, Director/School Safety



## LONGWOOD HIGH SCHOOL GRADUATION INFORMATION



### *Graduation Rehearsal:*

Students should report to the High School Auditorium on Tuesday, June 20, 2023 at 7:30 a.m. for Graduation Rehearsal.

### *Distribution of Cap and Gown, Announcements, Rain Date Cards:*

Students must meet the necessary graduation requirements before their Cap and Gown, Graduation Announcements and Rain Date Tickets are released to them. Distribution will take place after Graduation Rehearsal on June 20<sup>th</sup>.

### *Books and ChromeBooks Returned:*

**Students must return all class and library books, uniforms, ChromeBooks and calculators before Graduation (June 23rd) or it will result in the holding back of their diploma.** Times will be set-up after Graduation and the following week for students to settle deficiencies and pick-up their diplomas.

### *Graduation Instructions:*

Longwood High School Graduation will take place on Friday, June 23, 2023 at 5:30 p.m. Students must be in their assigned classroom by 4:30 p.m. The ceremony will take place on the High School Football Field. The Class of 2023 will be seated on the bleachers, family and friends will have unlimited seating on the football field (tickets are only needed if the ceremony is moved indoors on Saturday, June 24<sup>th</sup>).

If it rains on Friday, June 23rd, Graduation will take place on Saturday, June 24, 2023 at 9:00 a.m. with the same arrangements as stated above. Students must be in their assigned classroom by 8:00 a.m. In the event of inclement weather on Saturday, June 24<sup>th</sup>, Graduation will be moved indoors and begin at 12:00 p.m. in the High School Gymnasium. Students must be in their assigned classroom by 11:00 a.m. Because of limited seating, students will receive two (2) admission tickets for the Gymnasium and two (2) admission tickets for the Auditorium. Graduation will take place in the Gymnasium while being aired in the Auditorium and additional classrooms as needed.

Each graduating senior will receive four (4) Longwood Senior High School Graduation Announcements. Enclosed inside one envelope are the above-mentioned Rain Date Tickets, to be used only if Graduation is moved indoors on Saturday, June 24<sup>th</sup>.

(over, please)

In the event of inclement weather, an automated notification system will be utilized to notify all High School Seniors advising them of the decision to reschedule Graduation for Saturday, June 24<sup>th</sup>.

When attending Graduation, family and friends should allow time for traffic and parking back-ups.

Students should wear proper attire under their gown. Due to walking/climbing on the bleachers and walking on the artificial turf, students should not wear *Flip-flops, shoes with slick soles or spike heels*.

Students should not bring any valuables or additional items; we cannot guarantee the safety of them. Leave all purses, bags, etc. at home. Cell phones will be needed for the Commencement Photography Cards. Phones should not be utilized or visible during the Graduation Ceremony.

After the Graduation Ceremony, students will proceed back to their assigned classroom at which time diplomas will be given to students. Any errors on the diplomas (i.e. spelling) will be addressed on Monday, June 26, 2023. Students are to return the diploma to Counseling Center South and a new one will be ordered.

#### **Graduation on the Football Field:**

*Due to the artificial turf football field, it is requested that NO shoes with spike heels of any kind be worn, flats or wedge shoes are preferred. No drinks, other than water, are permitted on the field. **No lawn chairs, coolers, noisemakers or umbrellas are permitted.***

There will be a tent on the boys' and girls' side of the football field to be used as shade for the elderly and/or ill along with one person to accompany them. **Seating is limited and is on a first-come, first-serve basis – there will be no reserved seating under the tents.** Handicapped seating will be available on the track along with one person to accompany them. Also, for your comfort, the Commencement ceremony will be shown via LiveStream in the ***air-conditioned*** High School Auditorium, on **Friday, June 23rd at 5:30 p.m.** No tickets are required.

Family and Friends will be able to view the High School's Commencement ceremony via the livestream link at:

<https://livestream.com/longwoodcsd1/graduation2023>

OR by signing on to the Longwood School District website where the link can be found under "LIVESTREAM".

If you have any questions regarding graduation, please call 631-345-9209.



# GRADUATION CAP DECORATIONS



Decorations on graduation caps (mortarboards) are a symbol of pride and accomplishment. After 12 years of education within Longwood, our remarkable students have made many important memories, achievements, and bonds that have influenced their lives greatly. On such a momentous occasion, these bright young adults will be able to express themselves at the pinnacle of their secondary education. It is our hope that students use this opportunity to honor what they have done over the course of their lives and make graduation all the more memorable and special.

## *Guidelines for Decorating*

- Mortarboards are 12 in. x 12 in.
- Decorations may not hang off the edges of the caps
- Only decorate the flat top
- Caps may not be three dimensional with the exception of beads and bejewels

## *Suggestions for Decorations*

- Inspirational Quotes
- Mascots
- School Activities i.e. sports, theater, clubs
- Family members and/or pets
- Influential figures
- Expressions of gratitude
- Future plans/goals
- In memoriam

*All decorations must follow the Longwood High School Code of Conduct, including:*

- Any expression or insignia which may be interpreted as obscene, or libelous, which advocates racial or religious prejudice or other bias, gang related, or as disruptive
- Markings of tobacco, alcohol, or drugs
- Messages of nudity, lewdness, profanity, violence, and/or poses a physical danger

# LONGWOOD HIGH SCHOOL GRADUATION

## The Dos and Don'ts



### DO ☺

- Wear a complete set of clothing under your robe.
- Behave appropriately - this is an auspicious occasion, and dignified behavior is expected.
- Wear your academic attire - follow guidelines for decorating your graduation *cap* (see *guidelines on reverse side*).
- On Graduation Day, students should fill out the peach name card; spell your names phonetically on the card to ensure proper pronunciation.
- Follow instructions from Ms. Hoch and Ms. Skadl.
- Men ONLY - remove your cap for the Pledge of Allegiance.

### DO NOT ☹

- Do NOT chew gum.
- Do NOT throw any objects whatsoever; i.e. balloons, beach balls, etc.
- Do NOT throw caps.

# LONGWOOD HIGH SCHOOL



# SENIOR WALK



Thursday, June 22<sup>nd</sup>  
10:00 a.m.

## Attention All Seniors

On Thursday, June 22<sup>nd</sup> you are invited back to your former elementary school to walk the halls in your caps and gowns! Your participation in this Senior Walk will show our young students how your dedication and hard work has paid off. Additionally, you will have the opportunity to see the teachers who helped to build your educational foundation.

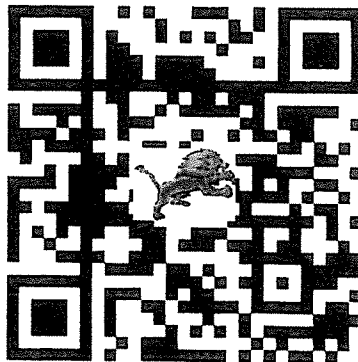
If you are a senior who did not attend elementary school in the Longwood School District, we welcome your participation by attending the elementary school closest to your current home address.

Remember to:

- Arrange transportation ahead of time (no busing provided)
- Wear your Longwood graduation cap and gown
- Arrive promptly at 10:00 a.m.
- Report to the elementary school Primary Center

---

Please complete the Senior Walk Google Form by clicking the QR Code below



*Due by Friday, June 16, 2023*

LONGWOOD HIGH SCHOOL

*class of*  
**2023**

Meet in Cafeteria 1 and Cafeteria 3 after Graduation  
Rehearsal on

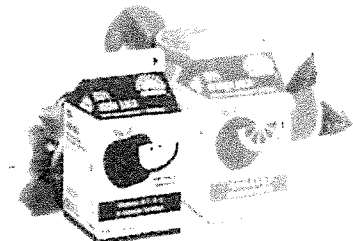
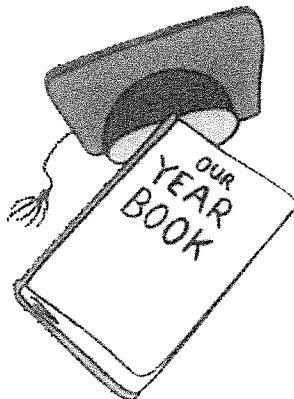
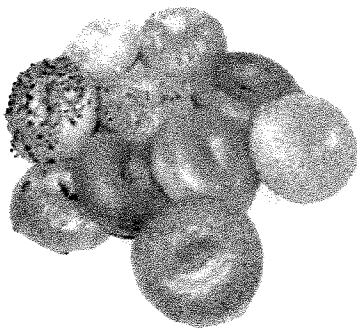
**Tuesday, June 20th**  
for

**BREAKFAST**

**&**

**YEARBOOK SIGNING**

(9:30 a.m. - 10:30 a.m.)





**ATTENTION GRADS!**

# **COMPLETE YOUR GRAD CEREMONY REGISTRATION!**

**PLEASE SCAN  
THE QR BELOW**



**Longwood High School**

