

Greetings WFHS Seniors,

April 12, 2024

Congratulations on reaching this milestone in your life! Your graduation ceremony marks the culmination of years of hard work and dedication. We look forward to celebrating with all seniors who meet the requirements for graduation from West Florence High School. Graduates must successfully complete 24 required units and adhere to the district's attendance policy in order to receive a high school diploma and participate in the graduation ceremony. Students with absences exceeding the allowed amount should attend attendance recovery sessions each morning from 7:30 - 8:30 a.m. in the auditorium.

**Senior Exam Schedule:**



The graphic features a yellow background at the top with the West Florence High School logo (a sword and the letters WF) on the left. To the right of the logo, the text reads "WEST FLORENCE HIGH SCHOOL" in black, "FINAL EXAM SCHEDULES" in white with a green outline, and "SPRING 2024" in white with a green outline. Below this is a dark green background with "SENIOR EXAMS" in large, yellow, outlined letters on the left. On the right, the text "Monday, May 6 - Thursday, May 9" is in yellow, followed by a list of exam dates and times in white: "Monday, May 6: 1st Block Exam", "Tuesday, May 7: 2nd Block Exam", "Wednesday, May 8: 3rd Block Exam", and "Thursday, May 9: 4th Block Exam".

Seniors may turn in Chromebooks and textbooks to the media center upon completion of exams. This will help expedite the Senior Checkout process.

**Senior Checkout:**

Senior Checkout will take place on May 17 from 9:00 a.m. to 12:00 p.m. in the auditorium. During Senior Checkout, Seniors who have returned all district-owned technology, textbooks, athletic uniforms, and have paid all of their outstanding fees will get their graduation tickets and graduation packets. Seniors should check with Ms. Hatfield, the West Florence Bookkeeper, before finishing their exams for an update on any outstanding fees.

### **Graduation Tickets:**

Each graduate will receive **11** tickets for the WFHS graduation ceremony. Tickets will be distributed to graduates (or a family member listed in PowerSchool) during Senior Checkout Day. In order to receive tickets, all fees must be paid in full and all school-owned materials must be returned. Graduates or their designee must present either a current student ID or driver's license in order to pick up graduation tickets.

### **Baccalaureate Services (Optional):**

The WFHS Baccalaureate service will occur Sunday, May 19 at 2:00 p.m. in the West Florence High School Auditorium. During this ceremony, an inspirational message will be shared with seniors and families. Graduates should wear caps and gowns for this ceremony. Graduating seniors and Junior Marshals must report to the WFHS media center no later than 1:00 pm. on Sunday, May 19. Guests will report to the auditorium upon arrival for the Baccalaureate service.

The Baccalaureate service is a wonderful opportunity for graduates and families to take graduation photos on the WFHS campus before our graduation.

### **Graduation Rehearsal (Required for all seniors participating in the graduation ceremony):**

Graduation rehearsal will take place Wednesday, May 22 from 8:30 a.m. to 10:30 a.m. at the Florence Center. Rehearsal allows graduates to become familiar with the graduation process and ensures that every graduate is at ease for the May 23 graduation ceremony.

Seniors should wear regular school attire and meet at the Florence Center on Wednesday, May 22, at 8:00 a.m. and remain until the end of practice at 10:30 a.m.. To participate in the ceremony, candidates must be present for practice. ***Seniors who do not plan on participating in graduation exercises must notify Britton Yarborough by May 1, 2024***

### **Graduation Ceremony (Graduate Information):**

**West Florence Graduation is Thursday, May 23 at 10:00 a.m. Graduates are expected to be at the Florence Center no later than 8:30 a.m. Florence Center doors open for guests at 9:00 a.m. for parents and guests.**

Graduates will be given a parking pass that needs to be displayed in their car window to park in Gate 3 (South Parking Lot). After parking, graduates will take the path around the Florence Center, walk down the stairs, enter the facility through Door #7, and proceed to the ballroom. Graduates will take his/her assigned seat in the ballroom while waiting for the procession into the arena for the ceremony. Please see the attached map for more information.

Graduates are required to have gowns unzipped prior to entry to the Ballroom for security pre-screening. Please refrain from bringing bags, purses, or other items, there will be no items left in the holding area once the procession begins. Graduates will be seated alphabetically for the graduation ceremony.

Upon completion of the ceremony, graduates will exit through Door #7 and continue to the South Parking Lot.

### **Graduation Attire:**

All graduates should wear graduation caps and gowns for the graduation ceremony. Graduating seniors should have already ordered their caps and gowns. Any graduating senior who has not ordered his or her graduation attire needs to see Ms Yarborough in the Guidance office immediately.

Male graduates are expected to wear a white button-down collared shirt with a tie. Males should wear dress slacks (brown or black) and dress shoes. Females should wear either a dress, skirt, or dress slacks and blouse. Females should wear comfortable dress shoes that will allow them to safely walk across the stage. Extremely high heels are discouraged. Graduates may not wear jeans, sneakers, crocs, bedroom slippers, or flip-flops. Graduation caps and gowns may not be decorated or altered in any way. Graduates may wear approved stoles and honor cords for the ceremony.

**Graduation Seating and Recognition During the Ceremony (Graduates):**

The Florence 1 Schools Board of Trustees revised Board Policy IKF-Graduation Requirements in February of 2023. This policy outlines the requirements for recognition as the Valedictorian or Salutatorian, Board of Trustees Scholar, Double Cord, or Single Cord graduate. The updated policy changed the seating practices for graduates. All students will now be seated and called in alphabetical order instead of being grouped by honor designation. Honor graduate designations will still be recognized with medallions or cords as well as printed in the graduation program.

**Graduation Ceremony (Guest Information):**

All guests are required to have a ticket for entry. Children ages 3 and under who are seated in an adult's lap are permitted without a ticket. Doors to the Florence Center will open at 9:00 am and seating is general admission. Guests are asked to park in the West Lot, Gate 3. Overflow parking will be in the East Lot through gate 5. Please follow all traffic signs and event staff directions. Please refrain from parking in neighboring business parking lots.

Upon entering the Florence Center, guests will enter through designated doors and participate in a pre-screening process. Please note that balloons, banners, noise makers, flags, flowers, or posters will not be allowed into the facility.

Guests are asked to remain seated during the ceremony. Late arrivals to the ceremony will not be permitted to enter the arena until the graduation processional is complete. Guests are not allowed onto the arena floor before or after the ceremony.

In order to allow every graduate to be recognized and have his/her name heard, we ask that guests hold applause until each group of graduates has been recognized. This is a formal ceremony and the expectation is that all guests maintain proper decorum.

Again, congratulations on your outstanding academic achievement. I encourage you to take full advantage of all the senior activities that are planned to celebrate YOU over the next few weeks! This is a special time in your life, and you have worked hard for your achievements. I am honored to be your principal and I am incredibly proud of you and your accomplishments.

Sincerely,

Matthew Dowdell  
Principal  
West Florence HS