

Dear Senior Class Members and Senior Parents/Guardians:

On behalf of the members of the Indian Hills High School Administration, I congratulate you on the successful completion of your high school education. I am very proud of all of our students and I am confident that we will have a wonderful graduation ceremony for everyone to enjoy and remember.

The following information is an update on the planning procedures and policies involved in this graduation event. Attendance at graduation is a privilege, not a right, granted to those seniors who agree to participate cooperatively in the ceremony that has been planned for you, your family, and your friends. **If you choose not to take part in the graduation exercises, a note signed by a parent/guardian must be given to Mr. Bushta, Assistant Principal, by June 12th advising him.** Students not participating in the graduation ceremony may pick up their diplomas the morning after graduation, Thursday, June 25th, in the Indian Hills Main Office.

DISTRIBUTION OF CAP AND GOWNS: All seniors will receive their cap and gown packet on Wednesday, June 10th, during lunch block. *When you arrive home, please try the gown on immediately to ensure it fits correctly.* Should you have any concerns, please contact Jostens at **973-403-8755** so that they can attempt to rectify the problem.

DECORATION OF CAPS: Caps are allowed to be tastefully decorated. If you choose to use the abbreviation of your future school, please make sure it is not inadvertently inappropriate. (Additional details for decorating caps will be posted on Schoology)

OBLIGATIONS:

All obligations to the school must be met in the few days **prior** to the rehearsal. For example: library fines, overdue books, laptops, return of physical education locks, athletic equipment, etc. **If these obligations are not met, your diploma will not be given to you until the outstanding issues are resolved.**

REHEARSALS:

1. Graduation is scheduled for **Wednesday, June 24th, at 4:30 PM.**
2. In order to participate in the ceremony, seniors must attend the rehearsal on **Tuesday, June 23rd, and on Wednesday, June 24th.** If your college or university schedules a mandatory orientation for either of those days, you **MUST** produce written evidence of that obligation and secure prior permission from Mr. Bustha to miss the rehearsal.
3. On **June 23rd**, all Seniors should report to school by **8:20am** in the **Cafeteria**. On **June 24rd** all students should arrive by **8:20am** in the **Upper Gym**. The rehearsals are expected to last 3 to 4 hours, depending upon the cooperation of the class members in learning the procedures. We will rehearse both an indoor and outdoor graduation procession, depending on the weather.
4. Please do not schedule doctor/dentist appointments, college testing, work, or any commitments prior to 12:30 PM on the rehearsal day as you will NOT be excused. ***Students, who are absent or late for the rehearsal, may not be allowed to participate in the graduation ceremony.*** We expect graduates to give us their complete cooperation during the rehearsal. Those students who do not cooperate may jeopardize their participation in the graduation ceremony.

DRESS:

1. The Indian Hills Administration reserves the right to deem attire appropriate **prior** to the ceremony. Any graduate who is inappropriately dressed will not be permitted to participate in the graduation ceremony.
2. Students are encouraged to dress in a semi-formal manner for the ceremony. Sneakers, flip-flops, moccasins and spiked heels are not permitted.
3. No flowers should be sent to the school or worn during the processional and ceremony.

CEREMONY PREPARATION FOR SENIORS:

1. On the evening of graduation, you are to report to the Cafeteria at **3:30pm**.
2. No one will be permitted to leave the Cafeteria after **3:45 PM** for **any** reason whatsoever. Please handle all other business before that time. Please have your friends, relatives, and other guests go directly to the graduation ceremony location. They should **not** accompany you to the cafeteria.
3. You will be required to comply with the dress code in order to line up. As mentioned before, **any graduate who is inappropriately dressed will not be permitted to participate in the graduation ceremony.**
4. Any graduate who arrives for the graduation ceremony and is demonstrating signs or symptoms of being under the influence of any substance will **not** be permitted to participate in the ceremony. In such a case, the student will be required to undergo a substance screening per RIH District Policy.
5. The ceremony lasts approximately 1-1/2 hours from line-up to recessional.
6. At the conclusion of the ceremony, diplomas should be picked up in the end zone distribution area.

GRADUATION CEREMONY DETAILS FOR PARENTS AND GUESTS:

1. Each graduating Senior has received a graduation ceremony announcement with their cap and gown packet. (These are not tickets.)
2. Every effort is made to hold the ceremony outdoors at the Hank Boggio Athletic Field so that as many guests who wish to attend the event are welcome to do so and **no** tickets are required. The weather forecast is monitored carefully. An announcement will be posted on the Ramapo Indian Hills District website, www.rih.org, and a reverse 911 phone message will be issued should the weather be inclement and the event is forced to move indoors to the William Librera Gymnasium which limits the number of guests to view the ceremony in person to **two guests per graduate. NO ONE will be admitted to the indoor ceremony without a rain ticket.** The rain tickets will be distributed only after the rehearsal practice. **PLEASE BRING THE RAIN TICKETS WITH YOU**

REGARDLESS OF THE WEATHER!!!! The remaining guests will be able to view the ceremony via simulcast in the Auditorium. No tickets are required for the simulcast area. The event will be live streamed on YouTube rain or shine.

3. Seating will be on a first come, first served basis at all sites. The orientation of the ceremony will be towards the home bleachers which are ADA compliant. Should you plan on inviting any physically-challenged guests, it is strongly recommended that you check out the bleachers in advance to determine if they are suitable for your guests. There will be no trackside seating! Please plan to drop off physically-challenged guests at the Senior Parking Lot. The event will be simulcast regardless of the weather.
4. Parking is always challenging at Graduation. Please consider parking your car at the Coppertree Mall located at the foot of Yawpo Avenue. Shuttle bus service will be provided. Seniors should be dropped off no later than 3:30 pm.
5. Professional photographers from Lors Photography will be taking photographs of the ceremony, including individual pictures of the awarding of “diplomas”. These photographs will be available for purchase on-line after 48 hours at lorsstudio.smugmug.com/Indian-Hills-HS. The customer service number for Lors is 908-964-0847.

Please be advised that guests must remain in their seats throughout the entire graduation ceremony from the start of the processional until the completion of the graduation. Please do not leave your seat for video or personal photography at any time during the ceremony. No drones are permitted.

6. In the event our outdoor ceremony is interrupted by an unforeseen weather event and/or activation of our lightning detection alerting system, please evacuate the stadium without delay and in an orderly fashion. Seek shelter in a vehicle nearby, or inside the high school. If evacuating to the high school, please enter the building through the auditorium or main entrance doors and proceed to the designated simulcast areas. Once everyone is safely sheltered, an announcement will be made directing those with indoor graduation tickets to proceed to the upper gymnasium. The ceremony will resume indoors within 45 minutes.
7. The buses for Project Graduation will board the students at the Main Entrance area.

Sincerely,

Dr. Gregory Vacca
Principal