

Dear Parents of the Class of 2019:

Graduation is fast approaching, and I would like to congratulate you and your senior(s) for this accomplishment. Graduation from high school is a milestone event in the life of every student. Your hard work and dedication over the last thirteen years of schooling have made this special occasion possible. I am sure you are as proud of your senior(s) as we are!

The purpose of this letter is to share some important information regarding end-of-year activities for our senior class. The following information details important dates and events leading up to our Graduation Commencement Ceremony:

1. The **Senior Awards** program will be held on Tuesday, May 21, 2019 at 7:00 p.m. in the Melbourne High gymnasium. Seniors receiving awards will be given an invitation to this event. If your senior receives an invitation, please be sure to RSVP so we have an accurate head count for refreshments.
2. **Senior exams** are scheduled for Friday, May 17 through Wednesday, May 22, 2019. The exam schedule will be advertised in school, through email, and posted on our school website. Seniors are expected to complete all final exams.
3. The **last day for seniors** on campus will be Wednesday, May 22, 2019.
4. **Graduation practice** will take place at Thomas W. McIntyre Stadium on Thursday, May 23, 2019 at 9:30 a.m. Graduating seniors should report to the gymnasium by 9:15 a.m. for this important rehearsal. **GRADUATION PRACTICE IS MANDATORY FOR ALL GRADUATING SENIORS.** The only exceptions granted will be for seniors taking AP or IB exams at the time of graduation practice. Graduation practice will last approximately two hours. We will distribute graduation programs, tassels, and tickets to graduating seniors at the end of practice. **This is the only time seniors will be able to receive their tassels and programs.** We will provide lunch to the senior class immediately following practice.
5. Students should be absolutely certain they have taken care of all responsibilities concerning grades, credits, and attendance well in advance of graduation practice. Please contact the appropriate teacher, counselor, or administrator if there are any questions.
6. Our **Graduation Commencement Ceremony** will take place on Friday, May 24, 2019 at 7:00 p.m. at Thomas W. McIntyre Stadium. Seniors will need to arrive at school between 6:00-6:15 p.m. The specific location will be given to seniors at graduation practice. Seniors must be in line and ready for the processional by 6:45 p.m.

**7. DISTRICT POLICY REQUIRES THAT STUDENTS MUST HAVE COMPLETED ALL GRADUATION REQUIREMENTS PRIOR TO MAY 24, 2019 IN ORDER TO PARTICIPATE IN THE GRADUATION COMMENCEMENT CEREMONY. THERE ARE NO EXCEPTIONS.**

8. **Seating**-Every senior who has earned the right to participate in our Graduation Commencement Ceremony will receive two tickets to the ceremony for their family. These tickets entitle the bearers to sit on the field during the ceremony. Present your tickets to the gate attendant on the **north** end of the field (next to TD Bank) on the day of the event to gain access to the field. Gates to the field will open at 6:00 p.m. All other family members in attendance must sit in the home or visitor football stands. Seating in the stands is general admission and does not require a ticket.

9. Dress for seniors during the Graduation Commencement Ceremony should include the following:

A. **Ladies**: A dress of lighter color (the graduation gown is white), cap with tassel, graduation gown, & dress shoes.

B. **Men**: Slacks and a shirt with a collar, necktie, cap with tassel, graduation gown, & dress shoes.

10. Students will receive a diploma cover during the Graduation Commencement Ceremony. Diplomas will be available immediately after the ceremony in designated classrooms in Building 8 (two-story classroom building directly behind the south endzone).

11. Students will receive their high school diploma if they have satisfied the following requirements:

A. Completed all academic and attendance requirements for graduation.

B. Paid all school fines, fees, and/or other financial obligations.

C. Returned all library books, textbooks, or other school-owned materials.

D. Completed the Graduation Commencement Ceremony in an appropriate manner, exhibiting the dignity, respect, and proper decorum necessary for this important event.

12. A photographer will take a picture of each graduate receiving his/her diploma cover from the Principal. You may purchase these photographs directly from Dean Stewart Photography. We will provide specific information to seniors about graduation photos during graduation practice.

13. You can purchase flowers for your senior(s) online and pick them up at Tom McIntrye stadium the day of graduation. Log on to [www.thecommencementgroup.com/melbournehs/](http://www.thecommencementgroup.com/melbournehs/) to place your order. It's convenient and a portion of the proceeds are donated by the company back to Melbourne High.

14. Seniors who have not yet ordered their cap and gown for graduation should contact Jostens representative Ryan Comparato as soon as possible at 321-242-2055. Information can also be found online at <https://www.jostens.com/apps/store/customer/1038608/Melbourne-High-School/>

15. Our graduation ceremony is outdoors, so inclement weather is always a possibility. We will make every effort to finish our Graduation Commencement Ceremony on Friday, May 24.

If it is raining heavily at 7:00 p.m. we will delay the start of the ceremony until there is a break in the weather. Be advised that we may delay the start of the ceremony as late as 10:00 p.m. if necessary. Many people have made travel plans around our Friday evening graduation, so we will do our best to finish the ceremony on Friday evening as planned.

We will conduct the ceremony in a light/medium rain if necessary. **Students are permitted to bring a clear plastic poncho to wear over their graduation gown if it rains.** We will continue in the rain unless there is lightning in the area. In that case, we will make an announcement over the P.A. system in the stadium and evacuate the field. Seniors will return to their designed staging area. Guests will have to return to their vehicles to wait out the storm. We will keep you updated via Blackboard Connect emails and telephone calls about when we will resume the ceremony.

We have a contingency planned to move our ceremony to Saturday morning, May 25, in the unlikely event that the weather on Friday evening will not allow us to graduate outdoors. However, we will only move the graduation ceremony to Saturday as a last resort.

Finally, we ask your help to make sure that our commencement ceremony runs smoothly. The Class of 2019 is very special and deserves to have a memorable ceremony. Since graduation is such a meaningful event, it is essential that we conduct the ceremony in a proper and dignified manner. **Air horns, beach balls, or other disruptive items that distract from the ceremony are not appropriate for this event, and we ask you to leave them at home.** All of our families deserve the opportunity to clearly see their graduate walk across the stage and hear their name called by the announcer. Let's work together to make our ceremony a first class event as we honor our leaders of tomorrow.

If you have any questions please contact me at 321-952-5880.

Respectfully,

James C. Kirk  
Principal  
Melbourne High School c/o 1991

