

WOODLAND HILLS HIGH SCHOOL

GRADUATION PROCEDURES FOR THE CLASS OF 2018 - 2019

1. Reporting time on Friday, June 7, 2019.
 - A. You must report no later than 5:45 p.m.
 - B. 6:30 p.m. – Robed and ready for line formation in your assigned homeroom.
 - C. 6:45 p.m. – Line formation – in alphabetical order.
 - D. 6:50 p.m. – Processional begins. During the Processional and Recessional **DO NOT TALK.** Walk briskly and keep in line with the person in front of you.

2. Robing Procedures
 - A. Report to homeroom at 6:00 p.m. and await the call for the procession formation.
 - B. When you arrive in your assigned room, you will be instructed on preparing to take your place in the processional line. When you are in your homeroom, the homeroom teacher will give you a 3 x 5 card to print your name – full name, no nicknames. You must keep this card with you at all times throughout the ceremony until it is time to move to the platform to receive your diploma cover.
As you approach the platform, you will give the 3 x 5 card to the staff member stationed at Section A or Section B to receive it, who will then give it to the speaker who will call your name as you move near the platform. Receive your diploma cover with your left hand and shake hands with your right hand. After receiving your diploma cover, you will take a picture with Dr. Phillips then walk down the front ramp to return to your seat. Remain standing in front of your seat until directed to sit by your homeroom teacher.

3. Attire (Under Robe)
 - A. Females must wear a **white or light colored** dress or pants and **white or light colored shoes.**
 - B. Males must wear a **white collared shirt** and tie; **black or dark colored slacks** and **black or dark colored shoes and socks.**
 - C. You must have appropriate dress shoes and appropriate school attire under your robes. **NO GYM SHOES, JEANS, FLIP-FLOPS OR SHORTS ARE PERMITTED TO BE WORN.**
 - D. **No sunglasses, MP3s, iPods, chewing gum, cell phones, etc.**

4. If an administrator determines that a student is under the influence of an unauthorized substance (alcohol/drugs), the student will not be permitted to participate in the commencement exercises. Administration has the right, at any time, to remove a student from commencement exercises for failing to comply with commencement procedures.

5. Do not leave any valuables in the building. This includes items in your locker.

6. **Seniors should have informed their parents of their graduating section (A or B) on the field.** Parents can be seated accordingly on the field. **Homerooms on the first floor are Section B, second floor homerooms are Section A.**

7. Check who is on your left/right! Remember to keep chairs available for platform participants during the first half of the exercises. Any student using crutches or canes will enter the procession at the field level.

8. TICKETS:

Yellow: Eight (8) each student will receive 8 yellow tickets. The yellow seats are in the bleachers. * You must tell your parents what section you are seated. ***If the ceremony is moved inside to the Gym, (due to inclement weather) the blue tickets are not valid.**

Blue: The two (2) blue tickets are for your parents/guardian for the reserved section of the field. When entering the stadium, the ticket is for admission. A ticket taker will take the blue ticket as you enter the field areas A or B. When you're standing at the top of the stadium looking down on the field, the left side of the field is considered the B Section and the right side is considered the A Section. * If the ceremony is moved inside to the Gym, (due to inclement weather) the **yellow or blue tickets are not valid.**

Pink: The two (2) pink tickets are for your parents/guardians. If the ceremony is moved inside, **the pink tickets are the only tickets that will admit individuals into the gym area.**

NOTE: Arrangements have been made for handicapped guests on the field. If the ceremony is moved inside, the handicapped guests will enter door #10. Door #10 is located at the back of the building across from the field near the flag pole.

9. Remember this is a very special and significant event. Please make the evening a very rewarding and pleasant experience for you and your parents/guardians, family members and friends.
10. YOU MUST STAND FOR THE:
Processional, Marines Presentation of Colors, Pledge of Allegiance, National Anthem and Alma Mater.
11. MALES WILL REMOVE THEIR CAPS FOR THE FOLLOWING:
Marines Presentation of Colors, Pledge of Allegiance, National Anthem and Alma Mater.
12. All individual seniors will have the opportunity to enjoy their moment of importance when they walk across the stage. Anyone attempting to disrupt the commencement ceremony by shouting, yelling, gesturing in any way, etc. will be removed from the commencement ceremony.
13. After the Class of 2018 - 2019 is presented for graduation, you will be told to move your tassels from the right to the left side of your cap.
14. The Recessional will begin as soon as the last senior receives his or her diploma. The Recessional continues into the high school. Seniors are to report immediately to their homeroom after the Recessional. Students **will not exit** out of the back of the building; students will meet their parents/guardians in the front of the building.
15. Disrobing procedures:
- A. Report promptly to the homeroom assigned for graduation immediately after the ceremony.
 - B. You will receive your immunization records, report card and diploma.
 - C. You may **keep** your cap and gown, tassel and honor cords.
 - D. Exit building through the front doors to meet your parent/guardian.

GOOD LUCK WOODLAND HILLS HIGH SCHOOL CLASS OF 2019!!!