TO: Graduating Members of the Spring-Ford Class of 2018
FROM: Mrs. Blackledge, Commencement Coordinator
SUBJECT: Commencement
DATE: April 2018

I. GRADUATION DATES AND PRACTICE SCHEDULE:

A. Day 1: Tuesday, June 12, 2018 (day before graduation)
   1. 8:45 a.m. - Commencement Rehearsal – 10-12th Grade Gymnasium
   2. Be available for the entire school day. If practice is rained out in the morning, it will be held at 1:00 p.m.

B. Day 2: Wednesday, June 13, 2018 (graduation day)
   1. 8:45 a.m. - Commencement Rehearsal – 10-12th Grade Gymnasium
   2. 7:00 p.m. – Commencement
      If graduation is outside:
      • All students should report to the 9th Grade Center by 6:00 p.m.
      • Please enter at Door #1 at the 9th Grade Center.
      • Females should report to the 9th Grade Center Gym.
      • Males should report to the 9th Grade Center Cafeteria.
      If graduation is inside:
      • All students should report to the 10-12th Grade Center by 6:00 p.m.
      • Please enter at Door #14 at the 10-12th Grade Center.
      • Females should report to their assigned classrooms in the lower level of the senior wing (TBD)
      • Males should report to the upstairs senior wing

C. Please Note:
   Attendance at rehearsals is MANDATORY. Arrange your personal/work schedules around this commitment. DO NOT BE LATE!! We will start practice at 9:00 am. Please take into account traffic, parking, and the check-in process for practice. Arrive at 8:45 so that you are in your assigned seat at 9:00 am.

II. ATTIRE:

A. If you have any questions about the outfit to wear under your commencement gown, please see Mrs. Blackledge in room 276 before graduation.
B. Males - light (pastel or white) dress button down shirt, dark LONG pants (no jeans or khaki’s), dark tie, dark socks, and dark dress shoes (NO sneakers, boots, slippers, sandals, or flip flops).
C. Females - white shoes or white dress sandals (NO sneakers, boots, slippers, or flip flops), white dress, white skirt and white blouse, or white capri pants and white blouse. No long pants worn under gown. Nothing should be longer than your gown. The dress, shirt, capris, and blouse must be all white - no colored prints or patterns on any clothing under the graduation gown.
D. Commencement gowns should be adjusted to mid-calf.
E. Caps are to sit FLAT on top of your head.
F. Nothing should be on your caps or gowns except your tassel.
III. SEATING AND TICKETS:
A. If any of your guests will be in a wheelchair or in need of other assistance, please complete a special seating request form and submit it to the 12th grade office or room 276 by May 18, 2018. This form and any other graduation-related forms can be located on the high school website.
B. Tickets will be distributed at commencement rehearsal. You will be given 6 tickets.
   - 2 tickets will allow access to Coach McNelly Stadium (outdoor ceremony)
     OR High School Gymnasium (indoor ceremony)
   - 2 tickets will allow access to Coach McNelly Stadium (outdoor ceremony)
     OR High School Auditorium, Cafeteria, Hurda Learning Center (indoor ceremony)
   - 2 tickets will allow access to Coach McNelly Stadium ONLY (outdoor ceremony.) These tickets will NOT allow access to an indoor ceremony.
C. Extra tickets, if available, will be distributed after graduation rehearsal has concluded. The extra tickets will only be valid for an outdoor ceremony.
D. Seating is first come, first served.
E. All financial and other obligations must be satisfied, or participation in commencement will be denied. You will not receive your cap, gown, tickets, or diploma until obligations are met.
F. If you have any questions not addressed in this letter, please see the attached page of Frequently Asked Questions. Any questions not addressed in this packet, contact Mrs. Blackledge in room 276, at (610) 705-6001 #1602, or via email at dblac@spring-ford.net.

IV. COMMENCEMENT PARTICIPATION FORM
A. The Commencement Participation Form in this packet must be turned in by April 27th. Please turn the form into room 276 or the 12th grade office.
B. The form must be turned in even if you are not going to participate in the ceremony.
C. If this form is not turned in by April 27th, you will not be able to participate in the graduation ceremony.

V. HONOR STUDENTS: After the end-of-the-year final exams, cumulative grade point averages (GPA) are calculated and honor roll status is determined. Those students with a final GPA of 90.0% through 94.9% are designated as Honor students. Those with a GPA of 95.0% and above are designated as Distinguished Honor students. Honor students will wear gold honor cords and Distinguished Honor students will wear blue and gold honor cords at commencement. Remember, there is still time to achieve honor roll distinction for commencement! Students with a current GPA of approximately 90.15% must be diligent to maintain or raise their averages; students with a current GPA of 89.50% may still attain honor roll status if they study and work hard. GPA’s are not rounded, meaning 89.9 does not round to 90.0.