If any senior does not follow the rules contained in this booklet, or if any senior is disrespectful during the graduation ceremony, that senior and his/her parent will be required to schedule a meeting with Principal Duane Whittaker, before receiving the diploma. Please make sure all seniors and their parents understand that appropriate behavior and attire are expected for the duration of our Graduation ceremony.

Mr. Whittaker
Graduation & Protocol Information Booklet

Principal: Mr. Duane Whittaker

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 2</td>
<td>2:30pm</td>
<td>Gym</td>
<td>Day of Reflection practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(*ONLY Seniors participating in Day of Reflection should attend practice-NO cap and gown)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>June 4</td>
<td>2:30pm</td>
<td>300 Hall</td>
<td>Seniors assemble (WEAR Cap and Gown)</td>
</tr>
<tr>
<td>Sunday</td>
<td>June 4</td>
<td>3:00pm</td>
<td>Gym</td>
<td>Day of Reflection Ceremony</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 8</td>
<td>1:30pm</td>
<td>Gym</td>
<td>GRADUATION PRACTICE</td>
</tr>
<tr>
<td></td>
<td>(*Rehearsal is REQUIRED for ALL graduation participants and will last approximately 2 hours-NO cap and gown)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>June 8</td>
<td>4:00pm</td>
<td>Cafeteria</td>
<td>Senior picnic and game day</td>
</tr>
<tr>
<td>Saturday</td>
<td>June 10</td>
<td>10:15am</td>
<td>700 Hall</td>
<td>Seniors assemble (WEAR cap and gown)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><em>(Park in the rear of the school and come in the door closest to the 600 Hall)</em></td>
</tr>
<tr>
<td>SATURDAY</td>
<td>June 10</td>
<td>11:00am</td>
<td>Gym</td>
<td>GRADUATION CEREMONY</td>
</tr>
</tbody>
</table>

Announcements/Thank You Notes

Announcements:

Announcements should be mailed by May 27th to meet the two-week mailing minimum. Be sure to send announcements only to friends and family…not someone you met once. **DO NOT SEND ANNOUNCEMENTS TO PARENTS OF CLASSMATES OR TEACHERS.** If you have not already prepared your announcements, remember these Instructions:

- Use black ink
- On the outside envelope, place the return address, complete name (formally written: Mr. and Mrs. John T. Smith, *not* John and Mary Smith), complete address/zip code.
- On the inside envelope, write the friendly names (John, Mary, Suzie and Sean) of the family, you are inviting.
-Insert your personal name card over the engraved announcement. Place the announcement inside the small envelope so that the front of the announcement is visible when the envelope is opened; put the folded edge down. Now put the small envelope inside the outside envelope so that the friendly name can be seen when the outside envelope is opened.

Thank You Notes:

Thank you notes should be sent within two weeks of the time you receive the gift. However, if you do not get them written in that time frame, please write them anyway… even if it takes all summer. Most people understand that you are busy, but they will not understand that they invested time and money in getting you a gift and received no acknowledgement of that gift. Notes should mention the gift given and what you plan to do with it.

Unpaid Fees

No student is allowed to march in commencement ceremonies or receive a diploma if he/she owes the school fees. ALL FEES should be paid by Thursday, June 1st.

Clothing for Ceremonies

Hat:

The hat (mortarboard) is a symbol of academic achievement and honor. It is worn flat on the head with the tip in front and two fingers above the eyebrows. *It should not be perched on the back of the head.* Try the hat on at home to see if you need hair pins to keep your hat on when walking.

Tassels:

You will wear the tassel on the right-hand side.

Robes:

Graduation robes should be worn so that the hem hangs evenly in the front and back.

Robes should be ironed BEFORE the Day of Reflection and Graduation ceremonies. Use a cool iron on the wrong side of the robe. (Test a small spot on the seam for iron temperature) Make sure your dress is not longer than your robe. Shorts are NOT acceptable under your robe. Gentlemen, wear dress pants and proper footwear.

White “M” Cowl:

If the cowl is sliding, use small safety pins to pin from the wrong side of your robe.
Honor Society or Group Stoles or Cords:

If you are a member of an honor society that has a stole or cords, you must pick up stole or cords from your club advisor during regular school hours. The stole and/or cords will NOT be available at the graduation ceremony. It is a good idea to pin your stole or cords because of the slippery material from which most of these are made.

Shoes:

“Appropriate Footwear” and NO Bare Feet!!!
Please make sure you can comfortably walk up and down stairs and on the top of the tarp covering the gym floor in the shoes you plan to wear for Day of Reflection and Graduation ceremonies. (NO FLIP-FLOPS, TENNIS SHOES, OR BOOTS-Ladies or Gentlemen)

Day of Reflection Ceremony

-Day of Reflection is a service with music and a short inspirational speech. The entire program will last about forty-five minutes.

-Please make sure you sign in with the teacher in charge after the ceremony. Attending Day of Reflection will automatically give you two (2) more tickets for Graduation. This will be a total of 8 tickets.
-You DO wear caps and gowns.
-Meet in the 300 Hall at 2:30pm on Sunday, June 4th to line up.
-Do you have to attend Day of Reflection rehearsal? Yes, if you are participating in the Day of Reflection program. Practice is on Friday, June 2nd at 2:30pm in the Gym.
-Tickets are NOT required for Day of Reflection. This is a good time to invite any extended family that you might not have enough tickets so they can attend the graduation ceremony. They will still get to see you in your cap and gown.

GRADUATION PRACTICE

Is graduation practice required?

-YES, if you intend to march. ONLY Mr. Whittaker can give special permission to miss practice. Only extenuating circumstances will be considered for permission.

-NO, you do NOT need to wear your cap and gown to graduation practice.

-Graduation practice starts at 1:30pm on Thursday, June 8th. Practice will be approximately 2 hours.
-BE CONSIDERATE...DON’T BE LATE!!!
GRADUATION TICKETS

DO NOT LOSE THEM - THERE ARE NO REPLACEMENTS!

- Each graduate will be issued tickets to distribute among family and friends because only a specific number of people are allowed in the gym due to fire code regulations.
- EVERYONE, including children and infants, will need a ticket to enter the school for Graduation.
- You will receive the tickets at graduation practice on June 8th. Do NOT ask Mr. Whittaker for additional tickets. Let’s be fair to everyone. If you attended Day of Reflection you will automatically receive two (2) extra tickets for graduation. If there are any extra tickets they will be distributed at graduation practice.

Pictures at Graduation

Senior Pictures at Graduation Ceremony:

- Senior Pictures will be set up to take pictures of you as you receive your diploma. They will take pictures of EVERY graduate as they are awarded their diploma and mail proofs to student’s homes. Students may choose to purchase or not to purchase photos. No money is collected in advance. Only students who order, pay. All monies are handled by the company, not the school.

Personal Photos and Videos:

May your families do personal photography and videos?
Yes, of course. However, they are will not be allowed to set-up equipment on the gym floor. We would ask that they very quietly take any pictures they wish and that they not get in the way of other families/friends to do so. There is a designated photo area for family to take pictures as you receive your diploma. Any video equipment must be set up far enough back and to the side so that it will not be in the way of other audience members. Failure to follow these procedures will forfeit the right to take pictures or to videotape. The stage, flowers and decorations will stay up after graduation ceremony so you can take as many pictures as you would like!

Graduation Ceremony

Marching:

Leave 1 ½ yards between you and the next person. Make sure that you keep the pace set for you by the Junior Marshals.
Stage:

When you are getting ready to get your diploma, stand on the top step until the person in front of you has had his/her name called and moved to the center of the stage, then move to the “waiting place”.

Turning the Tassel:

You will be turning the tassel as a ceremonial procedure at a designated place in the ceremony. When the official person says: “By the power vested in me by the State of North Carolina, I now pronounce you graduates of Dalton L. McMichael High School.

(on the word pronounce, put your LEFT hand on your tassel; on the word graduates, move the tassel to the left.

When to Remove Hats:

Men will remove their hats when the flags are presented, leave them OFF during the National Anthem and Pledge of Allegiance, and put them back on after the pledge. You will leave them on the rest of the ceremony.

YOUR BEHAVIOR

-Graduation is a solemn occasion. It is a ceremony to honor the tremendous time and effort it has taken for you to reach this milestone. Everyone has planned this day for a long time. Among the guests will not only be your families and friends, but mayors, former principals, school board members, the superintendent, and other dignitaries.

-We expect you to act in a manner that will show you consider it special that so many people are honoring you!

-ALL student’s parents, families and friends deserve the right to hear their student’s name being announced!

-Please reserve any loud celebrating until you have walked out of the gym after the graduation ceremony.

Information for Parents & Guests

-Parents and guests must enter the school using the main entrance at the front of the building.

-The doors at the main entrance open at 10:00am, usually a line starts forming at 9:00-9:30am. Please make sure you have your tickets with you.

- We ask that family and friends who have Graduation tickets arrive at the school NO LATER than 10:30am for the ceremony in order to allow extra time for parking. Last year, we had a large number of guests who arrived as much as a half-hour late because of parking space. Parking is limited. No one is allowed to park in the front traffic circle due to fire code regulations.
EVERY guest MUST have a ticket, including children and infants to enter the school building due to fire code regulations.

Remember, graduates will enter the gym at 11:00am, and no one will be allowed to enter the gym while the graduates are marching into the gym.

Any guest who arrives after the graduates have entered the gym will be asked to enter and sit in the back of the gym if there is room.

We ask that ALL cellular devices be turned OFF during the ceremony. If anyone feels they must make a phone call during the ceremony, please do so in the lobby area.

We ask that any children brought to the ceremony be properly supervised. If they are too small to sit quietly, then they should probably not be brought to the graduation ceremony. There are NO strollers allowed in the gym.

Due to fire regulations, NO helium balloons are allowed in the gym. They will have to be left in the main office!

ALL of these requests are based on our basic philosophy:
Both your parents and you have waited a long time for this day!
Your family and friends deserve the right to clearly hear your name called and see you graduate without trying to hear over noise made by others or trying to see between people standing in front of them!
PLEASE USE COMMON COURTESY!

**Handicapped Arrangements**

Handicapped parking spaces are designated. Handicapped access is available in the traffic circle if someone needs to exit a vehicle there. The traffic circle can ONLY be used to drop off an individual, not to park due to fire code regulations.

Please let us know well in advance if any additional services will be needed for your situation.

There is limited floor seating (right behind the graduates) this is for the elderly or people that can not climb up the bleachers. Only these people will sit in these seats, with one other person (not the entire family, please be courteous of others).

There will be limited designated handicapped sitting space for parents and guests in the gym, so please be there early if someone needs handicapped seating.

If any additional information is needed, please feel free to contact McMichael High School at 336-427-5165. Any questions will be answered as quickly as possible. Thank you in advance for your cooperation in helping us to make this a special day for your student.