

**FLETCHER HIGH SCHOOL
2024 INSTRUCTIONS FOR GRADUATES**

Congratulations! You will soon be a graduate of the 87th graduating class of Fletcher High School. You have earned the right to walk across the stage at graduation to receive your diploma in front of family and friends. We want this event to reflect positively on you and your family. Therefore, we are asking for your cooperation in making your graduation a dignified event. These instructions are meant to be a guide to you for decorum, dress and time schedule. Remember all Duval County School students are subject to the rules and regulations set forth in the Duval County Public Schools Secondary Code of Student Conduct. This includes all school-sponsored events including, but not limited to, senior week, graduation rehearsal and graduation.

NOTE: Any senior who commits a Level III or IV violation during the last quarter of the school year may forfeit his/her privilege of participating in the graduation activities and ceremony.

Consistent with the Duval County Public Schools Secondary Code of Student Conduct, arrangements have been made for testing of students who are suspected of being under the influence of alcohol or other illegal substances.

Graduation Practice – Monday, June 3, 2024 (be at arena by 7:15am)

**GRADUATION: MONDAY, JUNE 3, 2024
JACKSONVILLE VETERANS MEMORIAL ARENA - 5:00PM
REPORT TO THE ARENA NO LATER THAN 4:00PM**

CHECKLIST CODES: **BG** (before graduation), **DG** (during graduation),
AG (after graduation),

1. **BG** **Student Obligations:** Be sure to clear ALL financial obligations (textbooks, library books, fundraiser money, club dues, uniforms and any other financial matter). You will not receive a cap and gown if you have ANY obligations that have not been paid. See Mrs. Gonzalez to clear obligations. Mrs. Gonzalez must see receipts from media and club sponsors. Only Mrs. Gonzalez is responsible for the master obligation list.
Textbooks: If you are in a class that distributed textbooks, it is your responsibility to return the textbook. All textbooks should be turned in during the MANDATORY Senior meeting on Friday, May 17th at 8am in the auditorium.
Laptops: All laptops must be turned in by Friday, May 17 during the Senior Graduation Meeting. If you want to turn in your laptop prior to May 17, please turn it in to the attendance office.

2. **BG** **Cap and Gowns:** Check your cap and gown for fit before you leave school. See the Herff Jones representative immediately if there is a problem. When you get home, hang up the cap and gown to allow any folds to fall out. A light pressing on the inside may be necessary.

3. **BG** **Graduation Practice:** Practice will be held at 7:15 on the day of graduation - Monday, June 3rd. You will park in **LOT Z**. DO NOT enter the Arena until you are told. Be at the **DUVAL STREET ENTRANCE** by 7:15.

You must listen carefully to the senior class sponsors at rehearsal in order to know what procedures to follow at graduation. We only have 90 minutes to get everything done.

4. **BG** **Tickets:** You will receive ten (10) tickets for the ceremony with your cap and gown during Senior Week. Extra tickets are available in the Main Office on Thursday, May 30th at 7:00AM. Only PARENTS or GUARDIANS of graduates or graduates may pick up extra tickets and they will be asked to sign for the tickets. You may get up to five (5) extra tickets. Extra tickets are distributed on a first come, first serve basis.

5. **BG** **What to Wear:**

BOYS: You must wear a *white collared dress shirt, dark tie, and dark slacks*. Jeans or casual pants are **NOT** allowed. Black or navy colored pants are allowed. **Dark socks** and **black or brown dress shoes** are **MANDATORY**. *Tennis shoes, cowboy boots, flip flops or other casual shoes are NOT acceptable.*

GIRLS: A “dressy” dress is preferred. You should not wear a dress with a high collar that will interfere with the collar on your robe. Dark slacks may be worn instead of a dress. Black, navy-blue, brown, tan, or clear shoes are **MANDATORY**. Casual sandals and flip flops are not acceptable, small heels are recommended. Your dress should **NOT** extend beyond your gown. You **MAY NOT** wear a corsage on the outside of your gown.

NOTE: Any graduate wearing inappropriate items will be pulled from the line and will not march across the stage. Remember, taking part in the graduation ceremony is a privilege -- not a right.

DON'T FORGET ANY PART OF YOUR CAP AND GOWN AT HOME; THERE ARE NO EXTRAS!

THE NATIONAL HONOR SOCIETY GOLD CORD IS WORN DRAPED OVER YOUR SHOULDERS. THE KNOT SERVES AS A CENTER POINT TO BE WORN AT THE CENTER OF YOUR NECK. AICE SASHES ARE TO BE WORN OVER THE SHOULDERS AS WELL. (Only academic related, pre-approved cords may be worn)

6. **DG** **Time of Graduation:** Graduates must be in proper line of mezzanine area (downstairs) at the Arena by **4:00 PM** sharp. Parents are not allowed in the north corridor before or after graduation. **DO NOT put your gown on until you have been checked by the line checkers. Your cap and gown should be on a disposable hanger as you enter the Arena on the north side (Duval Street). Parking at the arena for graduation is NOT free. The cost to park is \$10. The venue will not accept cash.**

Traffic from the beach will be heavy. All attendees will have to pay for parking. No cash is accepted at the arena parking lots. Leave in plenty of time to park and find your place in line. Teachers will be serving as line leaders to help you find your position. Know if you are line A or B before you arrive. **DO NOT** leave the line once you are in position.

NO GUM CHEWING

Do not bring food, drink, purses, hair brushes, cameras, or cell phones into the Arena. There is no place to put them! Bring only your car key.

Do not hold hands with your partner. Stand and walk in an orderly manner during both the Processional and Recessional.

Maintain the proper distance between groups. Smile for the cameras!

7. **DG** **Cap and Tassel Position:** Caps should be placed on the head so that the mortar (top) is level. The front of the cap is indicated on the inside of the cap. Tassels go on the right side. NEVER move the tassel at a high school graduation.
- Stand and remain standing during the National Anthem (“Star Spangled Banner”), **DO NOT** remove your cap during any part of the ceremony.
8. **DG** **When to Stand:** All graduates stand when the Principal presents you to the platform guests. Remain standing until told to sit.
9. **DG** **Graduation Etiquette:** Please advise your guests that a graduation is a solemn occasion. We expect that all guests will adhere to our graduation etiquette policy. Any violators will be removed by Arena Security or the Jacksonville Sheriff’s Office.
10. **AG** **Exiting:** The entire class of graduates will stand and exit down the same aisle from which you entered. Platform guests will lead the line, then the first and subsequent rows will follow. **DO NOT** run or throw your cap at the end of the ceremony. You will have to pick up your diploma from the teachers in the back before exiting the building.
- REPORT** to the table with your last name immediately. Place your diploma in the cover provided. You may go outside to meet your family and friends (you may want to designate a meeting spot before entering the Arena, as you will not have a phone to contact your party).

CONGRATULATIONS!

Senior Week:

- Friday, 5/17/24** **Graduation meeting and textbook/laptop check-in.
FHS Auditorium @ 8am**
- Wednesday, 5/22/24** **Senior Breakfast/Yearbook Signing
Location: The Brix Time 9:00am-10:30am**
- Thursday, 5/23/24** **Senior Picnic
Field behind football stadium (enter on 18th st) 11:00pm-1:00pm**
- Senior Awards Ceremony
FHS Auditorium @ 6:00pm**
- Wednesday, 5/29/24** **Cap and Gown Distribution
FHS Auditorium (doors by faculty/east parking lot) 8:00am-10:00am**
- Monday, 6/3/24** **Graduation Rehearsal
Vystar Veteran’s Arena – Time 7:15am**
- Graduation – parking \$10 card only-no cash
Vystar Veteran’s Arena – Arrive at 4:00. Ceremony at 5:00**

