

○ *EVENING OF DISTINCTION*

Evening of Distinction will begin at 7:00 p.m. on Thursday, May 24th. Scholarships and other awards will be presented in the PHS auditorium. Attendance is not required, but seniors are encouraged to attend. Parents and family members are welcome. A list of invitees will be posted closer to the Evening of Distinction date. Students should dress nicely for Evening of Distinction since it is a special occasion.

○ *RECOGNITION*

Members of the National Honor Society will wear gold cords, and Academic Honors Diploma recipients will have gold medallions. The Honor Society cords and Honors medallions will be distributed at Evening of Distinction. Any student who intends to enter the military will also be recognized with an honor medallion.

○ *FINAL EXAM SCHEDULE*

Monday, May 21 – Period 7
Tuesday, May 22 – Periods 1, 3, & 5
Wednesday, May 23 – Periods 2, 4 & 6

○ *COMMENCEMENT REHEARSAL*

Rehearsal will begin promptly at 8:00 a.m. on Friday, May 25th. Students will meet in the cafeteria. **Seniors must attend rehearsal to participate in the formal commencement ceremony.** The PHS PTO will host a breakfast for seniors prior to rehearsal.

○ *BACCALAUREATE*

The student sponsored Baccalaureate Service will be on Saturday, May 26th in the PHS auditorium from 9:30-10:00 a.m. Please enter at door 21 on the North side of the building (***the only door unlocked before 10:00***) beginning at 9:15 a.m. Graduates, their family & friends are invited.

○ *GRADUATION REQUIREMENT*

Only those students who have completed all requirements for graduation may participate in commencement exercises.* In order to participate in commencement exercises, students must be enrolled during the spring semester of their senior year unless they were an early graduate.

*Students enrolled in Area 31 Career Center courses follow the MSD of Wayne Township calendar, which may differ from the PHS calendar. In the unlikely event that a senior attending Area 31 Career Center has not yet completed the course and needs credit in the course to complete graduation requirements, approval from the administration is required for student participation in commencement exercises.

○ *SCHOOL INDEBTEDNESS*

All debts and obligations must be paid and/or cleared no later than 3:00 p.m. Friday, May 11th. Money owed includes: lost and/or damaged device (including charger, case), fundraising debts, lost and/or damaged textbooks, library fees, payment for unreturned athletic equipment, or other miscellaneous debts. Students owing money will ***not*** be allowed to participate in the graduation ceremony.

○ *COMMENCEMENT ATTIRE*

Graduating seniors will wear a cap and gown. Corsages, buttons, or other items of adornment are not permitted, nor are changes to the cap and gown. Appropriate attire for young men includes a dress shirt, dress pants, and dress shoes. Young ladies should wear dresses, dress slacks with dress shoes or dress sandals. Jeans, shorts, athletic shoes, or flip-flops are not appropriate. Students who are not dressed appropriately will not be allowed to participate in the commencement ceremony.

○ *ENLISTED MILITARY RECOGNITION*

Any student who intends to go into the military will be recognized with honor medallions. Students who may have left PHS at midterm and have graduated from military training may not wear their dress blues or any other uniform to commencement. The PHS graduation ceremony is a time to recognize all students, and while we certainly appreciate those who have committed to serving our country, we honor them with a medallion and require that they wear the same attire as their classmates.

○ *PROCESSIONAL*

Graduating seniors will participate in the processional. Assembly for the processional will be at 10:15 a.m. May 26th, in the field house. Once the graduate reports to the field house, he/she will not be permitted to leave until the ceremony begins and the class begins its march. Graduates should not bring purses, or other valuables as there is no secure place to leave these items during the ceremony. ***Please have gowns returned by 12:30 in the field house.***

○ *WEARING OF TASSELS*

During the processional and throughout the ceremony, the tassel is worn on the right side of the mortarboard. After diploma covers are handed out, seniors will watch for a signal from the student council president. At that time tassels will be “turned” by all graduates to the left side of the mortarboard.

○ *NOT A REQUIREMENT*

Seniors who do not wish to participate in the traditional, formal, and dignified ceremony should notify our guidance director, Mrs. Davis, prior to Friday, May 11th. Seniors not participating in the ceremony may pick up their diploma on or after Tuesday, May 29th, at door #1.

PLAINFIELD HIGH SCHOOL CLASS of 2018 Graduation Guide



Saturday, May 26, 2018
11:00 a.m.
PHS Gymnasium

**We welcome guests to
begin arriving at 10:00 a.m.
Doors will be locked and no
guests will be admitted
prior to that time.**

○ *SPECIAL SEATING*

For those guests who are physically unable to sit in the bleachers or are hearing impaired, reserved seating in chairs on the floor will be available. You must notify us of this need **no later than May 18th** by leaving a message with the graduate's name and the number of handicapped guests with Mrs. Ricketts at 317-838-3630. This will ensure a reserved seat will be held. These seats will be limited to include one for the guest with the disability and one for a companion. Handicapped parking is in lot one (1) and entry is at door number three (3). See the enclosed map for these locations.

Seating for guests in this reserved area will not begin until 10:00 a.m. on May 26th.

○ *OVERFLOW SEATING*

Additional seating will be available in the PHS auditorium where the audience will view the event live via an audio/visual feed projected on a large screen.

○ *GUEST PARKING*

All of parking lot number one (1) is reserved for handicapped parking. Handicapped entry to the facility is through door number three (3). All others may enter through doors nearest their parking areas: doors one, seven, and twenty-one. We will open the doors at 10:00 a.m. A map of the lots and the traffic pattern can be found on the high school website:

<http://www.plainfield.k12.in.us/index.php/highschool.html>

○ *GRADUATE PARKING*

Graduates as well as band and choir members who will be participating in the graduation ceremony will be required to park at the Plainfield Baptist Church on the west side of the building.

○ *RESPECT*

Seniors and guests are reminded that commencement is a special moment commemorating a lifetime of achievement. Out of respect for all graduates, their families and friends are asked to not disrupt or detract from the ceremony in any way. Any senior who, in the opinion of the administration, is disruptive will be removed from the ceremony.

○ *CONGRATULATIONS & CELEBRATIONS*

The formal ceremony ends and celebrations begin with the turning of the tassel. At this time graduates will exit the gymnasium & proceed to the field house where they will return their gown & pick up their diploma. Guests should remain seated until all graduates and teachers have exited the gymnasium. Graduates may then return to the gym floor where family and friends are welcome to join them in congratulations and celebration.

○ *SECURITY*

At commencement, just as with any school activity, security will be present for assistance in supervisory purposes. They will also aid in the traffic after the ceremony.

○ *GRADUATION VIDEO*

This year's graduation ceremony will be professionally videotaped by "On the Spot Productions". The DVD or Blu-ray will include close-ups of all graduates receiving diplomas & all special speakers. Either DVD or Blu-ray can be purchased for the same price. **To order visit their website store:** <http://onthespotvideo.com/high-school-graduations>