



Print Student Name

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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ROBERT W. RUNCIE
Superintendent of Schools

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Broward County, Florida

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April 10th, 2019

Dear Graduating Senior and Parent/Guardian:

Graduation from high school is an important event in the lives of students, parents, and families. It is an opportunity to celebrate the educational accomplishments of students. The graduation ceremony is designed to provide memories and impressions that will last a lifetime. We need your assistance to ensure that your student's graduation ceremony is conducted in a dignified manner.

Your school's principal and staff have spent significant time planning and organizing the graduation ceremony. It is very important that all graduation participants and attendees conduct themselves in a polite and courteous fashion. The graduation ceremony is a dignified event and requires all attendees to be on their best behavior. To ensure that your school's graduation is conducted in a dignified fashion, we expect students and parents to adhere to the following principles of decorum and etiquette:

Parents and Guests

- Appropriate dress is recommended (e.g. business attire for the men, semi-formal for the ladies).
- Personal use of cameras without flash and hand held video cameras are permitted as long as one remains in their seat and respects the viewing rights of attendees. Flash photography and standup videotaping are not permitted during the graduation ceremony. Your school may hire a professional photographer and video specialist for the ceremony. Contact the principal's office for information on the purchase of graduation pictures or graduation video.
- Follow the school principal's instructions for applause and recognition during the ceremony.
- Noisemakers, including air horns or whistles, are not permitted in the graduation venue and their use is strictly prohibited.
- The throwing of beach balls, balloons, or other related items are strictly prohibited during the graduation ceremony.
- The throwing of confetti is not permitted during the graduation ceremony.
- The graduation program will designate those individuals who are authorized to address the audience and graduates. No individual may speak to the audience without the specific permission and authorization of the school principal.
- At the conclusion of the graduation ceremony, the audience shall remain seated until all the graduates have exited the auditorium/arena.

Educating Today's Students to Succeed in Tomorrow's World
Broward County Public Schools is an Equal Opportunity/Equal Access Employer

***Return to AP Office by Friday, May 3, 2019**

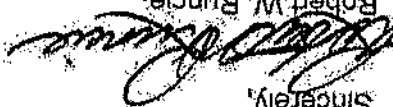
- Graduation ceremonies start promptly, all parents and guests should arrive at the graduation venue prior to the start of the graduation ceremony. Late arrivals shall not be seated until the conclusion of the student procession, presentation of colors and the singing of the national anthem. Please recognize there are thousands of guests attending graduation ceremonies so make every effort to arrive early.

Student Graduates

- Students are reminded that their conduct and responsibility at graduation ceremonies and rehearsals shall follow the rules set forth in the Secondary Code of Student Conduct.
- Students shall follow the protocol procedures and schedule of events as established and reviewed in the graduation rehearsal.
- Graduation caps shall be worn at all times.
- Students should recognize the importance of the graduation ceremony and dress appropriately.
- When crossing the stage, students shall shake the hands of the stage guests, receive their diploma, and immediately return to their seats.
- The graduation program will designate those students who are authorized to address the graduates and class. No student may speak to the audience without the specific permission and authorization of the school principal.
- Noisemakers, including air horns or whistles, are not permitted in the graduation venue and their use is strictly prohibited.
- The throwing of beach balls, balloons, or other related items at the graduation ceremony are strictly prohibited.
- Throwing of confetti is not permitted during the graduation ceremony.

We request that all students, parents, and guests conduct themselves in a respectful manner. Students and attendees may be removed from the graduation ceremony if their behavior or conduct is inappropriate and disruptive. To acknowledge the importance of proper decorum and etiquette at the graduation ceremony, *please sign and return this letter to the principal of your student's school.*

Name of Student _____
Name of School _____
I acknowledge receipt of this letter _____
Parent or Legal Guardian _____

Sincerely,

Robert W. Runcie
Superintendent of Schools