

COMMACK HIGH SCHOOL

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An International Baccalaureate School

June 5, 2020

Dear Graduating Senior:

First and foremost, I hope this letter finds you and your family healthy and safe. This letter is to outline the procedures and expectations for the Commencement Exercises for the Class of 2020. I know that this is not the ceremony we had all hoped for, but I am excited about the opportunity to present a diploma to each of you, in person, and celebrate your accomplishments during your time in the Commack School District. Below, please find information regarding the upcoming ceremony and the details that you should be aware of.

COMMENCEMENT CEREMONY

The ceremonial part of Commencement (including student speeches, the keynote address, presentation of the class gift and conferral of the diplomas) will be available, live, beginning at 4:00 pm on Monday, June 22nd. We invite you, and your families, to view this stream by accessing the link on the district home page. The ceremony will also be archived and accessible following Commencement week.

DIPLOMA PRESENTATIONS

Each senior will be invited to come to Commack High School at a specific time to receive, in person, their diploma. Following the Governor's Executive Orders, we must adhere to strict social distancing policies, therefore it is very important that you follow the procedure below:

- Each senior should be in a passenger vehicle with his or her immediate family. **ONLY ONE PASSENGER VEHICLE PER GRADUATE WILL BE ADMITTED.** The graduate should NOT be the driver of the passenger vehicle as the graduate will be exiting the vehicle as part of the procession. Buses and limousines are not permitted.
- Arrive to Commack High School at your assigned time (it is very important that you arrive at the time listed below so that we insure a safe traffic flow) and enter through the main entrance into the top faculty lot (facing Scholar Lane).
- A placard that displays your last name and a parking spot number will be delivered to you in your senior gift bag. Please have this placard visible through your windshield (placed on the dashboard) when you arrive.
- Park your vehicle in the numbered spot that matches the number on your placard and wait there for further direction from Commack School Security or a staff member.
- When directed by Commack School Security and staff, your vehicle will be queued to enter the bus circle. Once your vehicle reaches the stage, the graduate and one guest in the vehicle, will be escorted out to be lined up to process across the stage for the diploma presentation. The guest will be welcome to take photos/videos of the student processing across the stage. **The driver may not exit the vehicle at any time.**
- After you receive your diploma jacket on the stage, a professional photograph will be taken (more details below).
- As soon as the diploma presentation is complete, the graduate will pick up their diploma from the table west of the stage. It is expected that the graduate and their guest will get back into their vehicle and will exit campus.
- At no point can any graduate, or their family and guests, congregate outside of their vehicle and must exit campus as soon as they receive their diploma.

ACADEMIC ATTIRE

As is tradition, students will dress in academic attire for the event. In your senior gift bag, you will find the following items:

- Academic gown and gold stole – please take these items out and hang or steam them, as they will be very wrinkled from being folded in the bag. An American Flag pin will be included to wear over your heart and to hold down the stole on one side. Please fasten the other side of the stole with a safety pin.
- Cap and tassel – the tassel gets affixed to the cap by sliding the black part of the loop under the button on the top of the cap.

When you arrive for Commencement, please be fully dressed in academic attire as there will not be time for you to prepare. Here is what is included in academic dress:

- Gown – on and zipped up to the top.
- Cap – centered on your head with the tassel hanging on the RIGHT side.
- Gold stole over the gown with the Commack High School logo facing outward.
- Honor cords and school issued medals over the stole (if applicable).

Please note that in your pictures the gowns do not reach the ground, so for gentlemen we suggest wearing slacks or khakis with dress shoes and socks under the gown; ladies please be mindful of the shoes you wear as you will be walking up and down ramps and on uneven ground. For your safety, please do not wear spiked heels or open-back shoes.

PROFESSIONAL PHOTOGRAPHER

As part of your Commencement experience, you will have your diploma presentation professionally photographed by Island Photography. They will mail proofs of the pictures after all the ceremonies are complete for your perusal and purchase. Please note this is not mandated, but the picture will be taken regardless of purchase.

ORDER OF CEREMONIES

Below, please find the date and time of your arrival based on the **first letter of your last name**. **It is very important that you only arrive during your assigned time as we must present the diplomas alphabetically.** If you do not intend to be present for our Commencement exercises, please let us know by emailing one of the coordinators below, or by calling the Main Office at Commack High School, 631-912-2100.

Date of Ceremony	First Letter of Last Name & Arrival Time	
Tuesday, June 23 rd	A – 3:45pm B – 4:30pm	C – 5:00pm D – 5:30pm
Wednesday, June 24 th	E – 3:45pm F – 3:45pm G – 4:30pm H – 4:45pm	I – 5:00pm J – 5:00pm K – 5:30pm
Thursday, June 25 th	L – 3:45pm M – 4:30pm N – 5:15pm O – 5:15pm	P – 5:45pm Q – 6:15pm R – 6:15pm
Friday, June 26 th	S – 3:45pm T – 4:30pm U – 4:30pm V – 4:30pm	W – 5:00pm Y – 5:00pm Z – 5:00pm

I understand that this is very different than the Commencement ceremony that you all have envisioned, so please know our Commencement planning team is available to address any of your questions or concerns by emailing one of the coordinators below:

Mrs. Susan Shapiro – ishapiro@commack.k12.ny.us

Mr. James Desmond - jdesmond@commack.k12.ny.us

Mr. Eric Biagi – ebiagi@commack.k12.ny.us

I hope that this will prove to be a memorable way celebrate your accomplishments and the recognition that comes with graduating from Commack High School. I look forward to seeing you all in a few short weeks. Until then, please remain healthy and safe.

Warmly,

Mrs. Leslie Boritz, *Principal*