

# Fernandina Beach High School

## Commencement Policies 2019

Commencement Ceremony: Saturday, May 18, 2019 at 6:00 p.m.  
University of North Florida Arena  
\*Graduates must report at 5:00 p.m.—Leave the island by 4:00 p.m.

**Seniors and their parents should read all information in this packet carefully. Seniors are responsible for knowing and following all directions and schedules in this packet.**

Commencement exercises are **not** mandatory in order to receive your diploma from FBHS. We hope, however, that you will elect to be a part of this very memorable program. We require your adherence to all instructions outlined in this handout. Commencement is an honorable and dignified event for graduates, family, and friends to celebrate the accomplishments of the Class of 2019. If you do NOT attend practice, you may not attend the commencement ceremony at UNF. All financial obligations must be cleared before any senior will be allowed to participate in commencement practice.

### **GENERAL INFORMATION**

#### I. SETTling OF MATERIAL AND FINANCIAL OBLIGATIONS TO THE SCHOOL.

- A. All school materials must be returned to FBHS or paid for if lost or damaged (textbooks, Dell laptops and power cords, library books, athletic uniforms and equipment, band equipment, etc.)
- B. All fines, dues, parking fee, and monies collected in fundraising must be paid in full to the appropriate organizations and classes (class dues, library fines, fundraising money, etc.). **No personal checks will be accepted after Friday, April 26, 2019.** If you are paying after this date, you will need to pay by cash only.
- C. Class Dues are \$10 each year at FBHS. **Graduation fee: \$75.00 per graduate- this includes parking at UNF.** This fee must be paid to FBHS by May 15, Senior debt day, (cash only after 4/26) in order to attend commencement practice. Please send payments to Ms. McCook in the front office. Cash (exact change) or check made out to FBHS with graduate's first and last name in memo as well as phone number. Ms. French has list of who has paid dues and fees. **Again, No personal checks will be accepted after Friday, April 26, 2019. (CASH ONLY)** Your **locker** should be cleaned out by **Friday, May 10.** Clean everything out and leave your lock on the locker.

#### II. ATTENDANCE AND BEHAVIOR AT COMMENCEMENT PRACTICE

- A. As seniors attending a school function, you are obligated to adhere to school policies regarding behavior as outlined in the student handbook. **Attendance is MANDATORY for ALL PRACTICES!** Failure to attend the practices will result in the forfeiture of the privilege to participate in the commencement ceremony. All students must observe the following:
  - 1. Attend all scheduled meetings and practices.
  - 2. Adhere to all school rules.
  - 3. Maintain appropriate behavior.
  - 4. Appropriate dress required.

**\*\*\*Allowable absences include the following:**

- a. Medical reasons verified by a physician or clinic.
- b. Death in the family.
- c. Legal reasons verified by a lawyer or court.
- d. Circumstances determined by the principal.
- e. **All of the above must be approved by administration prior to practice day. All supporting documentation for the absence must be presented to Dr. Mazzella and Mr. Webber.**

**PRACTICE SCHEDULE--- (2-hour commitment for practice)**

**Wednesday, May 15---promptly starts at 9:15 a.m. in MPR**

Wednesday, May 15--- Senior Debt Day (CASH ONLY) 11:00 a.m.- 2:00 p.m. in room 02-26

**Thursday, May 16---promptly starts at 9:15 a.m. in MPR (students will receive stoles, cords, pins, etc.)**

\*(Possible grad practice Fri., May 17<sup>th</sup> -Starts 9:15 a.m.--only if we don't get everything done in the previous 2 practices)

**Parking** for seniors for all practice days will be in your regular parking spot on campus. No parking near or around the bus loop or you will be towed. You are not allowed on campus for any reason during these days EXCEPT to report to the multi-purpose room for practice or room 02-26 on Senior Debt Day. Any other activity on campus after that time will be considered trespassing and dealt with accordingly. This can jeopardize your participation in the commencement ceremony. The days afforded to seniors as time away from campus are a privilege; please **DON'T ABUSE IT!**

## **Textbooks / Laptop RETURN**

**ALL** books, workbooks, student Dell laptops & power cords, and calculators should be returned on May 9 & 10 in the media center. May 9<sup>th</sup> collected in periods 4<sup>th</sup>-6<sup>th</sup> and May 10<sup>th</sup> all day collection.

Anything not returned at this time will become a debt owed to the school and can be paid for or returned on Senior Debt Day. Those taking any exams on May 9 or 10 should return books/ laptops on Senior Debt Day, May 15 in room 02-26 from 11:00 a.m.-2:00 p.m.

If your laptop is having issues, please see Ms. French in media center immediately to get the issue resolved. Lost power cord-\$12, Cracked screen- \$152, Broken/Lost- \$312.

## **SENIOR DEBT DAY**

**All** debts will be collected on Wednesday, May 15 (CASH ONLY)  
in room 02-26 from 11:00 a.m. - 2:00 p.m.  
This will be the last time to pay your debt.

*If your debt is not paid,*  
you will not have a seat at practice on  
Thursday or at the commencement ceremony at UNF.



# **GRADUATION DAY**

**Graduates must report to the prep room in the UNF Arena no later than 5:00 p.m. on Saturday, May 18, 2019. Only graduates, faculty, and staff will be allowed in the prep room. No parents are allowed back stage before or after the ceremony.**

Professional individual pictures will be taken as you receive your diploma. **PARENTS, FRIENDS, AND RELATIVES WILL NOT BE ALLOWED ON THE FLOOR TO TAKE PICTURES DURING THE CEREMONY.**

Parents and friends must stay **OFF** the floor during the ceremony. **NO ONE** will be permitted past the roped-off area. Loud noisemakers (air horns, cow bells, etc.) will not be permitted. People caught using noisemakers will be removed from the ceremony.

Any rude, disrespectful or disruptive behavior by a student during the ceremony will be grounds for immediate removal from the arena and the ceremony. Any graduate leaving the arena at any time during the ceremony will not be readmitted.

**Graduates' cell phones must be turned off during the ceremony. There will not be a secure area to leave purses, phones, or other personal items in the prep room. Please make sure you leave these items at home or in your car. No administrator, teacher, or UNF staff member will be responsible for YOUR items!**

## **Appropriate dress attire for the ceremony**

**All graduates must wear the required blue cap, gown, tassel, and medallion.**

Attire for young men for the commencement ceremony should be **button down collared shirt; black, khaki, or dark blue trousers; a corresponding colored tie; and dress shoes. NO JEANS, NO SHORTS, NO TENNIS SHOES, OR SLIDE-ON SHOES (flip flops) WILL BE ALLOWED.**

Attire for young women should be **a dress or skirt that will not show at the collar or the bottom of the gown. Wear dress shoes or dress sandals. NO JEANS, NO SHORTS, NO TENNIS SHOES, OR SLIDE-ON SHOES (flip flops) WILL BE ALLOWED.**

Hang your gown up as soon as you receive it so the wrinkles fall out. **If it needs pressing, use only a warm iron.** Be careful when ironing the gown. We do not have replacements. Please place your first and last name in your cap and gown.

Your **mortarboard** (cap) should fit flat on your head. You may need bobby-pins to secure your cap. The tassel is worn on your left side. At the end of the commencement ceremony, the proper authority will pronounce you a graduate and the entire class will move the tassel to the right side. This indicates you have indeed graduated.

**Administration must approve all cap decorations prior to the commencement ceremony. No other items can be worn during graduation such as homemade leis, stoles, etc.**

# **DIPLOMAS**

Official diplomas will be ready for you to take home after the ceremony at UNF. Please return to the prep room after the ceremony has ended to pick up your diploma. Remember, only faculty, staff, and students are allowed in this area.

Diplomas will also be available for pick up in the FBHS guidance office Monday, May 20, 2019.

For any additional information please contact:

Ms. Evelyn French at 904-261-5713ext. 2611 or [frenchev@nassau.k12.fl.us](mailto:frenchev@nassau.k12.fl.us)

**Jostens:** 904-272-7419 or [www.rhodesgraduation.com](http://www.rhodesgraduation.com)

## **UNF Campus Driving Directions/ UNF Policies**

Attached is a campus map that reflects parking in Lot 18. \*Please note there will be roadway construction and no thru-traffic allowed on Varsity Lane that runs behind the arena, connecting Lot 18. There will be several signs set up around campus to guide patrons to Lot 18. See optional driving directions on map to get to Lot 18.

\*Handicap parking is available in the lower level of the arena parking garage, lot 34 on map.

UNF staff will help with any handicap and wheelchair seating once you enter the arena. Doors open to the public at 5:00 p.m. that day. **UNF staff will conduct a search of any bags coming into the arena. Small water bottles and small cameras are acceptable.**

### **Lot 18 from Beach Boulevard**

At the FSCJ intersection (FSCJ is on the north side of the road), turn onto Central Parkway and follow the road until you see UNF Parking on the left.

### **Lot 18 from St. Johns Bluff Road**

Going north on St. Johns Bluff Road, turn right next to the BP gas station onto Central Parkway. Follow the road until you see UNF Parking on the right. Going south on St. Johns Bluff Road past the Beach Boulevard intersection, turn left at the first traffic light next to the BP gas station onto Central Parkway. Follow the road until you see a UNF Parking sign on the right.

### **Lot 18 from UNF Drive**

From the I-295 (9A) campus entrance, turn left on Eco Road, just past the UPD Police Building. From the Kernan Boulevard entrance, turn left off Alumni Drive at the fountain onto UNF Drive.

**University of North Florida**

**1 UNF Drive | Jacksonville, FL 32224 | Phone: (904) 620-1000**

## Additional Reminders:



### College Pennant signing days



May 6-10 during anchor hour on stage. (Senior exam days). Come and sign the pennant for the college you will be attending. If I don't have your school, then please bring a pennant for me to add to the lineup for my wall in the library! Pennants will also be on stage during graduation practice if you missed signing.

The senior awards ceremony is Tuesday, April 30, 2019 in the MPR starting around 9:15 a.m. Please invite your parents to attend!

Scholarship awards: Scholarship money is now up to \$1,344,077 dollars so far. Last year it was \$ 6 million. Scholarship award letters were due to Ms. Bledsoe in Guidance by Monday April 22<sup>nd</sup>. Please turn in ASAP!

Seniors should fill out a request for final transcript form. Please stop by guidance and see Mrs. Sikes regarding final transcripts. You get five free transcripts. If you've sent more than five the cost is \$3.00 each-cash only.

Mr. Hicks- Graduate walk at Southside & Emma Love Elementary Schools- after first day of grad practice on Wednesday, May 15. Meeting times announced at practice. (11:30 ish)

Grad Images: For UNF ceremony photos please sign up at [www.gradimages.com/preregistration](http://www.gradimages.com/preregistration)



# Baccalaureate

*Dear Seniors,*

We are preparing for our Baccalaureate Service that will honor the Fernandina Beach High School Graduating Class of 2019.

## **What is Baccalaureate?**

Baccalaureate is a church service to honor the graduating seniors offered by the East Nassau Ministerial Association. It is a chance for the community to come together to offer their blessings upon the graduates.

## **What to wear?**

We encourage all graduating seniors of the Class of 2019 to come in their gowns. Please leave your caps, honor stoles, cords, and tassel at home.

## **When is Baccalaureate?**

This service will take place on Thursday, May 16, 2019 at 7:00pm. Graduates should gather at 6:30 in order to prepare for the procession.

## **Where is Baccalaureate?**

Fernandina Beach High School Multi-purpose room. Following the service, the reception will be a perfect time to enjoy desserts and take pictures with family and friends.

## **Who should attend?**

This is a wonderful opportunity for you to acknowledge your family and friends who have guided you in your academic career. It is also a chance for family members who are unable to make the trip to Jacksonville for the graduation ceremony to attend a special graduation celebration with you.

Once again, we encourage you to come and invite your family members.

If you have any questions, please contact Mr. Webber in front office or call 904-261-5713.

Thank you,  
Mr. Chris Webber  
Assistant Principal  
Fernandina Beach High School

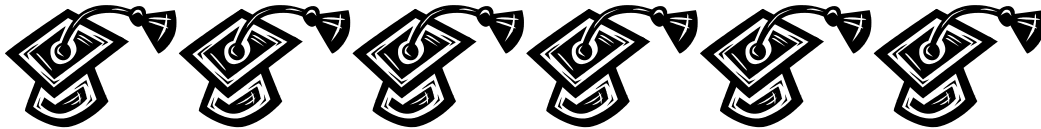
# Baccalaureate RSVP

*An Invitation from the  
East Nassau Ministerial Association*

Please join the East Nassau Ministerial Association  
in a celebration of the accomplishments of the  
Fernandina Beach High School Class of 2019.

The Baccalaureate Service will be held  
Thursday, May 16, 2019 at 7:00 p.m.  
in Fernandina Beach High School Multi-purpose room.  
\*Reception to follow ceremony.

Graduating seniors, family and friends are welcome to join the Ministerial  
Association as they recognize and bless the graduates of the Class of 2019.



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Please RSVP by submitting the bottom of this form to Ms. French in media center  
by Friday, May 10<sup>th</sup>, if you and your family are planning to participate in this  
service to honor the FBHS graduates.

Questions may be directed to  
Mr. Webber or Ms. E. French at 904-261-5713

Graduate's Name \_\_\_\_\_  
Number of people attending (include graduate) \_\_\_\_\_





These policies and procedures have been explained to me by Ms. French.

**I AGREE TO ADHERE TO THE POLICIES OF COMMENCEMENT PRACTICE AND THE CEREMONY AT UNF.**

**I UNDERSTAND THAT IF I DON'T, I WILL JEOPARDIZE MY PARTICIPATION IN THE COMMENCEMENT CEREMONY AT UNF.**

**I Plan to Participate in the Commencement Ceremony**

**(circle one)      Yes      No**

**Please print:**

**First and Last name of graduate:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Please return this signed form to Ms. Evelyn French in the Media Center.**

