

Berkeley Springs High School

COMMENCEMENT 2017



Thursday, May 25, 2017

6:30 pm

Berkeley Springs
High School
Football Field

Berkeley Springs High School
149 Concord Avenue
Berkeley Springs, WV 25411
Phone 304-258-2871
Fax 304-258-7353

Recipient Name
Street Address
Address 2
City, ST ZIP Code



TICKETS

All graduating seniors will receive five total tickets to the commencement ceremony: three tickets for the bleachers and two tickets for the floor. We make every attempt to hold the commencement ceremony outside. If the ceremony is outside, you will only need tickets for the floor (field). If we have to hold the ceremony in the gymnasium due to rain, a ticket will be mandatory to enter the gymnasium.

PROCESSIONAL

At 5:30 pm, we will meet in the auditorium, and at 6:00 pm, we will begin to line up in the multi-purpose room across from the auditorium. Two National Honor Society ushers will provide commencement programs for you during line-up. At 6:25 pm, you will march out to the football field led by two NHS ushers and the faculty. General directions will be provided as the ceremony proceeds.

When it is time for you to receive your diploma, your row will stand and proceed to the right of the stage. Your name will be read as you walk across the stage and receive a white envelope containing your diploma. After you receive your diploma, proceed across the stage, shake hands with the distinguished guests, and return to your seat. Wait until everyone in your row has returned and then be seated.

ALL GRADUATES are expected to remain for the entire commencement ceremony.

COMMENCEMENT

Congratulations on your upcoming graduation! The following instructions are offered to make your

participation in commencement go smoothly. Additional information may be obtained by contacting Ms. Pennington at extension 134 or Mr. Nida at extension 103.

COMMENCEMENT CEREMONIES

Commencement will be held Thursday, May 25, 2017 at 6:30 pm on the Berkeley Springs High School football field. In case of inclement weather, the ceremony will be held in the gymnasium. Please respect the formality of this special ceremony and dress appropriately.

Graduates are required to meet in the auditorium at 5:30 pm. Lineup for the commencement ceremony will be at 6:00 pm in the Berkeley Springs High School multi-purpose room.

CAPS, GOWNS and TASSELS

Caps, gowns, tassels, and honor stoles will be available through Balfour at www.balfour.com. Any graduate participating in the commencement ceremony is required to purchase a cap, gown, and tassel. These items will be delivered the month before the ceremony and will be available for pickup in the multi-purpose room during lunch. Any balance on orders will be due at that time.

TASSEL PLACEMENT

Traditionally, tassels are placed on the right side of the mortar board until the diplomas are conferred. Principal Mitch Nida will recognize your completion of graduation requirements and will direct you to move the tassel to the left side after all graduates have received their diplomas.

DISABILITY ACCESS

Any graduate and/or guest needing accommodations to access the graduation ceremony can place a request with Ms. Pennington at 304-258-2871 Ext. 134 or cpennington@k12.wv.us.

SPECIAL MOBILITY ACCESS

Guests unable to access bleacher seating may request reserved, on-floor seating by contacting Ms. Pennington at 304-258-2871 Ext. 134 or cpennington@k12.wv.us.

Advanced reservations are *required*, and seating is limited to people *needing* specialized seating for wheelchair access, and mobility or health issues. A maximum of one person may be seated with the guest needing this service.

PHOTOS

Professional photographs will be taken on Wednesday, May 24th after graduation practice. All graduates must arrive with their caps, gowns, and tassels. A professional photographer will take a class photograph. Individual photos of graduates receiving their diploma will be taken during the graduation ceremony. Order forms for the class photo will be sent home with each graduate. The individual graduate photo will be mailed to your home with an order form.

CREDITS/FINANCIAL OBLIGATIONS

In order to participate in the graduation ceremony, seniors must successfully complete ALL graduation requirements by 3:00 pm on Friday, May 19, 2017. Students must make arrangements to fulfill all financial obligations by 3:00 pm on Monday, May 22, 2017. Students who do not complete all graduation requirements and/or make arrangements to fulfill financial obligations will not be allowed to participate in the graduation ceremony.

A special thank you to our community volunteers and business owners for all your help.



CONTACT INFORMATION:

Ms. Candice Pennington: 304-258-2871
Ext. 134
cpennington@k12.wv.us

Mr. Mitch Nida: 304-258-2871 Ext. 103
mnida@k12.wv.us

Balfour: www.balfour.com