

# **Class of 2023**



## **Commencement Procedures and Guidelines**

## **GRADUATION CEREMONY:**

June 5, 2023 at 8:00pm.

- WATSCO Center at the University of Miami, 1245 Dauer Dr, Coral Gables, FL 33146

## **GRADUATE ARRIVAL: 6:30 p.m.**

- Graduates should be dropped off at the Quad D entrance doors by **6:30 p.m.** & report to the second floor (section 104-109). The entrance is located on the south side of the main entrance stairs of the Watsco Center
- Graduates DO NOT need a ticket.
- Give yourself extra time to get to UM, account for weather and traffic.
- Bring your cap, gown, tassel, stole, hood (if you received one), honor Cords (only from honor societies) and Coral Reef medallion.
- Only seniors are allowed in the graduate holding area.
- **Know where you are standing in the lineup.**

## **GUESTS:**

- All guests entering the venue must have a ticket!
- Doors open at 6:30 p.m.
- Guests must use the front entrance and **MUST** have their tickets.
- Each graduate will receive FIVE (5) tickets. Only those seniors who participated in the PTSA fundraiser will receive extra tickets.
- Guests will be subject to search. No large bags will be allowed.
- Re-entry is not allowed.
- No outside food or drink.
- UM will be selling flowers at the ceremony.
- Balloons and strollers need to be checked-in at the VIP Lobby.
- Guests will be allowed into the lobby area at approximately 6:30 p.m. Guests must proceed into the arena. It is general admission seating – First come, first served. Please do not save seats.
- Guests **ARE NOT** allowed in the holding area for graduates.
- The Commencement Ceremony begins at 8:00 p.m. and the doors will close at 7:50 p.m. **Guests will not be allowed to enter at that time, doors will re-open once the processional is over.**

## **Prohibited Items by the University of Miami**

The following is a partial list of items that are prohibited at all Watsco Center events and is subject to change. Please contact Guest Services for specific policies/information. For the safety of our guests, the Watsco Center does not permit the following items into the Arena.

- Weapons, pepper spray/mace, flares, fireworks
- Food, beverage, alcohol, cans, bottles, flasks, coolers, drugs, illegal substances
- Pamphlets, product samples
- Skateboards, rollerblades, bicycles, helmets, chairs, beach balls
- Laptop/Tablet computers, 2-way radios, laser pointers, flashlights
- Tablet computers larger than 9.56 inches (243 mm) (H) x 7.47 inches (190 mm) (W) X 0.34 inches (8.8 mm) (D)
- Balloons, permanent markers, spray paint
- Noise making devices: air horns, drums, whistles, etc.
- Bags, backpacks, briefcases, duffle bags larger than 14" x 14" x 6"
- Signs/Flags/Banners/Posters: may not be larger than 11" x 17" or attached to a pole/stick.

ALL guests, graduates, faculty, and staff will be using walk thru metal detectors and bag checking stations prior to entering the venue.

\* Management reserves the right to amend the above policy without notice depending on individual event restrictions. \*

\* In addition, Management reserves the right to restrict any article not specifically listed above. \*

## **PHOTO/VIDEOS:**

Parents and guests will be allowed to take Pictures and Videos **BUT ONLY** from their seats. No professional cameras may be setup. Parents and guests may not leave their seats to take pictures or videos as it blocks the view of the commencement ceremony and causes a disturbance. Parents and guests are to remain seated for the entire ceremony (including the processional and recessional). Cellular phones must be silenced during the ceremony.

*Failure to abide by these rules will result in parents/guests being escorted out of the WATSCO Center.*

**VIDEOGRAPHER:** An official graduation videographer will be present to take professional graduation video. Sales open on May 15, 2023. See instructions below to purchase the official graduation video.

1. Login to student/parent portal
2. Go to “Apps Services and Sites” tab
3. Scroll down and click on the “OSP” tab
4. On left hand side there is a key, scroll and then click on “secondary school” tab
5. Scroll down again on left hand side and find “Coral Reef Senior High School” and click link
6. Click on the link “2023 Coral Reef Senior High Graduation DVD Sales”
7. Enter quantity one and click “add to cart” button
8. Press the “checkout” button. If you have a different and/or other mailing address, please enter that in the notes section of the payment process.
9. Select student from drop down menu, then click “next”
10. Fill out billing information then click “review order” button
11. Once done, payment is complete, and a receipt will be emailed to the email on file. If you do not receive a receipt, then it is safe to say the payment did not go through. Please try again.

**PHOTOGRAPHER:** An official graduation photographer will be present to take professional pictures.

**Grad Images**  
**3490 Martin Hurst Road**  
**Tallahassee, FL 32312**  
**1-800-261-2576**  
<http://www.gradimages.com>

Candid photos will be taken throughout the ceremony and pictures will be taken when the graduate receives their diploma and shakes hands with administration. A few more posed pictures will be taken on the side of the stage before the graduate returns to their seat. (*See the flyer in your cap & gown bag for details and discount code*).

**DRESS CODE:**

- Boys should wear a light-colored shirt, pants/trousers, a tie/bowtie, socks, and dress shoes.  
**NO JEANS OR SNEAKERS!**
- Girls should wear a light-solid colored dress or pant outfit with dress shoes (low heels are *preferred*). **NO JEANS OR SNEAKERS!**
- **GRADUATES May NOT Carry a Cell Phone, Purse, Jacket, Food, Backpack, or Camera with you. Leave these items with your parents.**

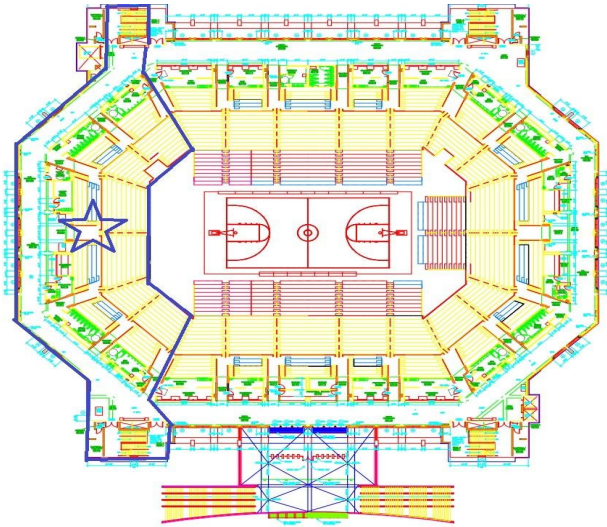
**CAP and GOWN:**

- **Graduates must submit or have the following to receive their cap, gown, and tickets.**  
*Graduation Decorum form signed*  
*Graduation MDCPS Letter signed*  
*All obligations cleared*  
*Senior exit survey completed on SCOIR.*  
*SCOIR updated*  
**Cap and Gown and ticket distribution will take place May 30<sup>th</sup> – June 2<sup>nd</sup> during your Academy Graduation Rehearsal**
- Once you receive your Gown, remove the gown from the bag and place it on a hanger. This should help eliminate any wrinkles. You may steam your gown. **Avoid ironing since it may stain your gown.** Check the gown for any stains, rips, and make sure the zipper works.
- The cap should be worn with the tassel hanging in front of the right ear. Do not wear your cap at an angle. Test your cap at home in advance. If the cap is too loose, tack it with a thread or pins. Practice walking with it. **Make sure you write your name inside of your cap.**
- You **MAY NOT** add your own embellishments to your cap and gown. This is an M-DCPS rule. If you alter your cap or gown in any way, you will either need to go buy a replacement before graduation, or you will not be allowed to walk in the ceremony. You may only wear the items distributed to you (medallion, cords, tassel).
- You may keep the tassel, Academy Stole, Coral Reef medallion, and the cap. The gown is **RENTED**. You will have to return your gown on June 6<sup>th</sup> at Coral Reef between 1:30 – 3:00 pm to pick up your diploma.

***CHECK YOUR CAP AND GOWN IMMEDIATELY WHEN YOU GET HOME!***

If there are any issues with your cap or gown, you will have to go to Herff Jones to get a replacement. Take the damaged item with you and they will replace it on the spot. Call them in advance to check their business hours.

7640 NW 25 Street, Suite 107, Miami, FL 33122 Tel: 305-436-1163



### **GRADUATION STAGING PROCEDURES:**

Graduates should be dropped off at the doors no later than **6:30 p.m.** & report to the second floor (student entrance) on the south side of the Watsco Center wearing your cap, tassel, medallion, stole and gown. In the student staging area outlined in blue, graduates will receive "Reader Card" upon arrival to the second floor. Do not bring anything with you.

Faculty members will be present to assist.

Graduates may not leave this area once he/she arrives!

Parents are not allowed in the student staging area at any point in time.

**Processional:** Students will be lined up by the Academy in Alphabetical order. The order for the processional is as follows: VPA & Legal, Business & IB, Ag/Eng & Medical and Access Academy.

**Late arrivals will not march in the processional.**

### **GRADUATION CEREMONY EXPECTATIONS**

The processional march will begin promptly at 8:00 p.m. If a graduate is late, he/she will not march in the procession.

- The graduation lines will be directed into the venue by Mrs. Santalo & Mrs. Latham. Once the music begins, you will be instructed to walk onto the floor of the WATSCO Center. Wait for Mrs. Santalo & Mrs. Latham to release you before walking. Be dignified!
- Walk carefully and report to your seat.
- Dr. Carballo and Mrs. Martinez will direct you into your row. Please walk all the way in and fill in every seat. Do not leave any seats open.
- All graduates will remain standing for the Pledge of Allegiance and National Anthem. **All Graduate boys must remove their caps and hold the cap with your left hand at your waist level.** Everyone should wait until you are instructed to be seated.

### **RECEIVING OF DIPLOMA**

- Once it is time to receive your diploma, please follow the instructions of the staff who are there to assist with the ceremony flow. Mrs. Martinez will instruct each row of graduates to stand, proceed to the outside aisle and towards the right side of the stage. Dr. Perez will be at the bottom of the stairs and will direct each senior to go onto the stage.
- Hand your "Reader Card" to your lead teacher/counselor. As your name is being read, cross the stage, take your diploma cover in your **LEFT HAND**, and shake hands with the principal with your **RIGHT HAND**. Face the camera and pose for your picture with the principal.
- Proceed to go down the stairs, please be very careful. Ms. Corrales will then guide you to the next area where you will take your individual photo.
- You will return to your seat and remain standing until your entire row has returned. You will sit together as a row.
- Once all the graduates have been called, Mrs. Berge will instruct all graduates to rise, officially declare you graduates, and instruct you to turn your tassel from right to left.
- **DO NOT THROW THE CAPS IN THE AIR! This is a safety issue!**
- Please remain standing as we will conclude with the Alma Mater

## **KNOW YOUR ALMA MATER**



*My Alma Mater Coral Reef, To you may we ever be true  
And all the friends we hold so dear, Will fill us with fond memories.  
From the Academy's to the Athletic Fields  
We strive for success and victory.  
We pledge to you our loyalty, The teal we wear with pride  
For we as "Cudas" lift our song  
**TO CORAL REEF.***

- Mrs. Berge will give the closing remarks and ask everyone to be seated for the recessional.
- Wait for the recessional music. Mrs. Santalo, Mrs. Latham, Dr Carballo and Mrs. Martinez will call your row to exit to the center and then out the way you entered the venue. Make sure not to leave anything behind. You will then exit out of the building to meet your parents. After you have exited the building, you are free to go.

### **Picking up your Diploma**

- **Bring your gown and picture ID to school the next day to get your diploma.**
- Distribution of Diplomas will take place on June 6<sup>th</sup> from 1:30 pm – 3:00 pm
- If you do not bring your gown, you cannot pick up your Diploma.
- Park in the student parking lot

### **TRANSPORTATION AND PARKING:**

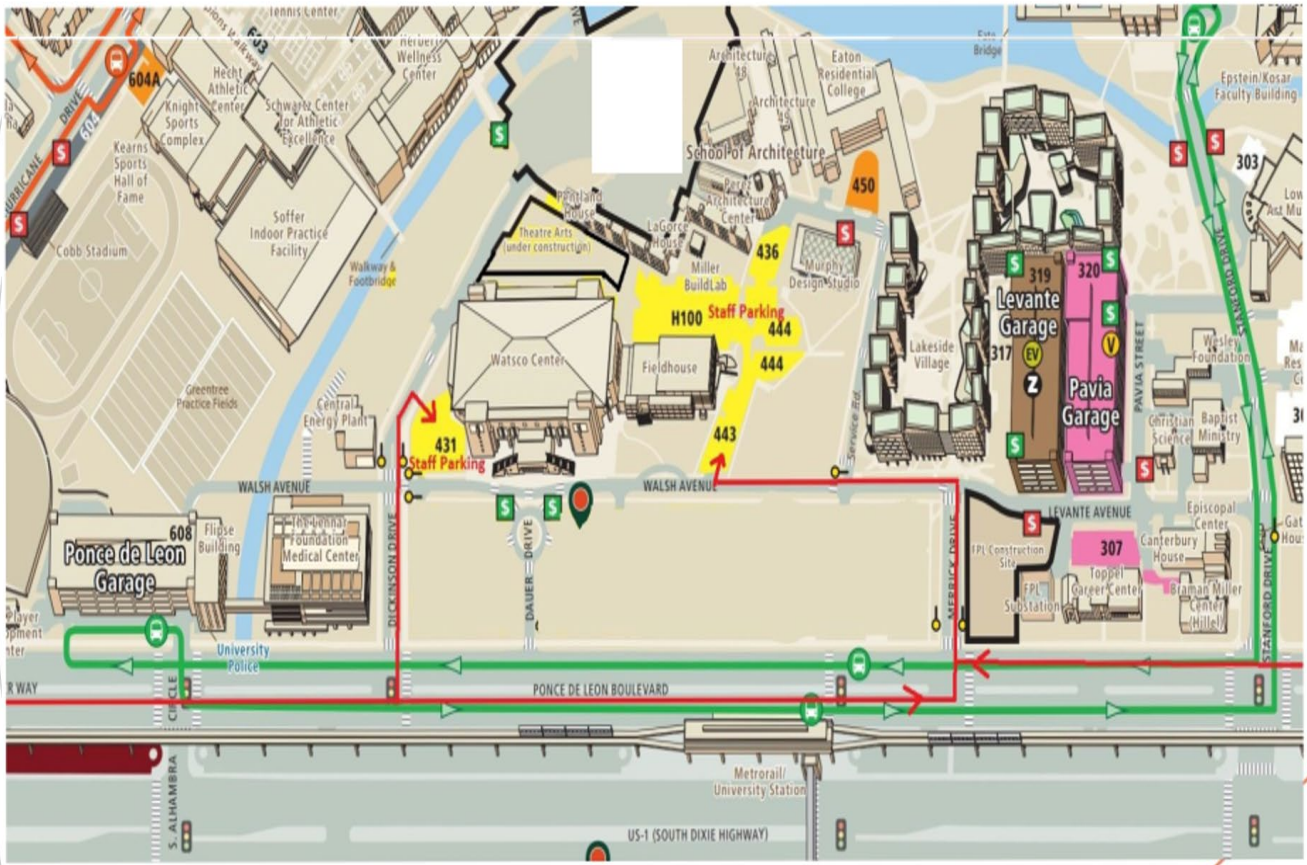
- School staff – Production Lot (431) / Hurricane 100 Lot (H100) & Lot 443/444 (*parking pass required*)
- Dignitaries and VIPs – Hurricane 100 Lot (H100) & Lot 443/444 (*parking pass required*)
- **Students – Other available surface lots and garages**
- **Guests – Other available surface lots and garages**

Parking lots are located around the WATSCO Center, but parking is limited. Uber/Lyft is highly encouraged!

**All vehicles must be parked head-in only.**

- You can pay to park using Pay by phone and will need to enter your vehicle's license plate during the payment process.
- Pay By Phone
  - Hourly - \$2.00 plus 27 cents transaction fee
  - A parking session of 5-hours or more converts to all day parking - \$10.00 plus 27 cents transaction fee.
- Pay Station
  - Hourly - \$2.00; no transaction fee
  - A parking session of 5-hours or more converts to all day parking - \$10.00.

**PLEASE BE AWARE OF CHANGES IN THE FLOW OF TRAFFIC & POSSIBLE CONSTRUCTION**





**Coral Reef Senior High  
Commencement Decorum Agreement  
Graduating Class of 2023**

Commencement is a memorable occasion that preserves the dignity and honor of the educational process at Coral Reef Senior High. Traditions will be established to be valued throughout the years to come. Although we recognize that graduation is a happy and joyous occasion, we must work to protect the integrity of this scholarly event. To that extent, we are asking you to:

- 1. Carefully follow all directions given to you regarding proper decorum before, during, and after the graduation exercise.**
- 2. Refrain from talking and taking part in any distracting behavior throughout the graduation exercise.**
- 3. No cell phones are allowed during the ceremony.**
- 4. All rise for the Pledge of Allegiance (Male graduates are to remove their caps)**
- 5. Students are not allowed to throw caps or any other objects before, during, or at the conclusion of the ceremony.**
- 6. Conduct yourself in a manner that will bring honor to you, your family, and your school.**
- 7. No decoration of caps and/or gowns**
- 8. Inform the school of any potential disruptive actions.**

I, \_\_\_\_\_, Student ID # \_\_\_\_\_ understand and will comply with the expectations and procedures set forth in the Class of 2023 – Coral Reef Senior High Commencement Procedures and Guidelines. I understand that noncompliance will result in my removal from the ceremony with an official written disciplinary reprimand on my final transcript.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Name**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

\*\*\* Return this completed form to your lead teacher at your graduation rehearsal