

***** ATTENTION *****

MUST BE RETURNED BY WEDNESDAY, MAY 1st

I hereby request and consent that my son/daughter/ward _____
Full Name

be permitted to participate in Graduation rehearsal at **Hofstra University - Hofstra Arena in Hempstead, New York on Wednesday, May 29th**

This form **must** be returned to Ms. Roaldsen in the Attendance Office or Mrs. Monno in the Main Office before Wednesday, May 1, 2024. If your permission form is not on file in our office, your child cannot attend the rehearsal.

GRADUATION REHEARSAL

While giving permission for my son/daughter or ward to attend the Field Trip described above, I do so with the full knowledge that it is the responsibility of my child to follow any and all directions provided by the chaperone(s). Should my child stray from the group and not be present at the designated time of departure for the return trip, I will assume full responsibility for my child's return to the school. In addition to the responsibility for returning my child, I am aware that my child will be disciplined by the school including, but not limited to, denial of any participation in the Graduation ceremony itself.

EARLY DISMISSAL

In addition, I give permission for my son/daughter or ward to be released early from school on Wednesday, May 29th, after returning on the bus to MacArthur High School from Hofstra University.

Signature of Parent

Telephone Number

AR/hm
2024



LEVITTOWN PUBLIC SCHOOLS

General Douglas MacArthur High School

3369 Old Jerusalem Road

Levittown, New York 11756

(516) 434-7225



Joseph Sheehan, *Principal*
Anne Marie Rao, *Assistant Principal*
Terence Ryan, *Assistant Principal*

TO: All Graduates

FROM: Anne Rao, Assistant Principal

DATE: March 15, 2024

SUBJECT: Graduation Procedure

On Graduation Day, Saturday, June 22, 2024, all graduates will assemble (in alphabetical order) in the hallway located on the lower level in the Hofstra Arena at Hofstra University by **9:00 A.M.** while their families and friends are being seated in the Arena. **REMEMBER! THE CEREMONY BEGINS PROMPTLY AT 9:30 A.M.**

- Please bring the pre-printed index card with your name on it to the graduation ceremony. Each index card is located in the cap and gown package along with the tickets for the ceremony.
- Tassels are to be worn on the right side of the cap.
- When signaled, the graduates will proceed into the Arena.

The diploma the graduates receive on stage is only a blank diploma case. Seniors will receive a letter from the Guidance Office detailing the diploma pick up date and procedure.

IMPORTANT REMINDER: Caps, gowns, medallions and appropriate stoles **MUST** be picked up at the Senior Breakfast on Wednesday, May 29th. Ten tickets per student will be distributed. Requests for additional tickets may be made to Mrs. Rao's office and will be honored if available.

Requests for handicapped seating should be given to Mrs. Koslowski in Mrs. Rao's office, room 311A, prior to **Friday, June 7th**. These seats are limited and reserved for the person needing the accommodation and, if room permits, **ONE** family member. Seating is assigned on a first-come first-served basis. Please note that there are no special handicapped seating tickets. A list is created and a MacArthur representative will direct you to your section and seat.



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Joseph Sheehan, *Principal*
Anne Marie Rao, *Assistant Principal*
Terence Ryan, *Assistant Principal*

March 15, 2024

Dear 12th Grade Parent/Guardian:

Commencement will take place on Saturday, June 22, 2024, promptly at 9:30 A.M. at the Hofstra Arena at Hofstra University. It is imperative that the graduates are lined up downstairs no later than 9:00 A.M.

All students wear caps, gowns and medallions to the ceremony. Traditionally, members of the National Honor Society wear gold stoles. Candidates for Advanced Regents Diplomas and Advanced Regents with Honors Diplomas wear silver stoles and 4-Year Renaissance cardholders wear pins. No other club or association designation is permitted.

We would like you and our seniors to be able to remember this day with great pride. We ask for your help in making this graduation one of which we can all be proud.

1. Please do not move from your seats to take photographs. You may be interfering with the view of others.
2. Please permit the entire class to complete their recessional march before you exit from the graduation. The ceremony is short, and its dignity should be preserved.
3. Because of the fact that the graduation hall is air-conditioned, there is no need for students to wear shorts, T-shirts, flip-flops or other inappropriate items of clothing. **(Students who arrive in flip-flops will not be allowed on stage because they are a safety hazard.)**
4. Please discuss with your sons and daughters the impropriety of throwing their caps into the air at the conclusion of graduation. They are allowed to keep their caps. Additional ones will not be provided.
5. Students who are unruly will bring the exercises to a stop while they are removed with disciplinary consequences to follow.
6. Any senior suspended one or more times during Marking Period IV may not be permitted to attend the graduation ceremony subject to a review by the Faculty Committee.

OVER ⇨

I hope we all share a mutual goal of maintaining an educational environment through the end of the year and celebrating a dignified graduation in June. It is our belief that the measures outlined in this letter will reinforce this goal.

We would like to stress that the responsible maturity that has been the hallmark of the Class of 2024 since they first entered MacArthur in 2020 be maintained throughout the graduation ceremony and all senior events.

Sincerely,

Joseph Sheehan

Joseph Sheehan
Principal
Attachment
c: Mr. Todd Winch

**General Douglas MacArthur High School
Levittown, New York 11756**

**Class of 2024
Important Information**

Prom

The Senior Prom is Thursday, May 30th at the Piermont in Babylon, New York from 7:00 P.M. until 11:00 P.M. in the Grand Ballroom. Students may be dismissed after fourth period on that day **only** if a parent has contacted the Attendance Office in advance.

- 7:00 P.M. – 8:00 P.M. – Hors d’oeuvres Hour – This is held on the lower level. Many members of the faculty and staff attend, so our students have ample photo ops with their favorite teachers.
- 8:00 P.M. – 11:00 P.M. Sit down dinner and dancing. The menu includes salad and a beef and chicken duet. Dietary requests must be made when purchasing tickets.
- There will be an open air photo booth with an attendant at the prom. This will be set up in the banquet room for free individual and group photos. Color photos will immediately be printed and will come out in strips with our prom logo on them. Please keep in mind that these photos may be posted on the school website, so pictures must be appropriate.

Prom tickets are \$115 per person and will be on sale for two days only – Tues. and Wed. April 16th and April 17th in the Auditorium Lobby during lunch periods. Payment is by cash or check made out to MacArthur H.S.

- Reminder: Prom tickets will only be sold to students who submit a signed parent/student contract form as well as the Pre-Prom workshop attestation form, which were both available after the pre-prom workshops on the MacArthur webpage. As per the signed parent contract, we must have a printed photo ID that identifies your guest at the time of ticket purchase. It is the responsibility of the MacArthur student to notify the Senior Class Advisor, Ms. Roaldsen, if there is a change in the name of the person they will be bringing.
- Table seating is done at the time of ticket purchasing. There is a maximum of 12 people at each table.
- This is a senior function, not a couples function; “dates” are optional. We encourage all students to attend. Don’t miss out!
- This is a formal event. Attire is formal and is to be appropriate for a school-sponsored event.

Conduct

- Participation in the prom is a privilege. Students are expected to conduct themselves in accordance with the Levittown Schools Code of Conduct.
- Students who invite a non-MacArthur guest will be responsible for the guest's behavior.
- As per the contract, students and guests who are suspected of being under the influence of alcohol or a controlled substance and/or in possession of contraband will be excluded from the event-- NO EXCEPTIONS. A parent/guardian will be immediately notified and summoned to pick up the offending individual(s). Disciplinary action will be taken that may include suspension from school and/or the graduation ceremony.
- Once at the prom, students may NOT leave the location and reenter the prom. This includes visits to the limo, bus, or car.
- Attendance at the Senior Prom should be a positive experience for all.

Senior Breakfast

There will be a Senior Breakfast on Wednesday, May 29th, beginning 1st period. This is a regular school day. Students are expected to report to school at the usual time and will be called down to the gym.

- **Yearbooks** will be distributed at the Senior Breakfast. For those who have not ordered a book, there *may* be extra copies available which you will be able to purchase on the day of distribution for \$130.00 Cash Only!
- **4-Year Renaissance cardholders** will be recognized at the breakfast.
- **Caps and Gowns** will also be distributed at the Senior Breakfast. This will be the only opportunity to pick them up. Please be sure to iron the gowns.
- 10 tickets for Graduation will be given at the time the Caps and Gowns are distributed. Requests for additional tickets may be made to Mrs. Rao's office and will be honored if available. If handicapped seating is needed, please give your names to Mrs. Koslowski in Mrs. Rao's office, room 311A, no later than Friday, June 7th.

Graduation Rehearsal

Mandatory Graduation rehearsal at Hofstra will follow the senior breakfast. Permission slips must be returned to Ms. Roaldsen in the Attendance Office or to Mrs. Monno in the Main Office no later than Wednesday, May 1st, or the student will not be permitted to attend the rehearsal. Students must travel to and from Hofstra on the provided school buses.

Graduation

Saturday, June 22, 2024 at 9:30 A.M. – Hofstra University Arena – Students must be lined up downstairs no later than 9:00 A.M.