



Miami-Dade County Public Schools

giving our students the world

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May 3, 2018

Dear Graduating Senior and Parent/Guardian:

We are proud of the accomplishments you have availed from the educational opportunities provided by and Miami-Dade County Public Schools. The faculty and staff of Robert Morgan Educational Center High School wish to ensure that the commencement ceremony will be a fitting conclusion to this phase in your education. Because every graduate is just as important as the next, we ask your assistance in maintaining decorum of dignity, grace, solemnity, and reverence.

It is imperative that all graduation participants and attendees conduct themselves in a polite and courteous fashion. To ensure that Robert Morgan's commencement ceremony is conducted in a dignified manner, we expect students and guests to adhere to the following principles of decorum and etiquette:

Graduate Attire

- ❑ Appropriate clothing is recommended (business/semi-formal attire)
 - Gentlemen – slacks, collared shirt, tie, dress shoes
 - Ladies – dress, slacks, blouse, dress shoes
 - No jeans, shorts, sandals, and/or athletic shoes allowed
- ❑ Graduates are not allowed to alter or decorate the graduation cap and/or gown. The only acceptable items that may be added to the academic regalia are the graduation medals, stoles, and honor cords provided by the school.

Electronic Devices

- ❑ Graduates will not be permitted to bring in cell phones, cameras, or any other electronic devices.
- ❑ Guests will be allowed the personal use of cameras without flash and hand held video cameras as long as one remains in their seat and respects the viewing rights of graduation attendees. Flash photography and standup videotaping are not permitted during the ceremony.
- ❑ Guests are asked to silence their electronic devices.

Arrival Time

- ❑ Graduates are to report to the ***NW 4 Entrance at Ocean Bank Convocation Center @ FIU on June 5, 2018 by 12:45 PM.*** Doors close at 1:50 PM as the ceremony will start at 2:00 PM sharp!!
- ❑ The commencement ceremony will begin promptly. Late arrivals shall not be seated until the conclusion of the student processional and the singing of the national anthem. Please recognize there are thousands of guests attending graduation ceremonies. To ensure you do not miss any of the ceremony, make every effort to arrive early.

Excessive Noise/Distractions

- ☐ Noise makers, horns, bells, and other noise-making devices is strictly prohibited
- ☐ Objects such as balloons, balls, signs, banners, confetti, or other related items which can distract or obstruct the view of the commencement ceremony are strictly prohibited.
- ☐ The throwing of caps is strictly prohibited and will cause the revocation of the graduate’s diploma.
- ☐ It is expected that the dignity of the event be maintained and all speakers be heard.


End of Ceremony Procedures

- At the conclusion of the ceremony, the audience shall remain seated until all the graduates have exited the theater.

Please remain quiet during the roll call of graduates and hold all clapping until the final name has been called. We will respect each graduate and their guests by ensuring that their name is heard. *Therefore, any guest or graduating senior that shouts names, cheers, or otherwise interrupts the ceremony, will be required to leave the ceremony.* This will be strictly enforced by Robert Morgan Educational Center High School staff and M-DCPS Police Offers.

We request that all students, parents, and guests conduct themselves in a respectful manner and respect the decorum of a commencement ceremony. Student and attendees may be removed from the graduation ceremony if their behavior or conduct is inappropriate and disruptive. To acknowledge the importance of proper decorum and etiquette at the commencement ceremony, please sign and return this letter to your Homeroom Teacher by Monday, May 7, 2018.

Sincerely,



Reginald J. Fox,
Principal

Name of Student

Student Signature

Student ID

Name of Parent

Parent Signature

Date