

# ALGER B. WILKINS HIGH SCHOOL

Dr. Valerie Martin, Ed.D, Principal



## **Students'** **Graduation Handbook**

**IT'S THAT TIME!**

*Class of 2023*

This handbook belongs to:



*Class of 2023*



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## **IMPORTANT DATES**

- March 29<sup>th</sup> (Wed.)**      Cap and Gown Pictures
- April 21<sup>st</sup> (Fri.)**      Prom at ABWHS 7pm-10p
- May 1st (Mon.)**      Cap & Gown Pickup at Wilkins **10am-12pm**  
\$60 **CASH ONLY** at the time of pickup!!!!!!
- May 1st (Mon.)**      Community Service Forms, Scholarship  
and Award Letters due to Ms. Elsberry
- May 22<sup>nd</sup> - May 26<sup>th</sup>**      Testing Window (EOCs, CTE)
- May 11th (Thur.)**      Mandatory (Required) Graduation Practice at Wilkins  
(10 a.m.) All students need to report by 9:15 am.  
Senior Awards/Graduation Cords Presented
- May 12<sup>th</sup> (Fri.)**      Senior Field Trip (TBA)
- May 30th (Tues.)**      Mandatory (Required) Graduation Practice @Crown  
Coliseum @10:00 a.m. All students need to report by  
9:00am.
- June 5<sup>th</sup> (Mon.)**      Graduation at the Crown Coliseum @11am. All students  
need to report by 9:00am.

**Note: All graduates and participants are to arrive by 9:00 a.m. on June 5th, 2023.**

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## GRADUATION ATTIRE

Each graduate will wear their cap and gown during the Commencement Ceremony. **Please note:** Caps and Gowns are to be **carried** (not worn) when entering the building upon arrival.

OUR PURPOSE in specifying wearing apparel for GRADUATION related events is to assure UNIFORMITY.

"Students will not be required to conform to a specific type of attire based on gender and may choose to follow the expected graduation attire as provided for males or females to ensure compliance with Title IX and the Equal Protection Clause."



CAP AND GOWN ATTIRE FOR THIS YEAR



**Option 1:** Black dress slacks, Solid black shoes (if with laces-black) and dark soles, black socks, white dress shirt, black neck tie

**Option 2:** Black dress or skirt following school policy of length and shoulder coverage, Black closed-toe dress heels (no sandals/flip flops, sneakers, slides)

It is recommended that you dress business casual if possible. Whatever can be seen outside of your gown should be appropriate for a graduation. Flat shoes are recommended.



No sunglasses - No chewing gum or candy - no purses or handbags!  
Hairstyle should permit the mortarboard (cap) to fit properly.



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## **SENIOR AWARDS**



**Will be announced during the  
Senior Event held in  
May**



***NOTE:*** *If you have received a scholarship or an award, please give Ms. Elsberry a copy of the letter. This should be done as soon as you receive your notification letter but not later than May 1, 2023.*



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## **COMMENCEMENT PRACTICE**

Thursday - May, 11<sup>th</sup> 2023

ALGER B. WILKINS

Seniors, report no later than **9:15 a.m.**

Practice will start at 10:00 a.m.

Tuesday - May 30<sup>th</sup>, 2023

CROWN COLISEUM

Seniors, report no later than **9:00 a.m.**



## **GRADUATION**

11:00 a.m., Monday - June 5<sup>th</sup>, 2023

CROWN COLISEUM

Seniors, report no later than **9:00 a.m.**

Do **NOT** put on your cap and gown until you are *inside* the holding area.

Seniors are to **arrive** for graduation no later than **9:00 a.m.**

Tickets will admit parents, beginning at 10:00 a.m.



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**SENIOR EXAMS SCHEDULE  
~ EOC, Final Exams, and CTE ~**

<b>DATE</b>	<b>FINAL EXAM</b>

You will be notified and given specific information regarding any testing you may have; to include the day and time you should report to Wilkins to test.

**Senior Parent Meetings**

Thursday, March 2, 2023 at 6:00pm (Virtual)

Thursday, April 27, 2023 at 6:00pm (Virtual)



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## **COMMENCEMENT PROCEDURES**

**PLEASE, DO READ THIS VERY IMPORTANT INFORMATION!!!!**

1. Due to the dignity of the commencement ceremony, it is asked that ALL parents and guests of our graduates please refrain from cheering, clapping, yelling or displaying any other loud outburst of noise while student names are being called.
2. Seniors must attend Graduation Practice if they plan to march at Commencement.
3. March with shoulders straight. Sit and stand with good posture. Your tassel should hang over the right temple. **Do not chew gum!**
4. **Stage participants should march to the stage instead of entering their assigned row.** You will march in from the same side at commencement as you do for graduation practice.
5. There should be no talking during the ceremony. Talking is distracting to others and it detracts from the dignity of the occasion.
6. Teachers will see that you have the correct spacing as you enter the auditorium. Try to keep this same distance between you and the person in front of you as you proceed.
7. **Remain standing until you are given a signal to sit.** Watch carefully for all signals for standing and sitting so that you will be together.
8. Diplomas will be given alphabetically, one row at a time. All diploma jackets will be empty. **If you have any unfulfilled obligations to the school or if your behavior during the ceremony is not exemplary, you must return to Alger B. Wilkins to take care of your responsibilities.** If your diploma is held because of your behavior, you must make an appointment with the Principal.





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## **COMMENCEMENT PROCEDURES**

**(continued)**

9. When it is time for diplomas to be awarded, a marshal will direct you to the stage. Wait until your name is called. Receive your diploma and proceed across the stage in a very dignified manner.
10. Continue across the stage, leave the stage, move back to your row and your seat and **remain standing until all members of your row have returned to their seats**. The marshals will let you know when to sit. At the end of the ceremony, after the recessional, you will be directed to the holding area where the Graduation Coordinator and Counselor will have the insert for your diploma.
11. Do not toss your cap into the air when the ceremony is over.
12. If you choose not to march for commencement, you may receive your diploma at Alger B. Wilkins on **by appointment**. Please let the principal or the school counselor know if you plan not to march.



## **RESERVED SEATING**

There is designated seating in the coliseum for physically challenged guests. Arrangements will be made for **one** family member to be seated with the physically challenged guest in the designated area.



ADMIT  
ONE

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ADMIT  
ONE

## GRADUATION TICKETS

Each graduating senior will receive **6 assigned seating** tickets only. Each guest (including babies) must have a ticket.

**NOTE:** If you complete all classwork by May 12<sup>th</sup>, you will earn 2 extra tickets. Early Graduates also receive 2 extra tickets.

If you turn in your computer & charger by May 19<sup>th</sup>, you'll receive an extra graduation ticket.

If you bring in 10 hygiene items (toothpaste, deodorant, etc), you will earn 1 extra ticket.

Give your tickets to guests who will respect the dignity of this program. Ask them not to disrupt the procedures by applauding or yelling for you when you cross the stage. **They will be escorted from the ceremony.**

**Seniors who do not meet graduation requirements will not be issued tickets.**



## PHOTOGRAPHS and VIDEOTAPES

Guests can bring cameras to take photos and video but **camera bags are NOT permitted inside the Crown.** Guests can take photos and video with their cell phone from their seat.

**\*\*No one should leave their seat to take a picture or video.**

The Commencement will be online. Visit Alger B. Wilkins High School's web page.

**User Name: TBA Password: TBA**



# CROWN PARKING and GUEST INFORMATION



<u>Guests</u>	<u>Graduates</u>
Use North Parking Lots	Crown Coliseum West Parking Lot
(See page 13 for maps and illustrations.)	

## GRADUATE ARRIVAL INFORMATION

**Graduates** should arrive **(by 9:00am)** and park at the Crown Coliseum in the West parking lot and use the side entrance to the Expo Center. Staff will be at the door to direct you. This is where graduates will be held while waiting to be lined up and marched over to the Crown.





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### **IMPORTANT!! Please Know:**

- All graduates and guests will be screened by metal detectors before entering the building.
- Any senior that causes a disruption during the processional, ceremony, or recessional will be escorted from the ceremony.
- There will be no admittance to seats during the Processional and National Anthem.
- **NO** umbrellas, balloons, stuffed toys, flowers, wrapped or unwrapped gifts will be permitted (or other restricted items) inside the facility.
- Only **clear bags/purses** are allowed inside the venue, this includes purses.  
<http://www.crowncomplexnc.com/visit/venue-policies>
- At the end of the graduation ceremony the guests will be asked to remain seated and will be released by sections.
- Guests who choose to cause a disruption during the processional, ceremony, or recessional will be escorted from the ceremony.

- Schools may withhold diplomas for a period of time as determined by the Superintendent for misconduct during the graduation ceremony.
- Graduation from high school is a milestone in the life of a student and his or her family. The dignity of the occasion can best be observed by refraining from whistling, yelling, or applauding for any one student. This will allow families to hear the name of their graduate. Your congratulations can be shown by applause for the total group *after* the turning of the tassel.



# Maps and Illustrations

