

Springfield Public Schools
Commencement Ceremony Guidelines
Saturday, June 1, 2019

In order to ensure the safety of all and to extend courtesy to our graduates and their families, please follow the guidelines listed below:

- This is a momentous occasion! Students are expected to dress appropriately. Guests are expected to remove hoods/hats and to demonstrate respect for all graduates.
- Every graduate and their family deserve to hear their name announced. Please make every effort to ensure all students have this opportunity.
- Metal Detectors will be used to ensure the safety of all guests and graduates prior to entering the BoS Center for the graduation ceremony. Purses, bags and other personal items will be subject to search. No weapons of any kind including pocket knives and mace/pepper spray will be allowed in the BOS Center. The Springfield Police Department will be at the BoS Center to assist with this process.
- Once guests have entered the Main Hall, please locate an area to sit so walkways stay clear.
- Accessible seating will be located all along the west bleachers and dedicated areas in the Mezzanine.
- Access to the Main Hall will be allowed 1 hour before each graduation ceremony is scheduled to begin and will be closed 5 minutes prior to the beginning of the scheduled processional. Anyone not seated at that time will be directed to the Mezzanine level. The elevator, ramps and stairs will be available during this time. Ushers will be available to assist family and friends when using the elevator.
- **There will be NO ENTRY to the BoS Center 30 minutes after the beginning of each graduation ceremony.**
- District 186 is very fortunate that we do not require an allotment of tickets for each graduate for this event. However, we do ask that seats are not saved for others.
- Flowers are welcome, **but balloons are prohibited.**
- In order to ensure that there is adequate time provided to prepare for the next ceremony, all families are asked to exit through the front doors of the Main Hall 15 minutes after the conclusion of the recessional.
- All graduates will exit through the 9th and Adams St. (south doors) or 9th and Washington St. (north doors) behind the stage after graduation. Families should make arrangements to meet on the Addams St. or Washington St. sides of the BoS Center after graduation.
- In case of any emergency, please follow the directions of BoS Center personnel and/or the Public Address System.

Thank you in advance for following these guidelines and sharing with all invited guests. It is the hope of District 186 that your son/daughter and your family/friends have a very enjoyable and safe experience during this graduation ceremony.