



YORK COUNTY SCHOOL OF TECHNOLOGY

MR. GERARD MENTZ, DIRECTOR OF STUDENT SERVICES

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April 5, 2019

To the Parents/Guardian(s) of York Tech Seniors:

We are all looking forward to June 4, 2019, the date of the York County School of Technology Commencement at the York Expo Arena at the York Fairgrounds. Please be assured that our student leaders and staff are dedicating much time and effort to ensure that all of the events of the final days for the Class of 2019 are exciting, memorable, and joyous occasions.

Graduation from high school is an honor and represents many years of collaborative effort on the part of the student, family, and school. We are actively requesting your assistance in helping achieve the caliber and dignity of ceremony that your son or daughter deserves. Specifically, we encourage you to do the following:

1. Review with your graduate the enclosed materials entitled: Senior Events; Request for Bus Transportation; and 2019 Commencement Guidelines.
2. Encourage your graduate to attend and to take seriously, all Commencement practices. These **practices are a part of the regular school day. Attendance is mandatory.** Students who do not attend practices will not participate in the graduation ceremony.
3. Please do not plan or condone private parties and events that conflict with school-planned, sponsored, or chaperoned activities such as the senior trip to Hersheypark and graduation rehearsals. Your cooperation is appreciated and in the best interest and safety of your graduate.
4. Attend Commencement, which begins promptly at **6:45 p.m. on Tuesday, June 4, 2019** (doors will open at 5:45 p.m.).

Last, although the Commencement exercise is one of joy and celebration, it should also be one of dignity and decorum. We are honoring young adults who are marking a very special event in their lives. We request that all who attend Commencement participate in such a way as to enhance the dignity and quality of the event. Over the years, we have received many compliments for the exceptional York County School of Technology Commencement. Our success is due to a number of factors, including tradition, careful planning, and thorough rehearsal.

We look forward to seeing you and your family at this important event.

Sincerely,

Mr. Gerard Mentz
Director of Student Services

York County School of Technology

Notice To Seniors

2019 Commencement Guidelines

Special Notices

A. **Commencement Tickets** – Every person (even young children) must have a ticket to be admitted to the ceremony. There is no reserved seating and no standing room at the York Expo Arena. Tickets will be distributed on Wednesday, May 29th, during Commencement practice. Each graduate will receive **10 (ten) graduation tickets** this year. An announcement regarding extra tickets will be made during Graduation Practice #1 on May 29th, 2019.

B. **All seating is handicap accessible at York Expo Arena.**

C. **Diplomas:** A diploma has been ordered for each student and will be given to each graduate as he/she exits the stage at Commencement. Please check your diploma when you receive it and if there is an error, please contact April Bupp at 741-0820, ext. 5112, by June 28, 2019.

D. **Photography:** Each graduate will be photographed by Lifetouch as he/she receives the diploma. You can order by completing an order form that will be distributed on May 29th.

E. **Obligations:** All outstanding financial obligations must be met by the end of the school day on **Tuesday, May 28**. All obligations must be paid in the Attendance Office, except for cap and gown obligations (payable in Student Services Office).

F. **Commencement Dress:** Caps and gowns and cords will be distributed on **Wednesday, May 29th**.

ANY and ALL of the following cords may be worn for at Commencement, if awarded by York County School of Technology. **Students may not wear outside stoles, cords, or regalia in our Commencement ceremony that have not been awarded by York County School of Technology.**

- NHS Medal on Blue Ribbon – member of Clay Givler Chapter-National Honor Society
- Purple & Silver Cord – Member of National Technical Honor Society
- Gold Stole – Academic All Star (Top 10 ranked students in Class of 2019)
- Green Stole – Officers of the Class of 2019
- Honor Graduate Medal on Green & White Ribbon – Top 10% of the Class of 2019
- Navy Blue & Red Cord – Student earned overall score of Advanced on NOCTI/NIMS
- White Cord – Student of the Month during high school career
- Light Gold Cord – Earned gold medal at the District/State/National level CTSO competition during high school
- Red/White/Blue Cord – Met specific criteria of SkillsUSA determined by the York Tech chapter
- Orange Cord- Student was a member of SPIRIT & Harmony
- American Flag pin – Those students entering any branch of the Military on behalf of the York County Vocational Technical Education Association

Required Dress For Graduation

Required dress for students under their gown is as follows:

Girls: Appropriate dress includes dresses, skirts and blouses, or dress pants. Girls must wear dress shoes (low heels or flats are recommended). No sneakers, flip flops, shorts, or beachwear are permitted.

Boys: Appropriate dress includes dark pants, collared shirt, and tie (preferred.) No shorts, jeans or beachwear are permitted. Dress shoes or polished boots are acceptable. No canvas shoes, sneakers, flip flops are permitted.

Dress is an important component of this dignified ceremony. Plan to dress according to these guidelines. It is important to remember that all Joint Operating Committee Board policies and the consequences due to violations are in effect through the completion of Commencement ceremonies. **Students on suspension cannot participate in any school activities, including Commencement.**

Senior Schedule

Rehearsal is one of the important keys to a dignified Commencement ceremony. Students must attend all practices. Seniors may not bring guests/children/siblings to practice. Please be on time!

Commencement Practices (Co-op Students must attend ALL practices)

Wednesday, May 29, 2019: Half day of practice at York Tech, (GYM) from 8:00 a.m. – Noon. Caps, gowns, tassels, cords, tickets, and photograph order forms will be distributed to all seniors. Obligations should be taken care of; those who still owe a balance will be notified, Students who need to ride the bus home must stay until 3:00 p.m. A movie will be shown in Room 1101 after lunch.

Thursday, May 30, 2019: Half day of practice at York Tech, from 8:00 a.m. – Noon. Students should report to the GYM upon arrival. Students may ride the bus or drive to school. Senior Class picnic will be held in the afternoon after practice. The picnic is optional; however, students who need to ride the bus home must stay until 3:00 p.m. Students who attend the picnic must stay all day.

Friday, May 31, 2019: Hershey Park trip. Students who have turned in the permission slip will leave at approximately 9 a.m. for Hersheypark and return between 8:00 p.m. and 9:00 p.m. No seniors will be permitted to transport themselves to Hersheypark. Seniors who are not going on the trip should **not** be on school property. Cost is approximately \$35.00 for trip.

Tuesday, June 4, 2019: Practice at 8:15 a.m. at York Expo Arena. Full dress rehearsal with cap and gown, tassel, and dress shoes. Students are allowed to drive or walk to York Expo Arena on this day; however, a school bus will also be available to transport students to York Expo Arena. The bus will pick you up at your bus stop and take you directly to York Expo Arena. Do not report to York Tech! Students must complete a permission slip if they need to ride a bus. YCST is not responsible for the safety of students who do not ride a bus to York Expo Arena. **Transportation forms are due on May 24!**

- **PLEASE NOTE: While at York Expo Arena, all school rules apply. The York Expo Arena is smoke-free, and no speeding in the parking lot will be tolerated.**
- **Commencement Arrival Time for Graduates – ALL Seniors participating in Commencement must report to the York Expo Arena by 5:30 p.m. on June 4, 2019. Parents and guests will be admitted at approximately 5:45 p.m., after seniors have arrived and have been checked through security. Each graduates must leave valuables, keys, and cell phone with a family member during Commencement.**
- **Non-Participation in Commencement –** Any graduate not planning to attend the Commencement ceremony must submit this request in writing with a parent signature to Student Services by end of day on May 24, 2019. Any student who does not participate may pick up the diploma in the Student Services Office after 8:00 a.m. on June 6, 2019.

Senior Events (See Enclosed Activity Schedule)

Questions About Commencement?

Contact:

- **Ms. Mary Godin**, Communications & Outreach Coordinator
(717-741-0820) or mgodin@ytech.edu
- **Mrs. April Bupp**, Administrative Assistant
(717-741-0820, x 5112) or abupp@ytech.edu

Process For Notice Of Non-Graduation

Every effort has been and will be made by the YCST staff to assist each senior achieve the goal of graduation. Unfortunately, not all seniors will graduate. We will attempt to provide a notice as promptly as the individual senior's situation will allow.

Students who are in danger of failing a course will be notified if they have passed by the end of the day on **Tuesday, May 28, 2019.**

Students who know they are at risk, with failing grades in any courses, should maintain close contact with their teachers and counselors regarding the examinations and other course requirements to be completed. They are also responsible for keeping their parents well informed of their academic status.

Parents, please ask your son/daughter for frequent progress updates. If your senior does not meet all the requirements for graduation, please contact their counselor for information about summer school and other alternatives to help your child obtain a high school diploma.

In the event that your student is a non-graduate, please be advised that they may pick up their student packet (containing health record, technical certificate, etc.) after June 6, 2019. Non-graduates do not attend rehearsals or receive Commencement tickets.



YORK COUNTY SCHOOL OF TECHNOLOGY

MR. BRIAN GROSS, TRANSPORTATION COORDINATOR

2179 South Queen Street, York, PA 17402

Telephone: (717) 741-9427

EMAIL: bgross@ytech.edu

Commencement Practice - York Tech & York Expo Center
June 4, 2019

REQUEST FOR BUS TRANSPORTATION FORM

If your student needs school bus transportation to graduation practice at York Expo Center, please complete this form and **return it to the Transportation Office by Thursday, May 23, 2019.**

Students will be practicing at York Expo Arena at York Expo Center on Tuesday, June 4, 2018. Students will leave from Expo Arena Hall and bused home at the conclusion of practice.

If you require transportation, please complete information below:

I'm requesting that my student be transported to and from York Expo Arena by school bus on Tuesday, June 4, 2019.

Student's Name: _____ Phone Number _____

Address:

Current Bus # _____

Parent/Guardian Signature Required:

_____ Date: _____

REQUIRED