

Lassiter Graduation Information 2016

Dear Parents,

Like you, the Lassiter Faculty is excited about the approaching graduation ceremony. Enclosed you will find information that you AND your senior will want and need to know. The students are required to abide by the terms of the enclosed graduation contract if they plan to participate in the graduation ceremony. Participation in this event is a PRIVILEGE, not a RIGHT. Our hope is that this packet will ensure that we have an outstanding ceremony and a special end to your student's high school experience.

The graduation ceremony will be held at Kennesaw State University on Wednesday, May 25th at 3:30 pm. **EACH PERSON WHO ENTERS MUST HAVE A TICKET (this includes babies and toddlers).** Please make sure that the tickets are not stapled together. Graduating seniors do not need a ticket. Graduation announcements that you purchase and send out are **NOT** admission tickets. Please be sure that friends and family understand this policy. Each senior will receive seven (7) tickets to the ceremony. **KSU charges a \$10 parking fee per car. To expedite parking, please bring exact cash.**

Also, please be advised that in accordance with KSU requirements, all persons entering the convocation Center MUST submit all bags and packages for inspection by public safety personnel. Please do not bring any packages that cannot be opened or inspected. Also, please allow for extra time for entry as there may be delays.

Graduation is a dignified ceremony honoring seniors. We ask your cooperation in emphasizing appropriate behavior for both the graduates and their guests. While families are excited to hear their student's name announced, clapping and/or loud noises at that time will mean that the name of the next student will not be heard by their family and friends. We want EVERY student to be honored at this ceremony so we ask that you refrain from clapping or making any noise when your student's name is called. **Instead, we would like to honor both you and your student at the ceremony by asking you to quietly stand when your senior's name is announced and as he/she receives their diploma. No balloons, signs or flowers will be allowed inside the venue.**

Punctual attendance is required at all graduation practices. Since no one will be allowed to march if absent from practice, students should make arrangements with employers, etc., NOW in order to accommodate for their attendance at these practices.

We appreciate your support and again want to say that we hope to make your senior's graduation a memorable event honoring the completion of their high school years.

Sincerely yours,

Dr. Chris Richie
Principal

SENIOR EXAM SCHEDULE SPRING 2016

Monday, May 16th1st and 2nd period exams
Tuesday, May 17th3rd and 4th period exams
Wednesday, May 18th5th and 6th period exams
Thursday, May 19th7th period exam

Exams will be given in the regularly scheduled class period. Early dismissal forms, allowing a senior to leave each day after the last final exam, are included on the graduation contract in this packet. During exams students not arriving to school at the usual time must check in with PPO with a note from a parent or guardian. Students may not leave without permission to check out. Students should remember that dress code policies are still in effect during senior finals.

GRADUATION ANNOUNCEMENTS, CAPS AND GOWNS

Seniors should have previously purchased and received caps, gowns, announcements and other senior items. If your student has not ordered these items and/or picked them up at school, you will need to contact Herff Jones at 770-795-1626. Due to the change in our gowns, all students must purchase a new gown and may not reuse a gown from a former graduate.

GRADUATION PHOTOS AND VIDEO OPPORTUNITIES

During the graduation ceremony all guests must remain in their seats. **Due to fire codes NO tripods, monopods, selfie-sticks, or any other camera stabilizing equipment will be permitted inside of the Convocation Center.** Lassiter has arranged for Life Touch Photography to take an individual photograph of your graduate as he/she receives their diploma. You will place orders directly with the studio. A flyer is enclosed in this packet. If you have questions, please contact Life Touch Photography at 817-439-6309. **No balloons, signs or large flower bouquets will be allowed to enter the venue.**

A video of the graduation ceremony will be professionally filmed and coordinated by the Events Office for the ceremony at the Convocation Center. Orders for these must be placed directly with the vendor and not through Lassiter High School. There will be a link on the main page of the Lassiter Website for ordering videos.

GRADUATION PRACTICES

IF A STUDENT PLANS TO PARTICIPATE IN THE GRADUATION CEREMONY, PUNCTUAL ATTENDANCE AT ALL GRADUATION PRACTICES IS MANDATORY. ALSO, STUDENTS MUST HAVE MET ALL FINANCIAL OBLIGATIONS (ex., paying parking fines, overdue media center fines, returning or paying for uniforms, etc.)

All Cobb County School policies and Lassiter High School policies that govern any school activity or school day will be followed. Only students who attend all practices, arrive on time, and behave appropriately will be allowed to participate in the ceremony. **STUDENTS WHO WORK OR ATTEND OTHER SCHOOLS (JOINT ENROLLMENT) MUST MAKE ARRANGEMENTS WITH EMPLOYERS OR TEACHERS. BE SURE TO MAKE THESE ARRANGEMENTS NOW.** Any exception to this policy must be made in writing, **IN ADVANCE**, and approved by Dr. Bare.

Practice is a school activity and seniors should wear appropriate clothing. No food or drinks may be brought into the gymnasium or the Concert Hall during practice. No hats may be worn during practice.

Practice 1

Monday, May 23rd at 12:30 p.m. in the Lassiter gymnasium

Seniors must be in the gymnasium at 12:15 p.m. Students will sit in the chairs in their advisement groups.

Practice 2

Tuesday, May 24th at 12:30 p.m. in the Lassiter Concert Hall

Locate your advisor and sit with your advisement group. Attendance will be taken. There will be a brief meeting. Following, the seniors will go to the cafeteria for our Luncheon. **Every senior is invited to the luncheon.** Practice will follow and should conclude by 3:30.

TICKETS WILL BE GIVEN OUT AT THE PRACTICE ON Tuesday.

GRADUATION CEREMONY

Wednesday, May 25 at 3:30 p.m.

Kennesaw State University Convocation Center

Seniors must check in with their advisor at 2:00 p.m. at the Carmichael Student Center.

The Convocation Center is building #2 on the campus map. Guests will enter the Convocation Center on the entry level through the Atrium doors facing Kennesaw Hall starting at **2:45 p.m.**

The graduation ceremony is an optional, dignified, solemn ceremony for seniors and their family and guests. We ask that every single senior, parent, and guest participate in a manner that will allow each graduate the opportunity to have his/her special moment on stage. Every graduating senior deserves to have his/her name heard as he/she receives a diploma. **IN APPRECIATION OF THE CONTRIBUTION OF THE PARENTS AND FAMILIES OF GRADUATES TO THE GRADUATES AND TO LASSITER HIGH SCHOOL, WE REQUEST THAT THE FAMILY OF THE GRADUATE STAND WHEN THE GRADUATE'S NAME IS CALLED AND HE/SHE RECEIVES THEIR DIPLOMA.**

At the conclusion of the ceremony, parents and guests must remain seated until all seniors have left the sanctuary. Graduates will need to come to the Administration Office May 26th, 27th and 31st (school is closed May 30th) **during the hours of 9:00-2:00** to pick up their diploma. They will need to turn in their gown at this time. They may keep their tassel and mortarboard.

Caps may not be tossed inside the venue. Please join your students on the Campus Green for the tossing of the caps. (Please refer to campus map. Upon exiting the Convocation Center through the atrium, bear to the left to get to the Campus Green.) Students wishing to participate in a hat toss should meet in this area where the senior class officers will lead this Lassiter tradition. Parents, be sure to have your cameras ready for this event.

ADMISSION IS BY TICKET ONLY.

Doors will be opened at 2:45 p.m. and will be closed promptly at 3:30 p.m. just before the processional begins. Guests may not save seats. Once the doors have been closed, no one will be admitted until after the graduate processional has taken place. No one is permitted to stand along the rails.

SENIOR DRESS FOR CEREMONY

NO STUDENT WILL BE ALLOWED TO MARCH UNLESS HE/SHE IS DRESSED APPROPRIATELY. Any student not following the dress code for the ceremony will be pulled from the line up at that time. Gum chewing will not be permitted during the ceremony.

ALL CAR KEYS, CELL PHONES, CAMERAS AND OTHER PERSONAL ITEMS SHOULD BE LEFT IN THE CARE OF FAMILY MEMBERS OR FRIENDS BEFORE YOU COME TO THE CONVOCATION CENTER ON THE DAY OF GRADUATION. THERE WILL NOT BE A PLACE TO LEAVE THESE ITEMS.

Several days before the ceremony, please place the graduation gown on a hangar so the wrinkles fall out. The cap and gown are not to be altered in any way whatsoever. To ensure that your child marches in the ceremony, please check to be sure he/she is dressed appropriately before leaving home.

DRESS FOR GIRLS

1. **Cardinal gown, cap and tassel (cap is worn flat on head with point at center and tassel on the left side)**
2. **Dark dress that DOES NOT HANG BELOW THE GOWN.**
3. **Dark shoes only. FLIP FLOPS, TENNIS SHOES, AND OTHER INAPPROPRIATE FOOTWEAR WILL NOT BE ALLOWED.**

DRESS FOR BOYS

1. **Cardinal gown, cap and tassel (cap is worn flat on head with point at center and tassel on the left side)**
2. **White dress shirt (no golf shirts or collarless t-shirts)**
3. **Traditional dress tie—no rope or lanyard type, etc., ties allowed.**
4. **Dark solid slacks preferred, but khakis are acceptable. JEANS and patterned pants of any kind ARE NOT acceptable.**
4. **Dark shoes and socks. FLIP FLOPS, TENNIS SHOES, AND OTHER INAPPROPRIATE FOOTWEAR WILL NOT BE ALLOWED.**

Any student altering his/her cap, gown, or person with writing, decorating, drawings, etc., will be removed from the line up.

SENIOR LINE UP

Graduating seniors must be in the Carmichael Student Center (building #5) by 2:00 p.m. Upon arrival, each graduate should immediately check in with his/her homeroom teacher. Graduates should take into consideration possible traffic around KSU at arrival time. **No parents will be allowed in the Student Center.** The Student Center is across the Campus Green from the Convocation Center. **Carry (not wear)** your gown and bring an umbrella in case of rain that you might not be able to retrieve.

HANDICAPPED ACCESS

Handicapped parking is provided in Lot A and Lot B. The university will be providing constant golf cart shuttles to the front of the Convocation Center. The Convocation Center is fully ADA accessible. Handicapped guests

will be allowed into the center at 2:30 p.m. The handicapped entrance is located in the center bank of doors at the front of the Convocation Center. **One family member may come in with the handicapped guest. Each guest MUST have a ticket.** Guests being admitted EARLY at this door must be registered with the graduation supervisors during graduation practice. Graduates should register any handicapped guests with Mrs. Park at the first graduation practice. Guests entering early **MAY NOT** save seats for others. **Handicapped seating will be at the atrium level. In case of overflow, they will be seated on the floor level.** One chair for seating will be provided for the person entering with a handicapped person in a wheel chair.

PARKING

KENNESAW STATE UNIVERSITY WILL BE COLLECTING \$10 PER CAR FOR PARKING. Please bring exact change to keep the lines to a minimum. Graduates will be parking in the Central Parking Deck (#42 on map). Parking for guests is available in the East Parking Deck (#9 on the map), the East Parking Lot (across Frey Road from the East Parking Deck) and other lots.

EXTRA TICKETS

Request for extra tickets (maximum of 2) will be available **online only** beginning May 2nd. There is no guarantee how many will be available. Check the Lassiter Webpage beginning May 2nd for the request form.

**Find out more information on the Lassiter Website Homepage
Click the Graduation 2016 Link**

LASSITER HIGH SCHOOL CLASS OF 2016 GRADUATION CONTRACT

(CONTRACT MUST BE RETURNED TO YOUR ADVISOR BY Friday, MAY 6th)

GRADUATES MAY NOT PARTICIPATE WITHOUT A SIGNED CONTRACT
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We, _____ and _____ understand that in order to participate in the
Parent Student

Graduation exercise for Lassiter HS the following requirements must be met:

1. The student must pass all required courses and complete all graduation requirements as listed in Cobb County School Board policy in order to participate in the graduation ceremony
2. The student will attend all graduation practices and will arrive on time.
3. The student shall remain on campus after final exams unless permission for an early dismissal has been granted by the parent or guardian.
4. All financial obligations must be cleared. This includes, but is not limited to, payment for lost textbooks, parking fines, school equipment and uniforms.
5. Disruptive behavior at practice, or at graduation, will result in the student being removed from practice and/or the ceremony.
6. A student may be denied the opportunity to participate in the ceremony if he/she is involved in any serious discipline event the remainder of the 2016 school year.
7. Students will follow the dress guidelines and all Cobb County School policies regarding behavior, dress, etc. during finals, all practices, and the graduation ceremony.

Please initial

ANY STUDENT IMPROPERLY DRESSED FOR THE CEREMONY WILL NOT BE ALLOWED TO PARTICIPATE.

_____ YES, my son/daughter may leave school after the last final each day.
(Please initial)

_____ No, after final exams my son/daughter must remain on campus until the end of the school day. (Please initial)

By signing this contract we acknowledge that we have seen the 12 week progress report and understand all the rules and guidelines presented within this document.

_____ Print student's name

_____ Student's Signature

_____ Parent or Guardian's Signature

