

March 31, 2017

Dear Parents,

We at Kell are excited about the approaching graduation ceremony. As we near the big date, there are a few reminders that will help to make this a very memorable day for you, your family and friends and especially the graduates. Since participation in the graduation ceremony is a privilege for students, not a right, we have enclosed specific information that you and your senior will need to know. All seniors who are planning to participate are responsible for knowing this information and are required to abide by the terms of the enclosed graduation contract. Our hope is that the information in this packet will ensure that we will have an outstanding ceremony and a special end to your student's high school experience.

The graduation ceremony will be held at the Kennesaw State University Convocation Center on Tuesday, May 23, 2017 at 3:30 pm. Each graduating senior, who participates in the ceremony, will receive ten admission tickets. **EACH PERSON (INCLUDING INFANTS) WHO ENTERS MUST HAVE A TICKET.** Graduation announcements that you purchase through a vendor to send out **are not** admission tickets. Please be sure that friends and family who were sent graduation announcements understand this policy.

The graduation ceremony is a dignified service honoring seniors and their academic accomplishments. We ask for 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 family and friends of the next student will not hear their child's name being announced. We want every student to be honored at this ceremony. Therefore, we ask that you refrain from clapping and making 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 remain standing while he/she receives the diploma.

In order to get ready for graduation we require that students participate in the graduation practices. Punctual attendance is required at all graduation practices. Students who do not participate in the graduation practices will not be allowed to participate in the ceremony. Students should make arrangements with employers, etc., as soon as possible in order to make accommodations for attending these practices.

Additionally, you will find camera and video restrictions enclosed in this packet. Kell has contracted with BPI Photography to take pictures of each student as he/she receives a diploma. BPI will also be at Kell on Monday May 22, following graduation practice, to take pictures of students in their caps and gowns. Lastly, a video of the ceremony will be available for you to purchase through an outside vendor. Ordering information for the video will be placed on the graduation portion of the Kell website as soon as it becomes available. Since Kell High School is not involved in the sale of either of these items, questions and purchases should be addressed and made directly with the companies. Please do not make checks payable to Kell High School for these items.

We appreciate your support and hope that your senior's graduation ceremony is a memorable event honoring the completion of the high school years.

Sincerely,

Andy Bristow, PhD
Principal

SENIOR EXAM SCHEDULE

Thursday, May 11 – 1, 2 B Day only
Friday, May 12 – 3, 4 A Day only

Monday, May 15 – Block/B 3, 4
Tuesday, May 16 – Block/A 1, 2

Exams will be given during the regularly scheduled class period. Early dismissal forms that allow a senior to leave each day after the last final exam are included on the graduation contract in this packet. During exams, students who do not arrive at school at the usual time must check in with PPO with a note from a parent or guardian.

GRADUATION ANNOUNCEMENTS, CAPS, AND GOWNS

Seniors should have previously rented gowns and purchased caps, announcements and other senior items. If your student has not ordered these items, you will need to contact Herff Jones at www.herffatlanta.com to order a cap and gown. All announcements were delivered, and all caps and gowns previously ordered will be delivered to Kell on April 12 and again on May 3 and can be picked up during lunch in the Kell Cafeteria.

In order to receive diplomas, students must return their rental gowns. There will be two options for gown return. The first will immediately follow the graduation ceremony. Students are able to return gowns on Graduation Day for 30 minutes after the end of the ceremony. In order to return gowns at this time, students must sign-up for gown return at the graduation practices in order to receive their diploma. The second opportunity for gown return will be at the Kell Counseling Office on Thursday, May 25th from 9:00 am – 12:00 pm.

GRADUATION PHOTOS AND VIDEO OPPORTUNITIES

During the graduation ceremony all guests must remain in their seats. **Bulky camera equipment, tripods, and lighting equipment may not be brought into the Convocation Center.** Kell has arranged for BPI Photography to take an individual photograph of your graduate as he/she receives the diploma. Photographs from the Graduation ceremony will be available online. BPI Photography will be at Kell on Monday, May 22 immediately following graduation practice to take pictures of your senior in his/her cap and gown. You will place orders directly with the studio. If you have questions, please contact BPI Photography at www.bpiphotography.net or at 1-866-363-6936.

A video of the graduation ceremony will be professionally filmed. Orders for this video will be placed directly with the vendor and not through Kell High School. The videographer information will be posted on the graduation portion of the Kell website as soon as it becomes available.

SENIOR LINE UP

Graduating seniors must be at the Carmichael Student Center by 2:30 pm. Upon arrival, each graduate should immediately check in with his/her advisement teacher. Graduates should take into consideration the traffic around KSU at arrival time.

HANDICAPPED AND ELDERLY GUEST ACCESS

Handicapped and elderly guests needing assistance will be allowed into the Convocation Center at 2:30 pm. Guests must have a handicap parking permit to park in the handicapped area. **One family member may come into the Convocation Center with the handicapped guest.** Guests being admitted EARLY at this door must be registered with supervisors during graduation practice. If you or one of your guests requires handicapped access, please enter during this 15-minute window. Guests entering early **may not** save seats for others.

PARKING

KSU charges a \$10.00 parking fee per car.

Graduates are to park in the Central Parking Deck (#42 on the campus map). Graduates should be encouraged to bring/wear comfortable shoes for walking from the Central Parking Deck to the Carmichael Student Center.

PARKING CONTINUED

Guests will park in the East Parking Deck (#9 on the campus map) and the East Parking Lot (across Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck (#42 on the campus map).

Guests with handicaps and elderly guests needing assistance should park in either Lot A or Lot B (as designated on the campus map). Golf carts will run continuously to convey guests to and from the Convocation Center.

There will be **NO PARKING** available in the **Convocation Service Lot**.

GRADUATION PRACTICES

IF A STUDENT IS GOING 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, paying overdue media center fines, returning or paying for uniforms, etc.) BY WEDNESDAY, MAY 17th AT 4:00 PM.

All Cobb County School District policies and Kell High School policies that govern any school activity or school day will be followed at practices. 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 (MOWR/DUAL ENROLLMENT) MUST MAKE ARRANGEMENTS WITH EMPLOYERS OR TEACHERS TO ATTEND PRACTICES– MAKE THESE ARRANGEMENTS NOW.** Any exception to this policy must be made in writing **IN ADVANCE** and approved by Dr. Susan Stoddard, Assistant Principal at Kell High School. Any absence from a practice due to illness must be documented by an official physician's excuse. Practice is a school activity, and seniors should wear appropriate clothing. No food or drinks may be brought into the gymnasium during practice. No hats may be worn during practice.

Practice 1

Thursday, May 18th at 12:30 pm in the Kell Main Gym (ATTENDANCE IS MANDATORY)

Seniors must be in the gymnasium by 12:15 pm.

Students will report to their advisement teacher upon entering the gym.

Students will be free after 2:30 pm to return to their jobs, attend appointments, etc.

Practice 2

Friday, May 19th at 12:30 pm in the Kell Main Gym (ATTENDANCE IS MANDATORY)

Seniors must be in the gymnasium at 12:15 pm

Students will report to their advisement teacher upon entering the gym.

Students will be free after 2:30 pm to return to their jobs, attend appointments, etc.

Senior Breakfast and Practice 3

Brunch: Monday, May 22 at 9:00 am in the Kell Cafeteria (ATTENDANCE IS MANDATORY)

Students will report to their advisement teacher upon entering the cafeteria. They are not to leave the cafeteria.

Practice: Immediately following brunch in the Kell gymnasium (ATTENDANCE IS MANDATORY)

Students will practice walking the distance that they will walk on graduation day.

They should bring the shoes that they will be wearing on graduation day.

Students will be free after 12:30 pm to return to their jobs, attend appointments, etc.

Tickets will be distributed at the end of Practice 3

GRADUATION CEREMONY
Tuesday, May 23 at 3:30 pm
Kennesaw State University Convocation Center

The graduation ceremony is an optional, dignified, formal ceremony for seniors, their families and their 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 TO THE GRADUATES AND TO KELL HIGH SCHOOL, WE REQUEST THAT THE FAMILY OF THE GRADUATE STAND WHEN THE GRADUATE'S NAME IS CALLED AND HE/SHE RECEIVES THE DIPLOMA.**

At the conclusion of the ceremony, parents and guests should remain seated **until all seniors have exited the Convocation Center**. Graduates will recess out of the Convocation Center and immediately exit the building at the conclusion of the ceremony. You should make arrangements to meet your graduate in a particular place after the ceremony. With 3,000 guests and graduates attending the ceremony, it will be difficult to find your child if you have not made arrangements to meet at a specific location. The facility will need to be vacated as soon as possible so that preparations for the next ceremony can take place.

*******ADMISSION IS BY TICKET ONLY*******

Every person entering (including infants) must have a ticket.

Doors will be opened at 2:45 pm and will be closed promptly at 3:27 pm, just before the processional begins. Guests may not save seats. NO ONE WILL BE ADMITTED AFTER THE CEREMONY BEGINS.

The Kell faculty will be honoring the graduating seniors by wearing gowns and hoods that signify their degrees and honors. The caps and gowns worn by your senior link them to centuries of scholarly, dignified achievement.

SENIOR DRESS FOR CEREMONY

NO STUDENT WILL BE ALLOWED TO MARCH UNLESS HE/SHE IS DRESSED APPROPRIATELY. APPAREL WILL BE CHECKED AS THE STUDENTS GATHER IN THE STUDENT CENTER. Any student not following the dress code for the ceremony will be pulled from the line up at that time.

Several days before the ceremony, please place the graduation gown on a hanger so that 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.

IF YOU ARE WEARING A DRESS OR SKIRT & SHIRT FOR THE CEREMONY UNDER YOUR GRADUATION GOWN, you will need the following:

1. The Kell Graduation Gown
2. Dark dress or skirt that DOES NOT HANG BELOW THE GOWN
3. Dark or nude shoes only.
BOLD COLORS, PRINTS, CORK, FLIP FLOPS, TENNIS SHOES, AND OTHER INAPPROPRIATE FOOTWEAR WILL NOT BE ALLOWED.
4. Graduation cap – Please make sure that your STUDENT'S FIRST AND LAST NAME ARE WRITTEN ON THE INSIDE OF THE CAP
5. Tassel
6. Gown collar securely pinned onto the gown (only if you wearing a non-collared shirt or dress)

IF YOU ARE WEARING PANTS & SHIRT FOR THE CEREMONY UNDER YOUR GRADUATION GOWN, you will need the following:

1. The Kell Graduation Gown
2. White dress shirt (**no golf shirts or collarless t-shirts**)
3. Traditional dress tie
NO ROPE TIE or LANYARD TYPE, ETC.
4. Black or dark grey solid slacks are required.
JEANS and patterned pants of any kind ARE NOT allowed.
5. Dark shoes and socks.
COLORS, TENNIS SHOES, FLIP FLOPS, AND SANDALS ARE NOT ACCEPTABLE.
6. Graduation cap – Please make sure that your STUDENT'S FIRST AND LAST NAME ARE WRITTEN ON THE INSIDE OF THE CAP.
7. Tassel

The only item that the graduate should bring with them to the ceremony is a set of car keys, if necessary. There will be no security for purses, cameras, etc. Additionally, no graduate should be wearing sunglasses during the ceremony. Graduates will not return to the Student Center at the conclusion of the ceremony unless they have made prior arrangements to return their gowns.

Any student altering his/her cap, gown, or person with writing (except the writing of the name on the inside of the cap), decorating, drawing, etc. will be removed from the line up.

**KELL HIGH SCHOOL CLASS OF 2017
GRADUATION CONTRACT**

MUST BE TURNED IN TO THE LABELED BOX IN THE FRONT OFFICE NO LATER THAN MAY 17.
STUDENTS MAY NOT PARTICIPATE IN GRADUATION WITHOUT A SIGNED CONTRACT.

We understand that in order to participate in the Graduation practices at Kell High School these requirements must be met:

1. The student will attend all graduation practices and will arrive on time and follow all rules and policies for the school activity.
2. The student shall remain on campus after final exams unless permission for an early dismissal has been granted by the parent or guardian.
3. All financial obligations must be cleared by Wednesday, May 17. This includes, but is not limited to, payment for lost textbooks and parking fines. Unless you want to keep your books for final exam preparations, we ask that you turn them in by Monday, May 15. If you fail to resolve fines, you will be unable to participate in the graduation ceremony.
4. Disruptive behavior at practice or at the ceremony will result in the student being removed from practice and the ceremony and may result in a delay of receipt of the student's diploma.
5. A student may be denied the opportunity to participate in the ceremony if he/she is involved in any serious discipline event during the remainder of the 2017 school year.
6. Students will follow the dress guidelines and all Cobb County School policies regarding behavior, dress, etc.
7. ANY STUDENT IMPROPERLY DRESSED FOR THE CEREMONY WILL NOT BE ALLOWED TO PARTICIPATE IN THE CEREMONY.

Please initial:

_____ Yes, my son/daughter may leave school after the last final each day.

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

_____ Print student's name and ID#

_____ Student's signature

_____ Parent's or Guardian's signature

RETURN TO BOX IN FRONT OFFICE BY WEDNESDAY, MAY 17, 2017.