

**Campbell High School**  
**Class of 2017**  
**Graduation Information and Schedule of Activities**

**Graduation:** Friday, May 26<sup>th</sup> at 2:30 p.m.  
Kennesaw State University Convocation Center

- Graduates report directly to the Carmichael Center at **1:00 p.m.** for roll call and line up
- Guests will enter the Convocation Center through the Atrium doors facing Kennesaw Hall (Building #1). Doors will open at **1:30 p.m.** for handicapped and elderly guests who require special assistance and **1:45 p.m.** for general admission guests.
- All graduates and guests entering the Kennesaw State Convocation Center must submit to a required bag check. Please see pages 2-3 for more specific information regarding this requirement.

**SENIOR REQUIRED DOCUMENTATION DUE MAY 5<sup>th</sup>:**

- All students are required to have on file a completed **Clearance of Fines and Fees form**. Senior clearance will be held *April 24 -May 5* during all lunches in the cafeteria.
- All students are required to have on file a completed **Graduate Intent form**.

**SENIOR FINAL EXAMS:**

If you are exempting an exam, you do not have to report to that class on exam day; however, if you are exempting the first exam of the day, you cannot report to campus any earlier than **15 minutes** before the next scheduled exam period. Students can report to the cafeteria if they arrive early (**no more than 15 minutes**) for their exam. Students who ride the bus and are exempting an exam, must report to their class as usual. Final senior grades are due May 18.

- Monday, May 15, 2017 -- 1<sup>st</sup> and 2<sup>nd</sup> period A Day exams
- Tuesday, May 16, 2017 -- 3<sup>rd</sup> and 4<sup>th</sup> period B Day exams
- Wednesday, May 17, 2017 -- 3<sup>rd</sup> and 4<sup>th</sup> period exams and 3<sup>rd</sup> and 4<sup>th</sup> period A Day exams
- Thursday, May 18, 2017 -- 1<sup>st</sup> and 2<sup>nd</sup> period exams and 1<sup>st</sup> and 2<sup>nd</sup> period B Day exams (**seniors must leave campus after 2<sup>nd</sup> period**)
- Report cards will be distributed at graduation practice on May 23<sup>rd</sup>.

**Baccalaureate Program:**

- Will be held Friday, May 19<sup>th</sup> at 7:00 p.m. at Smyrna First Methodist Church
- Please refer to the graduation dress code guidelines included in this information packet for appropriate dress

**GRADUATION PRACTICES: ALL PRACTICES ARE MANDATORY to participate in commencement!!**

**Practice Day 1: Tuesday, May 23<sup>rd</sup> (8:30 to 11:30 a.m.):**

- Practice will be held in the Wills Gym. All students must be on time!!
- District buses will run following final exams or students must have their own transportation.
- Graduates are NOT PERMITTED to remain on campus following Tuesday's graduation practice.
- All students must be cleared of fines and fees prior to rehearsal. All fees (textbook, parking, media, uniforms, extracurricular, etc.) must be cleared by **Thursday, May 18<sup>th</sup>**. Fines must be paid in cash or by money order.
- Students who are late for practice will not be permitted to attend the practice and must meet with Dr. Walker.

**Practice Day 2: Wednesday, May 24<sup>th</sup> (8:30 to 11:30):**

- Practice will be held in the Wills Gym. District school buses will run following final exams or students must have their own transportation.
- Graduates must leave campus immediately following the conclusion of practice.
- Graduation tickets will be distributed at this practice - **no tickets will be provided in advance.**

- Students who are late for practice will not be permitted to attend the practice and must meet with Dr. Walker.

#### GRADUATION PRACTICE INFORMATION:

- Seniors must be present and on time for all practices. Seniors who miss a practice may not be eligible to participate in the graduation ceremony. Graduation practices are school activities; therefore, all school rules and regulations, including dress code policies, will be enforced.
- If you drive on graduation practice days and do not have a parking permit, you may park in the rear lot near Smyrna Elementary. If you park illegally in an assigned faculty or student parking space, you may receive a ticket.
- Please leave campus after graduation practice is completed and do not visit other school campuses. .
- Each graduate will receive their allotted number of tickets at the graduation practice held on Wednesday. **All guests attending graduation, including babies and small children, will require a ticket.** Any available extra tickets will be distributed at the end of practice on Wednesday by a lottery system.

#### ADDITIONAL INFORMATION:

- All fees must be cleared **by Thursday, May 18<sup>th</sup>**. All fees must be paid in *cash or by money order*. If fees are not cleared, you will not be allowed to participate in graduation ceremonies. Information and clearance forms will be distributed in April during homeroom. **Please see Ms. Andrews or Ms. Artigas** if you have any questions.
- After May 18<sup>th</sup>, complete a “**Request for Final Transcript**” form in the Counseling Office as soon as possible if you are planning to attend college this summer or fall (remember that there is a \$2.00 charge). You will not be officially admitted until the college receives the final transcript.
- **Honor Cords:** Cords for honor graduates (students with a 3.5 or above GPA-not rounded off) will receive their cords at graduation practice.

#### GRADUATION DAY INFORMATION - FRIDAY, MAY 26<sup>th</sup>:

- Graduates arrive at the Carmichael Center (#5 on the campus map) **at 1:00 p.m. with caps and robes** for attendance verification and line-up for the processional.
- Parking will cost **\$10 for each car parked for graduation.** **This fee applies to graduates and to guests.**
- **Graduates** are to park in the **Central Parking Deck** (#42 on the campus map).
- **Guests** are to 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 campus map).
- **Handicap and elderly guests who require assistance should park in either Lot A or Lot B** (as designated on the campus map). Golf carts will run continuously to transport guests to and from the Convocation Center.
- **Required Bag Check for Graduates and Guests:** 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 extra time for entry as there may be delays.** Graduates are strongly encouraged not to bring any bags or purses with them to the commencement ceremony. Bag inspection for graduates will be held in the Carmichael Center.
  - The bag inspection includes, but is not limited to: purses, back packs, tote bags, diaper bags, camera bags, and packages.
- **Tassels should be worn on the left side of the cap.** Caps should be worn flat on top of the head, not on the back, with the shorter point just above the eyebrows.
- **Behavior at the ceremony must be exemplary.** Throwing caps in the convocation center is inappropriate and dangerous and will not be permitted. **If a student tosses a cap during the ceremony or during the recessional, the student will**

pay restitution to KSU for any damages incurred. Please understand that disruption and misconduct in any form will not be tolerated.

- Any senior who causes a disturbance or in any way conducts himself or herself inappropriately during the ceremony will be removed and will not receive his diploma on the day of graduation.
- ***Prohibited Items for Graduates and Guests:*** Balloons, posters/signs, horns/noisemakers, camera tripods, monopods, selfie-sticks, or other camera stabilizing devices are not permitted inside or outside of the Convocation Center per Kennesaw State University requirements and policies.

#### **DRESS FOR GRADUATES WILL BE AS FOLLOWS:**

- **Gentlemen:**
  - White dress shirt
  - Dark blue or black tie
  - Black pants
  - Black shoes
  - Black socks
- **Ladies:**
  - Solid colored dark dresses (length no longer than the gown; collars should not show) or black dress slacks
  - Simple small jewelry (no necklaces)
  - **Dark dress shoes** (no white hosiery and no silver/gold on the shoes).
  - **NO FLIP FLOPS, OPEN-TOED SHOES, SANDALS or shoes with sparkles/bling are to be worn.**
  - If you decide to wear high heeled shoes, **please wear a comfortable pair** for walking and standing for long periods of time. Please keep in mind when selecting shoes that you will be standing for long periods of time.

*Parents will not be permitted to interrupt the commencement ceremony to replace shoes that are uncomfortable.*

**\*\*\*\*\*Do not bring personal items to graduation such as cell phones, keys, purses or selfie-sticks. There is no place to secure these items while you are participating in the graduation ceremony. \*\*\*\*\***

#### **Other Information about Graduation:**

- The commencement ceremony will be video recorded and DVDs will be available for purchase by accessing the link on the Campbell High School website or the Cobb County School website ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).
- Cady Studios will take photos as each graduate receives his/her diploma and will make these available for purchase. **Parents and/or guests may not be in the aisles, along the balcony railings or at the front of the stage to film or to take photographs.**
- The commencement ceremony will be streamed live on the Cobb County School District website ([www.cobbk12.org](http://www.cobbk12.org))
- See Ms. Andrews about questions and arrangements for the handicap access. **If you have guests attending who will require special accommodation that are not met by the facility's compliance with the Americans with Disabilities Act, please return the Handicapped and Elderly form by Friday, April 28<sup>th</sup>.**
- **Elderly and Handicap Seating:** Guests who enter the Convocation Center requiring handicap seating or elderly guests requiring special assistance will be allowed entry **one (1) hour** before the start of the commencement program. **One family member may enter with the guest (both require a separate ticket) to sit in the designated areas.** Please understand it is not possible for families to sit together in these areas – only the guest requiring the seating and one family member.
- Following the ceremony, family and friends may meet the graduates at the Campus Green directly after graduation. Upon exiting the Convocation Center bear to the left to get to the Campus Green.

#### **Returning Rental Robes and Diploma Pick-up for the Class of 2016:**

- Graduates can return their rental gowns on **Tuesday, May 30<sup>th</sup> and Wednesday, May 31<sup>st</sup> from 9:00 to 12:00 in the cafeteria.** At the time of return, diplomas will be given to the graduates.

- Diplomas will not be distributed after the graduation ceremony. To obtain the diploma, the graduate must return the graduation rental gown on one of the identified dates above. Diplomas will not be released prior to the scheduled commencement program.
- Graduates who fail to return the rental gowns at the designated time and location will be responsible for returning the graduation robes to Herff Jones or will be responsible for remitting payment for a lost item. The cost of a graduation robe is \$200.00.

## Class of 2017 Important Dates

<b>Thursday, March 28</b>	Graduation Parent Meeting at 7:00 p.m. in the Campbell Theater
<b>Wednesday, April 12</b>	Graduation documents available on the Campbell High School website
<b>Wednesday, April 19</b>	<b>IMPORTANT Graduation documents</b> distributed in homeroom to seniors
<b>Monday, April 24 – Friday, April 28</b>	Senior Clearance of Fines and Fees during all lunches in the cafeteria (first week)
<b>Thursday, April 27</b>	Rental cap and gown delivery by Herff Jones
<b>Friday, April 28</b>	Handicap Guest Form Due National Signing Day Program
<b>Monday, May 1 – Friday, May 5</b>	Senior Clearance of Fines and Fees during all lunches in the cafeteria (last week)
<b>Friday, May 5</b>	<b>Last day for seniors to submit work for credit</b> <b>Graduation Intent Form due*</b> <b>Clearance of Fines and Fees Form due*</b> <b>*Forms MUST BE RETURNED to be eligible to participate in graduation ceremony*</b>
<b>Wednesday, May 10</b>	Senior Exam Exemptions identified by teachers
<b>Monday, May 15</b>	1 <sup>st</sup> and 2 <sup>nd</sup> period A Day exams
<b>Tuesday, May 16</b>	3 <sup>rd</sup> and 4 <sup>th</sup> period B Day exams
<b>Wednesday, May 17</b>	3 <sup>rd</sup> and 4 <sup>th</sup> period exams and 3 <sup>rd</sup> and 4 <sup>th</sup> period A Day exams
<b>Thursday, May 18</b>	1 <sup>st</sup> and 2 <sup>nd</sup> period exams and 1 <sup>st</sup> and 2 <sup>nd</sup> period B Day exams (seniors leave campus after 2 <sup>nd</sup> ) Last day for seniors to clear any remaining fines, fees or to return lost textbooks Senior final grades due
<b>Friday, May 19</b>	Seniors <b>DO NOT REPORT</b> to school <b>Baccalaureate Program at Smyrna First Methodist Church 7:00 p.m.</b> (see graduation dress code)
<b>Monday, May 22</b>	Seniors <b>DO NOT REPORT</b> to school
<b>Tuesday, May 23</b>	<b>Required graduation practice 8:30-11:30 in the Wills Gym</b> (graduates must report on time) <ul style="list-style-type: none"> <li>• Graduation Intent Form and Clearance of Fines and Fees Form must be on file to participate</li> </ul>
<b>Wednesday, May 24</b>	<b>Required graduation practice 8:30-11:30 in the Wills Gym</b> (graduates must report on time) <ul style="list-style-type: none"> <li>• Graduation Intent Form and Clearance of Fines and Fees Form must be on file to participate</li> <li>• Tickets will be distributed before the end of practice</li> </ul>
<b>Friday, May 26</b>	<b>Commencement Ceremony at Kennesaw State University Convocation Center</b> <ul style="list-style-type: none"> <li>• Graduates <b>must report to the Carmichael Center at 1:00 p.m.</b> to participate in the commencement program (attendance verification)</li> <li>• Elderly and handicapped guests plus 1 guest may enter the venue at 1:30 p.m.</li> <li>• General public admission begins at 1:45 p.m.</li> </ul>
<b>Tuesday, May 30</b>	<b>Graduates return rental robes and receive diplomas in the cafeteria</b> <ul style="list-style-type: none"> <li>• 9:00 a.m. - 12:00 p.m.</li> </ul>
<b>Wednesday, May 31</b>	<b>Graduates return rental robes and receive diplomas in the cafeteria</b> <ul style="list-style-type: none"> <li>• 9:00 a.m. – 12:00 p.m.</li> </ul>