

## **GRADUATION MEMO**

To: Senior Parents and the Class of 2018

From: Stephanie Hecke, Graduation Coordinator

Through: Dr. Tonjai Robertson, Principal

Date: April 23, 2018

Congratulations to you, parents and seniors. This is truly a milestone in your lives. We know our commencement exercise this year will be the best ever. The South View High School Graduation Exercise Ceremony is Tuesday, June 12, 2018 at 8:00 p.m. at the Cumberland County Crown Coliseum. In order for seniors to participate in the graduation exercises, they must complete all the required units of credit and meet certain other requirements. Please read the following information carefully; it will answer many questions you have concerning graduation and senior activities.

- 1) Senior fees and obligations must be cleared by **May 25, 2018** in order for graduates to receive tickets and participate in the graduation exercise and senior activities.
- 2) All seniors enrolled in a course that requires NCFE/End-of-Course and/or CTE testing will be required to take their exams before receiving credit for the course. NCFE and CTE exams will be given on **June 1 -7**.
- 3) Seniors **must** attend **both** graduation practices –**Friday, June 8 at 8 am** in the Miller Gym at SVHS and **Friday, June 8, at 4 p.m.** at the Cumberland County Crown Coliseum.
- 4) Seniors must wear the approved cap, gown, and tassel for South View High School. These were ordered through Jostens. Students should already have these items.
- 5) **SENIORS MUST ABIDE BY THE REQUIRED DRESS CODE:**  
Young Men – black dress pants, white dress shirt, solid black tie, black socks, and black dress shoes\*. This attire is required for the Senior Awards Ceremony, Baccalaureate Service, the graduation practice at CCCC, and Graduation.

Young Ladies – Black dress no longer than the graduation gown or black skirt no longer than the graduation gown and a white blouse OR full-length black dress pants and a white blouse, solid black, closed toe shoes\*. Rompers are not acceptable graduation attire. This attire is required for the Senior Awards Ceremony, Baccalaureate Service, the graduation practice at CCCC, and Graduation.

\* BLACK DRESS PANTS for young men and young ladies MUST be full length (to the shoe) and made of a dressy-type material. NO capri length or cropped pants may be worn.

**\*Boots, sandals, mules, clogs, slides, open-toe shoes, sneakers, tennis shoes, flip-flops, etc. are not acceptable. This attire is required for the Senior Awards Ceremony, Baccalaureate Service, the graduation practice at CCCC, and graduation.**

**If you are not sure that your clothing is appropriate, come see Mrs. Hecke in room 132 for approval.**

- 6) You must **hand carry** your cap and gown into the coliseum and you will be instructed when to put it on. You will have to remove the cap and gown if you wear it into the coliseum. **Caps should not be decorated or adorned in any way. Write your name inside the cap. Only 3 pins may be worn on the graduation stole.**
- 7) All school rules will be in effect at every graduation event. Anyone suspected of being under the influence of alcohol or drugs will not participate in the graduation exercise.
- 8) **Any graduate that throws confetti, silly string, beach ball and etc. will have their diploma held and will be responsible for a percentage of the clean up fee charged by the Crown.**
- 9) Diplomas will be pulled if students are not in their appropriate place to be prior to the commencement activities. Seniors should be present 1 hour (60 minutes) before the commencement time, and a final roll check will take place forty-five (45 minutes) before the starting time. If you are not present at that time, your name will be removed from the name list.
- 10) Every person admitted to the coliseum must have a ticket; **this includes infants and young children.** It is requested that children under three (3) years of age not be brought to the graduation exercise out of consideration for other guests and our graduates. Each senior will receive **five (5)** tickets. Tickets will be distributed on June 8, 2018 to those seniors who will graduate, who will participate in the graduation exercise and who have cleared **all** financial and other obligations to South View High School.
- 11) Parents may earn additional tickets by proctoring End-of-Course exams. One ticket will be given for every 2 days of proctoring. Please contact Ms. Tyson Johnson (ext. 201) to proctor. There is also a form included to sell candy. Seniors may wish to check with a classmate if the initial number of tickets does not meet their needs.
- 12) **Balloon bouquets, stuffed animals, flowers, gifts, etc. will not be allowed in the coliseum.** Guests may share these with the graduates outside the coliseum after graduation. Umbrellas are not allowed inside the coliseum.
- 13) The doors will open for guests at 7:00 p.m. All guests must be seated inside the coliseum by the time the ceremony begins at 8:00 p.m.
- 14) As guests enter the coliseum, they will be ushered to available seating. School personnel and law enforcement officers will be on duty throughout the graduation exercise to assist guests as needed and to maintain the dignity of the ceremony.

- 15) Persons in attendance for graduation will not be allowed to get out of their seats to take pictures. School personnel will be happy to allow seniors and their parents take pictures after the graduation activities have concluded. The school will provide a professional photographer at the coliseum practice for seniors interested in a picture package of them receiving their diploma with the principal. Information concerning this option will be given to each senior. Seniors who wish to receive this service will pay the photographer in person the day of the coliseum practice.
- 16) There will be a live streaming video of graduation. Your friends and family not in attendance may watch the ceremony through **live.crowncoliseum.com**. The password is classof2018. The graduation will be recorded and available for viewing the week after graduation on Crown Coliseum's website.
- 17) Once the graduation ceremony has begun, the audience must refrain from applauding, whistling, hollering, etc. throughout the ceremony. This will allow families to hear the name of their graduate and also ensure each graduate's name is clearly heard on the video that is being recorded. Instead, we would like to honor our senior parents by asking them to quietly stand when their child's name is called and to be seated as their child exits the stage. ***Anyone who disrupts the ceremony will be escorted out of the Ceremony and the senior's diploma will be pulled and held until they meet with the Principal or his designee.***
- 18) After the graduation exercise, seniors will return to a designated area to receive diplomas from school personnel and then they may exit the building to meet family and friends outside.
- 19) Pictures may be submitted to the senior slide show via [southviewseniorsco2018@gmail.com](mailto:southviewseniorsco2018@gmail.com) through May 25.

**DATES TO REMEMBER:**

Friday, April 27	Participation forms are due to Mrs. Hecke in room 132. Put them in the box outside the door.
Tuesday, May 1	Candy sale begins. Listen to announcements for pick-up instructions.
Tuesday, May 1	Jostens will be here for final deliveries.
Monday, May 14	Candy money is due.
Thursday May 17	Senior and Parent Graduation Meeting in the South View Auditorium at 6:00 p.m.
Friday, May 25	Last senior breakfast.
Friday, May 25	Deadline to submit photos for the senior slide show. southviewseniorsco2018@gmail.com
Friday, May 25	All fees/obligations must be cleared. This includes library fines, textbook fines, athletic uniforms, senior dues, etc.
Thursday, May 31	Senior Awards Program – SV Auditorium at 5:00 p.m. – <b><u>by invitation only</u></b> . Line up at 4:30 p.m. in the downstairs Media Center. <b><u>Follow graduation dress code.</u></b>
June 1-June 7	Senior Exams (Schedule will be announced later)
Friday, June 8	8:30 a.m. – 12:30 p.m. <b><u>Required</u></b> graduation practice in the Miller Gym at SVHS. <b>Bring your cap and tassel.</b> You will not need your gown. It will be hot!! Dress accordingly, but you must follow SVHS dress code. Be in your assigned seat by 8:30 a.m.
Friday, June 8	<b><u>REQUIRED</u></b> graduation practice at CCCC. This is a DRESS REHEARSAL!!! Graduation attire is required as this is also picture day!! Be in your assigned seat at 3:15 p.m. If you are not dressed properly, you will not participate OR get your photo taken. <b><u>Follow graduation dress code on page 1!!!!</u></b>  <i>Graduation Tickets will be distributed at CCCC after practice. ALL tickets MUST be picked up at practice. Any tickets not picked up during this time frame MAY be redistributed to others!!!</i>
Friday, June 8 or	Senior activity TBD.

Monday, June 11

Monday, June 11 Baccalaureate Service at South View Baptist Church at 7:00 p.m. Be in line at 6:30 p.m. **Follow graduation dress code.** If you have any questions about this service, contact Mrs. Buie in the athletic office.

Tuesday, June 12

GRADUATION!! Be in your seat by 7:00 p.m. Plan to arrive at 6:30. **Follow graduation dress code!!!** *Leave Early to account for heavy traffic!*

*All dates are subject to change!*