

TO: Graduating Seniors
FROM: Mrs. Clifton
Student Activities Coordinator

DATE: Monday, March 20, 2017

SUBJECT: GRADUATION INFORMATION

IMPORTANT DATES TO KNOW:

- March 4** This was the last day to order a cap & gown in person @ HHHS lobby, 9AM-1PM. All other orders must be online at www.texashj.com/. A late fee will apply.
- May 19 (Friday)** Graduation practice- KHS Auditorium at **9:00 AM**
- May 21 (Sunday)** Baccalaureate- **First Baptist Church Killeen; 3:00 PM** at **3310 South W.S. Young Dr.** Family and friends are invited to attend. Students need to report no later than **2:30 PM** in their cap and gown. *(This event is optional)*
- May 24 (Wednesday)** Senior Graduation Panoramic- **8:00 AM** in KHS large gym in your cap and gown!
- May 27 (Saturday)** Graduation – **3:00 PM** Bell County Expo Center
Graduates need to be there by **1:30 PM**.

You must have a picture ID in hand and agreement letter on file with Student Activities to enter the line-up area at graduation; do not bring any other items in with you (i.e.: camera, purse, etc.). Your cap and your gown should be in hand upon entering the assembly hall. Dress code as stated in this document **WILL** be enforced.

If you select not to participate in graduation, you may receive your diploma from the registrar's office by presenting in person, a photo ID any time after **May 30, 2017**.

GRADUATION:

Saturday, May 27, 2017

3:00 PM

Bell County EXPO Center

- There is no charge for admission to the graduation ceremony.
 - Students must bring student I.D. in order to receive their diploma.
 - Seniors in danger of failing a class or classes required for graduation will be contacted by their counselor.
 - Seniors who are uncertain about their credit status should see their counselor if he/she has not been contacted.
1. Students will begin to enter the Assembly Hall at **1:30 PM**. The Assembly Hall is on the east side of the EXPO Center (301 W. Loop 121, Belton). Pick up your name card from the entrance table. Line up will begin inside. **Do not wear your cap and gown until after you enter the line up area.**
 2. No carried items (including purses, shades, camera bags, **AND NO CELL PHONES**) will be allowed in the line up area. Girls should leave purses with parents. No one will be permitted to leave the line up area after putting on his/her cap and gown. No one, other than seniors, may enter the Assembly Hall. **Anyone who appears to be under the influence of alcohol or other substances may be removed from the line and will not be allowed to participate in the graduation ceremony.**
 3. **Parents and friends are not allowed on the bottom floor of the arena. Please arrange to meet your family and friends outside after the ceremony has concluded. Cameras and video cameras are welcome but are not allowed on the arena floor.**

4. **REMINDERS: DO NOT DECORATE OR ATTACH ANYTHING TO YOUR CAP.** Girls remember your bobby pins and safety pins. Dress shoes with moderate to low heel are strongly suggested (for your safety going up and down many steps). No gum, no jeans, no tennis shoes, no flip flops, no flowers, which includes leis and corsages. TASSELS SHOULD BE WORN ON THE RIGHT SIDE OF THE CAP AND CAPS SHOULD BE PARALLEL TO THE FLOOR. WE STRONGLY SUGGEST THAT YOU WEAR CHURCH TYPE CLOTHING TO GRADUATION WITH DARK SHOES.
5. GRADUATION, or the commencement exercise, is a **privilege and not a right**. This is a formal ceremony. Please act in a dignified manner. Anyone under the influence of drugs and/or alcohol will not be allowed to participate. NO YELLING OUT, IMMATURE PRANKS OR ANY OTHER DISTRACTING BEHAVIOR WILL BE TOLERATED. (NO AIR HORNS, COW BELLS OR OTHER NOISE MAKING DEVICES.) Please remind guests to behave appropriately for the safety of all involved. Bags and other items will be checked as guests come into the Bell Count Expo. Balloons are not allowed in the arena.
6. The photographer will take a picture of you as you receive your diploma cover. This proof will be sent to you sometime in June or July at which time you may decide to place an order with *Flash Photography* 214-443-9393. **YOU WILL FILL OUT A PHOTOGRAPY CARD WHEN YOU CHECK-IN AT THE EXPO.**
7. If you have a parent deployed abroad, you can register for a Gradcast conference with that family member by going to www.killeenisd.org and typing *Grad Cast* in the search box. This will supply you with several ways to help absent family members watch graduation online.

IMPORTANT INFORMATION:

Seniors must conduct themselves properly at all times, in keeping with the seriousness and dignity of the occasion, so the graduation ceremony will be meaningful to everyone in attendance. If a student engages in inappropriate behavior at any time during the graduation ceremony, he/she will not be allowed to continue as a participant in the ceremony and will not receive his/her diploma at graduation. The student must pick it up at the registrar's office after May 29. Examples of inappropriate behavior include, but are not limited to: personal celebrations on the stage; any loud or disruptive behavior during the ceremony; inappropriate dress or grooming; or failure to follow directions of graduation or school officials.

(KEEP THIS PAGE)

KHS 2017 Graduation Agreement

I plan to attend and participate in the 2017 Killeen High School commencement exercise to be held on Saturday, May 27, 2017 at 3:00PM at the Bell County Expo Center. I agree to uphold and meet the following requirements:

- A. I will take responsibility for handling all school financial obligations and attendance requirements.
- B. I will attend graduation practice on Friday, May 19 at 9:00 AM at the Killeen High School Auditorium.
- C. I will be responsible for my attire and will wear the authorized cap, gown and tassel, with no alterations. My attire under the gown will be suitable and will reflect the seriousness and dignity of the occasion, i.e. slacks, light color dress shirt, tie and regular shoes for men; dresses, pant suits and regular shoes (flats or low heels are recommended) for young ladies.

NOTE: STRAPLESS OR SPAGHETTI STRAP DRESSES, JEANS, CUTOFFS, SHADES, SHORTS, TEE SHIRTS, SANDALS, FLIP-FLOPS, NON-KISD EARNED CORDS, ETC. ARE NOT ACCEPTABLE AND WILL RESULT IN NOT BEING ALLOWED TO PARTICIPATE IN GRADUATION!

D. I will conduct myself properly at all times, in keeping with the seriousness and dignity of the occasion, so the graduation ceremony will be meaningful to everyone in attendance. I understand that if I engage in inappropriate behavior at any time during the graduation ceremony, I will not be allowed to continue as a participant in the ceremony; will be edited out of the broadcast and graduation video; and will not receive my diploma at graduation. Examples of inappropriate behavior include, but are not limited to: personal celebrations on the stage; any loud or disruptive behavior during the ceremony; inappropriate dress or grooming; or failure to follow directions of graduation or school officials.

E. I will abide by the Board of Trustees' policy, which prohibits the use of alcohol, drugs or tobacco products before, during and immediately following the practices and ceremony.

I understand that should I fail to meet the above requirements or violate any school regulations or directives, I will forfeit my right to participate in graduation. I further understand that in the event of my misconduct, I will:

- Not be allowed in the graduation line
- Be removed from the graduation line
- Be required to leave graduation
- Have my diploma withheld
- Be required to meet with the Principal after May 29, to discuss said incident.

PRINT student name

Student signature

Parent signature - this is for parent notification; parents MUST sign.

STUDENT ID#

Please INITIAL one of the following:

_____ I WILL BE attending graduation. I have read all information and agree to abide by each requirement.

_____ I WILL NOT BE participating in graduation ceremonies and will pick up my diploma after May 29, 2017.

**Please complete and RETURN THIS PAGE to
Student Activities by Friday, May 19, 2017.**

A completed form MUST be on file before you will be allowed to participate in graduation!