

# Carl Harrison High School Class of 2020 Commencement Information and Schedule of Activities

Commencement: **May 21, 2020**  
**2:30 PM**  
**Convocation Center**  
**Kennesaw State University**

\* Doors open to ticket holders at 1:45 PM, 45 minutes prior to the ceremony.

Seniors and their parents should read all information in this packet carefully. Seniors are responsible for knowing and following all directions and schedules in this packet.

## **TICKETS**

Tickets are required for all persons entering. Each senior must submit a request for the number of guest tickets they would like to receive. **Requests for guest tickets MUST be submitted online at the link provided on the *Senior* page of the Harrison website no later than Friday, November 22, 2019.** Requests are evaluated so that each senior will receive the greatest number of tickets possible, but seniors may not receive all of the tickets that they request. Tickets **are not** provided to students who do not participate in the ceremony.

## **PARKING**

Parking is available on campus. **Kennesaw State charges a \$10 PARKING FEE.** Please be prepared to pay with cash; exact change is recommended.

### **PARKING LOCATIONS**

<b>Graduates</b>	Central Parking Deck (#42 on campus map)
<b>Guests with disabilities and Guests Requiring Special Assistance</b> NOTE: Doors open one hour prior to ceremony.	<u>Lot A</u> or <u>Lot B</u> Assistance to and from the Convocation Center will be available for guests.
<b>All Other Guests</b> NOTE: Doors open 45 minutes prior to ceremony.	<u>East Parking Deck</u> or <u>East Parking Lot</u> #9 on campus map across Frey Road from the East Deck

## **REQUIRED BAG CHECK**

**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.** This includes, but is not limited to, purses, wrapped gifts, backpacks, diaper bags, camera bags, and tote bags. It is suggested you limit the bags and packages brought to commencement to only those necessary.

## **CAMPUS MAP and CEREMONY LOCATION**

A campus map displaying parking areas and the location of the Convocation Center is available at the [Cobb County School District website](#).

- Guests will enter the Convocation Center (building #2 on the campus map) through the Atrium doors facing the Administration Building (Admissions Office, building #1). Doors open for ticket holders at 1:45 PM. Doors open at 1:30 PM for guests with disabilities and elderly guests (with one family helper) requiring individualized assistance.
- Graduates will report to the Carmichael Student Center (building #5 on the campus map) by 12:30 PM for roll call and lineup.

## **ABOUT THE CEREMONY**

All guests need tickets to be admitted, no matter their age.

Commencement is a dignified, formal ceremony for graduating seniors, their families, and guests. Possession of any disruptive objects or disruptive behavior may lead to immediate removal from the ceremony.

Any object that obscures the view of others or affects the safety of others is not allowed in the commencement venue. A list of prohibited items can be found at the [Cobb County School District website](#).

We ask that all who attend the commencement ceremony maintain the dignity of the ceremony. Please refrain from any inappropriate noises that will detract from the dignity of the ceremony. Since this ceremony is an official function of Harrison High School, all Cobb County School District and Harrison High School policies, rules, and regulations are in effect. HATS MAY NOT BE THROWN in the KSU Convocation Center. Restitution for any damage to the venue or district property will be the responsibility of the graduate(s) and/or audience who cause the damage.

## **GENERAL INFORMATION**

Seniors must meet all requirements for graduation before the diploma will be granted. All required courses must be successfully completed by Friday, May 15, 2020, or the student will not graduate with this class. **All financial obligations, including payment for lost textbooks, parking fines, etc., must be cleared before final grades can be given and before the senior will be allowed to participate in commencement practice on Tuesday, May 19, 2020.**

PARTICIPATION IN THE COMMENCEMENT CEREMONY IS OPTIONAL. STUDENTS MUST MEET ALL EXPECTATIONS AND REQUIREMENTS IN ORDER TO PARTICIPATE.

Honor graduates (minimum of 3.500 cumulative GPA) will receive honor cords at the mandatory commencement practice.

The Office of School Counseling will close on Monday, May 18, 2020, and Tuesday, May 19, 2020, so counselors can verify the graduation status for all seniors. Please do not go by the Office of School Counseling to check your grades.

The collection of gowns and distribution of diplomas will begin Tuesday, May 26, 2020, in the Harrison High School Main Office from 8:00 AM until 3:00 PM, Monday through Thursday.

You will need to request a final transcript for your college. *Final transcripts* are NOT *mailed or released via Naviance automatically*. Seniors may submit transcript requests beginning May 1, 2020.

### **REHEARSAL AND CEREMONY BEHAVIOR**

- All policies, rules, and regulations of the district and school are enforced.
- Students must remain properly dressed throughout the ceremony and are expected to follow directions explained during rehearsal, or they will be excluded from the ceremony.
- Possession of any disruptive objects may lead to immediate removal from the ceremony.
- Students must arrive on time, follow directions, and cooperate fully during the rehearsal and the ceremony.
- Disruptive students may be removed and not allowed to participate in the ceremony.

### **SCHEDULE OF ACTIVITIES**

**Wednesday, May 13, 2020** Final Exams in periods 3 and 4 \*\*

**Thursday, May 14, 2020** Final Exams in periods 1 and 2 \*\*

\*\* Exams will be administered during the regularly scheduled 90-minute class period. These are regular school days. Seniors are expected to be in all classes on Thursday, but they may come in only for the 1<sup>st</sup> and/or 2<sup>nd</sup> period class on Friday for exams. Seniors should report to the class in which they will take the exam and are not required to sign in or out through the Attendance Office on Friday.

**Tuesday, May 19, 2020 MANDATORY COMMENCEMENT PRACTICE** at HARRISON HIGH SCHOOL, **12:30 PM - 3:00 PM**

- ATTENDANCE AT THE COMMENCEMENT PRACTICE IS A MANDATORY PREREQUISITE FOR PARTICIPATION IN THE COMMENCEMENT CEREMONY.
- Seniors must report to the Café by 12:30 PM
- Cobb County School District policies and Harrison High School procedures regarding rules and regulations (including the dress code) are in effect at commencement practice and the commencement ceremony.
- Guest tickets to the commencement ceremony will be distributed at the conclusion of commencement practice.
- Students must have met all financial obligations prior to practice. If they have not, they may take care of these financial obligations with a CASH ONLY payment after mandatory commencement practice. Once all financial obligations are cleared, guest tickets will be available for pick up in the Administrative Office in Room 801 on Wednesday, May 20, 2020.

## **May 21, 2019 @ 2:30 PM COMMENCEMENT AT KENNESAW STATE UNIVERSITY**

- 12:30 PM All graduates report to the Carmichael Student Center (building #5 on the campus map). The graduate entrance will be identified by signs, which will read "Graduate Lineup." Do NOT bring valuables, purses/bags, etc., with you. *There will be no secure place to leave valuables.*
- 1:30 PM Convocation Center doors open to guests with disabilities plus one family helper and elderly guests requiring assistance.
- 1:45 PM Convocation Center doors open to ticket holders.
- 2:30 PM Processional begins.

### **Recessional**

At the conclusion of the ceremony, graduates will recess out of the Convocation Center. Family and friends are asked to remain at their seats until the graduates have exited the building. They may meet the graduates at the Campus Green (refer to campus map). Upon exiting the Convocation Center through the Atrium, continue to the left to get to the Campus Green.

### **Distribution of Diplomas**

Students will receive their diplomas and final transcripts when they return their commencement gown to the Main Office at Harrison High School. The office will open at 8:00 AM on Tuesday, May 26, 2020, following the Memorial Day holiday. Diplomas may be picked up during normal summer business hours (Monday – Thursday, 8:00 AM – 3:00 PM).

### **COMMENCEMENT CAPS AND GOWNS**

Delivery of caps and gowns is scheduled for **Monday, April 13, 2020**, during the student lunch schedule. If you are absent on the delivery day, please go to the Main Office to collect your order. If you have questions concerning these items, call the Herff Jones office at (770) 795-1626 or e-mail [info@herffatlanta.com](mailto:info@herffatlanta.com). Each student will be required to have a gown, matching mortarboard, and tassel to participate in commencement.

### **SENIOR DRESS**

Caps and gowns must be worn by graduating seniors. Before commencement, please iron your gown using a low setting. Please do not hem commencement gowns.

- Women: Wear a dress and dress shoes. The dress may not hang below the gown. Consider the amount of walking prior to and as a part of the commencement ceremony when choosing your footwear.
- Men: Wear a dress shirt, tie, dress slacks, socks, and dress shoes.

Only those in proper attire will be allowed in the processional. Flowers and large pieces of jewelry are not appropriate with commencement gowns.

Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the hat in place. **Tassels are to be placed on the RIGHT side of the mortarboard during the ceremony.**

## **COMMENCEMENT PHOTOS and DVD**

To maintain the dignity of the ceremony, **guests must remain in their seats throughout the commencement ceremony.** Only hand-held cameras that do not block the view of other guests may be used. The use of selfie-sticks, tripods, monopods, or other camera stabilizing devices is not permitted either inside or outside of the venue.

The school photography company will take an individual photograph of each graduate holding a diploma as well as a photograph of each graduate shaking hands and receiving a diploma from the principal. The company will mail each graduate a proof of these photographs with ordering information.

Additionally, the ceremony will be video recorded and a DVD will be offered for sale to graduates and their parents. The DVD will include additional features such as the pre-ceremony slide show. Information about this service will be available through the school website.

Harrison High School has made these opportunities available to you so you may have a picture and video, but parents and seniors must deal directly with the photography and/or the video company to receive these products.

## **QUESTIONS**

Contact Art O'Neill, Assistant Principal, at [graduation@harrisonhigh.org](mailto:graduation@harrisonhigh.org).

## Commencement Facilities & Parking Locations

