

To: Seniors
From: Mr. Kifer and Mr. Reed, Class Advisors
Re: Commencement Bulletin
Date: April 17, 2024

CLASS OF 2024 REMIND GROUP
Text @dkifer24 to 81010

END OF YEAR CLASS ACTIVITIES / DEADLINES

1. Wednesday, May 1 – Due date for *forms in this packet*.
2. Tuesday, May 14 – “Top 10 Dinner”
3. Wednesday, May 15 – Senior grades are due. Follow individual teacher directions for their cutoff to turn in work to be graded.
4. Sunday, May 19 - Baccalaureate Service – Grace E.C. Church, Ninevah – 4:00 p.m.
5. Monday, May 20 – Last day of classes for seniors. Senior sendoff at the elementary school. More directions later for the sendoff event. Seniors will have an *option* to dismiss early from school this day if they have no debts owed to the school and have turned in their Chromebook and charger.
6. Tuesday, May 21 / Wednesday, May 22 / Friday, May 24 - MANDATORY commencement rehearsals. 8:00 a.m. each day.
7. Tuesday, May 21 - Senior Banquet and Awards Program – Keystone Elementary School Dinner at 5:30, awards ceremony to follow. You must RSVP for this event if planning to attend.
8. Thursday, May 23 – Pirates game for those who have paid to go.
9. Friday, May 24 – Graduation - 7:00 p.m

COMMENCEMENT REHEARSAL INFORMATION – “CAP AND SHOES”

1. Tuesday, Wednesday, and Friday – May 21, 22, 24 – Graduation rehearsal days. These have **mandatory** attendance requirements. ***Don’t schedule anything during these days.*** If you are not here, you will not be allowed to participate in commencement.
2. Graduation rehearsals schedule details:
[Although unlikely to change, please pay close attention to the REMIND group and Google Classroom announcements for any changes to these times.]
 - a. Tuesday, May 21 – 8:00 a.m. – Bring cap (not tassel) and shoes. All indebtedness must be taken care of before rehearsal can begin.
 - b. Wednesday, May 22 – 8:00 a.m. – Bring cap (not tassel) and shoes. A class meeting will be held to complete final class business before rehearsal begins.
 - c. Thursday, May 24 – 8:00 a.m. – Bring cap (not tassel) and shoes.
3. Seniors are dismissed when commencement practice is finished. Please make arrangements for a ride home after practice is completed. The school will not provide this transportation. You are not permitted to remain at the school.
4. ***All three practices – bring you cap and commencement shoes!***
5. We do not start practice until all participants are here and prepared to start (with their cap and commencement shoes). If you come late and delay the start of rehearsal, you will be required to remain after the rehearsal in ISS for ***double the amount of time*** you delayed the practice.
6. If you are late beyond a time that is deemed reasonable by the administration, you risk forfeiting your opportunity to participate in commencement.
7. You will be limited to the main gym, gym lobby area, or athletic field area during rehearsals. Only students with year-end business will be permitted in the other parts of the building.
8. You must exit school grounds immediately following the commencement rehearsals. If you have business elsewhere in the school, you must re-enter through the main lobby doors and sign in as a visitor.
9. Drive responsibly when entering and leaving school property. Reckless driving could result in forfeiture of commencement ceremony participation.
10. All debts to the school must be paid before you can practice. If practice is delayed due to your payment of debts, the consequence in item number 4 applies.
11. Along with your commencement shoes, you should have your **hat only** each morning. **DO NOT BRING YOUR TASSEL** (it’s an easy thing to lose).

COMMENCEMENT INFORMATION

1. Commencement will be held on the football field. In the event of inclement weather being forecast for that evening, graduation will be held in the gymnasium. A decision on graduation location will likely be communicated on or before Tuesday, May 21.
2. **NO TICKETS ARE NEEDED FOR GRADUATION! EVERYONE IS WELCOME!**
3. Students choosing not to participate in commencement may pick up their diploma in the main office during regular business hours beginning Tuesday, May 28.
4. All students participating in commencement must complete and return a contract of understanding regarding the commencement preparation, guidelines, and expectations. This contract must be signed and returned by each student participating in the commencement exercises. The contract indicates your complete ***understanding of all of the guidelines*** involving this important event and your ***willingness to comply with them***. If the contract is not signed and returned, you cannot participate in commencement.
5. If you plan to not participate in commencement, indicate such on the contract. In this case, you and a parent/guardian must sign the contract.
6. Attire for commencement is described below. This is a formal celebration, please be dressed appropriately.
 - a. LADIES:
 - i. Wear light colors (dress, skirt, top, shoes, etc.).
 - b. GENTLEMEN:
 - i. Wear a collared dress shirt, dress pants, and dress shoes. Dark-colored shoes and pants look best, along with a white or light-colored shirt. In addition, a long necktie gives a great finishing touch to your cap and gown look.
7. You may elect to receive your diploma from any member of the school board. Indicate your choice by completing the appropriate form in this packet. Otherwise, you will receive your diploma from the superintendent.
8. Your behavior during commencement is expected to be as directed, continuing a long-standing tradition of formality which honors your achievement. Should you behave in a manner inconsistent with the instructions you have received, you will be removed from the exercises.
9. Arrive no earlier than 6:30 p.m. for commencement. Come to the aux gym and pick up your flower and any additional flowers you have ordered. Be in the aux. gym lined up at 6:55 p.m.
10. After the ceremony has finished, you must report to the choir room to receive your diploma, report card, and other end of the year documents. National Honor Society stoles must be returned before you leave the school that night.
11. You may keep your cap, gown, tassel, and honor cords.

If your families have any questions related to the commencement event or the senior banquet, the easiest way to contact us for the fastest response is through email.

Email Mr. Kifer at dkifer@keyknox.com.

Email Mr. Reed at dreed@keyknox.com.