



Graduation Information

Coweta High School Class of 2017

General Information-Graduation

Date: Monday, May 15, 2017

Time: 7:30 p.m.

Location: Tiger Field

The class of 2017 has been an exceptional group of young adults during their stay at Coweta High School. I have truly been impressed by their character and positive qualities demonstrated day in and day out. I am proud to have known them. Your support and encouragement throughout their years has been an important part of your son and/or daughter's success. As parents and guardians of our graduates, I thank you and congratulate you on this milestone.

I am sure the excitement is growing as graduation nears and you prepare for this occasion. The following information is very important. **READ IT CAREFULLY WITH YOUR SENIOR. WE WILL ADHERE STRICTLY TO ALL PROCEDURES AND POLICIES; PLEASE MAKE SURE YOU AND YOUR SENIOR UNDERSTAND THE INFORMATION COMPLETELY. WE WILL NOT MAKE ANY EXCEPTIONS!**

Cap, Gown & Announcements

Jostens is the 2017 supplier of announcements and caps and gowns. Packets were ordered in the fall. All participants must wear school-approved cap and gown. Caps, Gowns, and announcements will be distributed on March 21, 2017. After this date you may pick up items that have already been paid full by seeing Mrs. Lawson in the office. You can also go to www.jostens.com for more information.

Rehearsal

Rehearsal is **mandatory** for all seniors who plan to participate in the graduation ceremony. Refer to calendar for date and time. ***Failure to attend rehearsal will result in not participating in the graduation ceremony.*** Any exceptions must be approved by Mr. Ellis. All school policies and procedures will be observed at this time. If a student is suspended at rehearsal, he/she will be unable to participate in the graduation ceremony. Out-of-School Suspension will begin immediately. Any exceptions must be approved by the principal.

Tulsa School Pictures Studio will be taking a Senior Group picture with cap and gown in the CHS Gymnasium at 6:00PM. Please make sure you are on time. They will also be taking senior portraits during the graduation ceremony as the seniors receive their diploma. Parents or caregivers may purchase these photos by visiting the following website: <http://www.tulaschoolpics.com/>.

Ceremony and Dress Code

The Graduation Ceremony is a school activity and all policies and procedures apply. Graduating seniors will adhere to the appropriate dress code under the gown. This will include: MALES – collared shirts, preferably with tie, dress pants or slacks, dress shoes, boots or clean tennis shoes. FEMALES – dresses, skirts, dress pants, appropriate shirts/blouses, dress sandals, shoes, boots or clean tennis shoes.

No shorts or flip-flop sandals will be permitted. No altering or decorating of the cap or gown is permitted. At 7:00 students must line up and be checked by

senior sponsors for appropriate dress and behavior. Two police officers will assist with the removal of students if so directed by school personnel.

If the weather doesn't cooperate, graduation will be delayed until such time that it is safe to proceed.

Indebtedness Form (Senior Check-out Sheet)

In order to receive your high school diploma, the indebtedness form, provided by Mr. Ellis, must be completed and signed by the graduating senior and the faculty. **This is a very important step.** It is crucial that graduating seniors do not lose this sheet. This form is due to Mrs. Martin no later than **3:15 on May 11, 2017**. Seniors must clear all outstanding charges for lost textbooks, library items, athletic equipment not returned, or money owed to clubs or school organizations.

Diplomas

Actual diplomas will not be given during the graduation ceremony. Diplomas may be picked up from **May 30 until June 23** between 9:00 to 12:00 in the counseling office at the high school. The CHS offices will be closed from **June 23- July 31**, From June 26 -July 28, Diplomas may be picked up at the ESC. In order to receive your diploma, **you/or your guardian** and the counselor, principal, or registrar must sign the last line of your indebtedness form. **NO EXCEPTIONS.**

As a member of Coweta High School's graduating class of 2017, we hope that you understand your responsibility is to ensure that this year's graduation ceremony will be dignified. Please recognize and respect the rights of all participants and observers by demonstrating good behavior before and during the ceremony. We also hope this information will enable the Class of 2017 to have a safe and memorable experience during this serious ceremony.

During these last few weeks of the school year, students should be reminded that our attendance policy will remain in place. Please be advised that Coweta High School does not condone a "senior skip day, nor a senior prank." Usual disciplinary measures will be taken for any unexcused absences. All students who participate in commencement must have met the minimum standards established by the CPS Board of Education. There are no exceptions.

Our school policy is very specific regarding alcohol and drugs. Any senior with alcohol on his or her breath or under the influence of drugs will be removed from the line and will not be allowed to participate in any senior activity. This applies to all activities as well as the ceremony.

All school rules will be enforced at all activities. Any senior involved in any disruptive celebration activities at Coweta High School WILL NOT be allowed to walk for Graduation or any senior activity. Any behavior that is not dignified and courteous will result in removal from the event and all of the remaining senior events. Students found in possession of prohibited items (noisemakers, etc.) before or during the ceremony may be removed from Graduation and subsequent activities.

If any senior causes a disruption to the Graduation Ceremony, his/her diploma will be held until 40 hours of community service are completed. Seniors are expected to display appropriate behavior at all times. Congratulations on this memorable event - FINISH STRONG!

**Mr. Gary Ellis
Coweta High School Principal**

Senior Events Calendar 2017

Date	Time	Activity	Location
March 7 & 9	4:30-8 pm	Buick Test Drive	CHS
March 20	6:00 pm	Donkey Basketball	CHS GYM
March 21	11:00 am	Mandatory Senior Assembly Announcement/Cap and Gown Pick-Up	CHS GYM
April 13	9:00am	All High School Awards Assembly/Fun Day/Talent Show	CHS GYM
April 22	7:00pm- 11:00pm	Prom	Cain's Ballroom
April 28	9:00am- 2:00pm	Senior Picnic- Main Event	Load buses at CHS Parking Lot
May 11	3:15pm	Senior Check-Out Form Due	CHS COUNSELING OFFICE
May 12	All day	Senior Finals	CHS
May 14	3:00pm	Baccalaureate Seniors Must Have Gown Seniors need to arrive at 2:00pm	Coweta Assembly of God
May 15	8:30am	Senior Breakfast	First Baptist Church – Coweta
May 15	10:00am	Elementary Walk with Cap and Gowns	TBA
May 15	10:30am	Graduation Practice Mandatory	Tiger Field
May 15	6:00pm	Senior Picture Seniors Must Have Cap and Gown for Pictures	CHS GYM
May 15	7:00pm	Form Graduation Line In CHS Gym with Cap and Gown	CHS GYM
May 15	7:30pm	Graduation	Tiger Field
May 15	11:30pm	Project Graduation Must be checked in by 11:30pm	CHS GYM
May 16	3:15pm	Last Day of School *participation in Project Graduation will count as attendance at school for May 16	CHS
May 30-June 23	9:00am-12:0 0pm	Diploma Pick-up	CHS Counseling Office
June 26-July 28	9:00am-4:00	Diploma Pick-up	Educational Service Center