

# **LHS Graduation Omnibus**

## **Wrapping Up with Seniors**

- Prior to their departure, seniors will receive small cards with important times/dates/ phone numbers for emergencies.
- *Students that finish coursework after posted deadlines will be added to end of line and will not be included in program.*
- *Obligation lists will be pulled on seniors' final day. Those students that owe fines will have their names pulled until obligations are paid.*

## **Programs**

- Graduation programs are created by the Polk County Schools print shop.
- The number of printed copies available is dependent upon the number of attendees per student allowed by district. An electronic version of the program will be available via QR code.
- Printing requests will be sent in early-mid spring (February/March).
- All teachers that have taught at the school in a given school year will be printed in the program.

## **Dress Code for Graduates**

- Students are permitted to lawfully wear dress uniforms of any of the Armed Forces of the United States or of the State at graduation ceremonies.
- All other students should wear dark, dressy clothing under gowns -- NO JEANS!
- Shoes should be suitable for walking and climbing stairs.
- Regalia
  - Stoles are worn draped from each shoulder. Sashes are worn traveling from your left shoulder to right hip (across the heart).
    - 4.0+ Blue Stole [High Honors with Distinction]
    - 3.75-3.999 Blue Sash [High Honors]
    - 3.5-3.749 Red Sash [High Honors]
    - 3.2-3.499 Gold Sash [Honors]
  - Medallions and other awards should be arranged in a neat, logical pattern on the stole/sash. Students without a stole/sash may include any awards in appropriate locations.
  - PCPS will provide honor chords/tassels recognizing community service.
- Caps
  - Caps are worn on top of the head, with the point in front.

- PCPS policy allows schools to make individual determinations about decoration of mortar boards. **For LHS, caps are not to be decorated in any way. A decorated cap will result in loss of marching privileges.**
- Gentlemen will keep caps on until the national anthem, and they will remain off until diplomas are awarded.
- Tassels begin on the right-front side, then move to the left-front side at the end of the ceremony, when signaled by senior class president from the stage.
- Students have the right to dress in accordance with their gender identity, within the constraints of the dress code outlined above.
- Purses and other personal items should be left with family or at home. There is no secure space to store these during the ceremony.

### **Preparing for the Ceremony**

- Junior class officers will serve as ushers and will attend graduation practice (see below).
- The Valedictorian, Salutatorian, Cadet Major, and Senior Class President will meet to review speeches/remarks, rights, and responsibilities with administration.
  - Val/Sal speeches should be 2-3 minutes maximum
  - Remarks should avoid any negative reflections upon the school
  - Cadet Major/Senior Class President remarks will be pre-scripted
  - Pursuant to the Florida Statute 1002.206, the “Florida Student and School Personnel Religious Liberties Act”, the school district has adopted a policy that establishes a limited public forum for student speakers at any school event at which a student is to speak publicly. The student’s speech does not reflect the endorsement, sponsorship, position, or expression of the school district.
- Various ensembles within the music department will be responsible for processional and recessional music, as well as the national anthem, alma mater, and/or any other special selections.
- The principal will confirm on-stage seating for dignitaries and guests.

### **Graduation Practice**

- The graduation program/script will be run *IN FULL* at practice to establish cues for movement.
- Academic regalia will also be distributed at graduation practice.
- After practice, diplomas will be matched with marching order list.
  - ***Students will not march if not in attendance for graduation practice.***

### **The Day of the Event**

- The Valedictorian and Salutatorian will sound check speeches prior to house opening.
- Seniors will be called to arrive 1 hour before event start time.

- ***Students must be on time to graduation. Tardiness may result in placement at the end of the processional for commencement.***
- Final attendance will be taken for name readers.
- Graduates are expected to observe the dignity of the occasion. Various disruptive behaviors are inappropriate and disrespectful to the solemnity of commencement.
- Faculty will remain vigilant about “hidden items” such as beach balls throughout the ceremony.
- Traffic pathways will allow students to shake faculty members’ hands, an LHS tradition.

### **Diplomas**

- Diplomas are presented by the principal except in the case of family members’ awarding (see below).
- Diplomas will be distributed on stage as graduate names are called.

### **Staff Participation**

\*\*\*These guidelines for teachers are subject to change at principal discretion.\*\*\*

- All teachers are required to attend graduation unless excused by principal.
- The senior sponsor(s) will solicit staff for their gown/hood needs early in the school year. Per PCPS policy, all faculty on the floor or stage must be dressed in regalia.
- Teachers that worked with students during the current school year, even if they left to go to another job, may participate, including PVS teachers. Principal will extend invitations as necessary.
- Recently retired teachers may also participate in graduation if they contact LHS.

### **Parent Presentation of Diplomas**

- A School Board member or current school-district employee who holds teacher certification and who has a child graduating, or is the immediate family member of a child graduating, may request to present a diploma.
- Requests should be made at least 48 hours prior to the commencement ceremony.
- The family member must attend and participate in graduation practice.
- The family member must also wear a commencement gown.