



## **Carl Harrison High School**

### **Class of 2024**

## **Commencement Information and Schedule of Activities**

Commencement: Thursday, May 23, 2024, 10:00 AM  
Convocation Center  
Kennesaw State University

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

### **LOCATION OF VENUE AND DIRECTIONS**

The Convocation Center is located on the Kennesaw campus of Kennesaw State University at the intersection of I-75 and Chastain Road. From I-75, exit at Chastain Road (Exit 271) and turn west. Go to the first traffic light past the I-75 ramps and turn right onto Frey Road for graduate or guest parking. For accessible and special assistance parking, continue to the second traffic light and turn right on Kennesaw State University Road. Additional approach information and alternate routes are available on the district website at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

### **SENIOR CLEARANCE**

- Seniors must meet all requirements for graduation before the diploma will be awarded.
- Seniors must turn in all textbooks to the Learning Commons, no later than May 16, 2024, at 3:30 PM.
- Seniors must turn in laptops, power cords, and laptop bags to the Learning Commons, no later than May 16, 2024, at 3:30 PM.
- All financial obligations, including payment for lost textbooks, laptops, parking fines, etc., must be cleared before final grades can be given and before the senior will be allowed to participate in commencement. Obligations must be cleared by May 16, 2024. See the bookkeeper to pay any fees or fines.

### **FINAL EXAMS**

- |                                  |                                |
|----------------------------------|--------------------------------|
| • <b>Wednesday, May 15, 2024</b> | Final Exams in periods 3 and 4 |
| • <b>Thursday, May 16, 2024</b>  | Final Exams in periods 1 and 2 |

Seniors should attend periods 1 and 2 on Wednesday, May 15, prior to their final exams on Thursday. Seniors will **NOT** attend periods 3 or 4 on Thursday, May 16.

## **CAPS AND GOWNS**

- Caps and gowns will be distributed on March 5, 2024. Those who do not pick up on that day can collect their order from the attendance office in the Attendance Building.
- If you have questions concerning these items, please contact the Herff Jones office at (770) 795-1626 or at their website ([www.atlgrad.com](http://www.atlgrad.com)).
- Each student will be required to have a current gown, matching mortarboard, and tassel to participate in commencement.
- Graduates may NOT decorate their mortarboards or gowns. Only school-issued and approved stoles and cords may be worn during commencement.
- Remove your gown from the packaging prior to commencement and hang it up so the wrinkles will fall out. Use a cool iron to press, if necessary. Do NOT hem your gown.

## **COMMENCEMENT ATTIRE**

The following dress for graduates is expected for student participation in the ceremony:

- Gentlemen
  - Dress pants, dress shoes, and dress socks
  - Collared dress shirt and tie
- Ladies
  - Dress or dress pants 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.
- Only those in proper attire will be allowed in the processional.
- Flowers and large pieces of jewelry are not appropriate with commencement gowns.
- Additional embellishments may **NOT** be added to the cap or gown.
- 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 cap in place.
- Tassels are to be placed on the RIGHT side of the mortarboard during the ceremony.
- Stoles and honor cords will be distributed on May 22, following the mandatory commencement practices.

## **DAY OF COMMENCEMENT**

- Thursday, May 23, 2024, 10:00 AM – Convocation Center at Kennesaw State University
- Graduates will report to the gym of the Siegel Recreation Center (building SRC on the campus map) by 8:30 AM for roll call and lineup.
- Guests will enter the Convocation Center on the Atrium (Entry) Level through the doors on the north side of the building.
- Doors open for ticketed guests at 9:15 AM. Doors open for ticketed guests who require special assistance (guests with disabilities and elderly) at 9:00 AM.
- At the conclusion of the ceremony, graduates will recess out through the northwest doors on the Arena (Event) level and proceed to the Campus Green (refer to campus map). Family and friends are asked to remain at their seats until the graduates have

exited the Convocation Center, and then proceed to the Campus Green (refer to campus map) to meet their graduates.




### **CONDUCT OF GRADUATES AND GUESTS**

- 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.
- 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.
- 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.

### **COMMENCEMENT ENTRY**

- Tickets
  - All guests attending commencement, including babies and small children, will need a ticket to enter the venue.
  - Each graduate can request tickets for family members and guests. Requests are due by 4:00 PM on March 1, 2024, via the Student Portal. Please only request the number of tickets you need, as tickets are limited by capacity of the venue. Tickets will be allocated in a round-robin fashion until all tickets have been accounted for – there will be NO extra tickets. Students will be notified via the Student Portal in April as to the number of tickets they were awarded.
  - Tickets will be distributed to each participating graduate on May 22, along with stoles and honor cords immediately following the conclusion of the mandatory commencement practice, held from 1:30 PM -3:30 PM.
  - Lost or damaged tickets will not be replaced.
  - A photograph of a ticket (including but not limited to images on a cell phone) may not be substituted for a legitimate ticket.
- Parking
  - **Graduates** are to park in the Central Parking Deck. Be prepared to walk from there to the Siegel Recreation Center (SRC) and the Convocation Center (CC), by wearing comfortable walking shoes.
  - **Guests** are to park in the East Parking Deck and the East Economy Lot (across from Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck.
  - **Guests with disabilities and elderly guests needing individualized assistance** should park in either Lot A or Lot B (as designated on the campus map). Golf carts will run continuously to convey guests to and from the Convocation Center.

- **KSU charges a \$10.00 parking fee per car (this fee applies to graduates as well). Be prepared to pay with debit or credit card. Please have your credit card out and ready to enter the lot quickly and keep traffic moving.**
- Prohibited Items
  - Balloons, posters, selfie sticks, and camera tripods or monopods are not permitted in the Convocation Center.
  - Any object that obscures the view or impacts the safety of others is not allowed in any district-managed venue. A complete list of prohibited items is available on the district graduation web page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).
- Required Bag Check
  - **In accordance with Kennesaw State University requirements, all persons entering the Convocation Center must pass through metal detection devices. Also, guests entering the Convocation Center with a bag MUST use either a CLEAR TOTE, PLASTIC ZIP TOP BAG, or SMALL CLUTCH to be approved for entry into the venue. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.**
  - KSU requires that all persons entering the facility must submit all bags for inspection by public safety personnel.
  - Please see the description provided regarding clear totes, plastic zip top bags, and small clutches.

| Clear Totes  | Plastic Zip Top Bag  | Clutch Bag or Small Purse  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Size may not exceed 12"x 6"x 12"</li> <li>• Logo may only be on one side of the bag</li> <li>• Items in the tote must be loose</li> <li>• All bags are subject to search</li> </ul> | <ul style="list-style-type: none"> <li>• Size may not exceed 11" x 11"</li> <li>• Resealable</li> <li>• Clear</li> </ul> | <ul style="list-style-type: none"> <li>• Size may not exceed 6.5"x 4.5"</li> <li>• May include a handle or strap</li> <li>• Does NOT need to be clear</li> <li>• All bags are subject to search</li> </ul> |
|   |                                       |   |

### **COMMENCEMENT PHOTOS AND VIDEO SALES**

- 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.
- Guests may not stand in the aisles or along the railing to take photos.

- The school photography company will take an individual photograph of each graduate holding a diploma cover as they ascend the stage. The company will mail each graduate a proof of these photographs with ordering information.
- Additionally, the ceremony will be video recorded, and a video will be offered for sale to graduates and their parents. The video will include additional features such as the pre-ceremony slide show. Information about this service will be available through the school website and on the district graduation page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

### **DIPLOMA DISTRIBUTION**

- Final report cards will be delivered with diplomas on Friday, May 24, 2024, from 10:00 AM until 11:30 AM in the lobby of the Performing Arts Center (PAC) of Harrison High School.
- For those who do not pick up their diplomas on May 24, they may be picked up during normal summer business hours (Monday – Thursday, 8:00 AM – 3:00 PM) in the front office of Harrison High School, beginning Wednesday, May 28, 2024.

### **GENERAL INFORMATION**

- Participation in the commencement ceremony is optional and a privilege. Students **MUST** meet all expectations and requirements to participate in the commencement ceremony.
- Mandatory commencement practice will be held in the Harrison High School main café from 1:30 PM – 3:30 PM on Tuesday, May 21, 2024, and Wednesday, May 22, 2024.  
**Graduates must attend these practices to be able to participate in the commencement ceremony. Graduates who do not attend both practices will not be permitted to participate in the commencement ceremony.**
- Students are identified as honor graduates if they have a minimum, unrounded, weighted 3.500 GPA.
- The Office of School Counseling will close on Friday, May 17, 2024, and Monday, May 20, 2024, to allow counselors to verify graduation status for all seniors. Please do not go to the Office of School Counseling to check your grades.
- You will need to request a final transcript for your college. *Final transcripts are NOT mailed or released via Naviance automatically.* Seniors may submit final transcript requests beginning March 29, 2024.
- Flowers and other graduation gifts will be available for purchase in the Atrium (lobby) and outside the venue both before and after the commencement ceremony.
- If you have any questions, please contact Jeff Milton (Graduation Administrator) at [jeff.milton@cobbk12.org](mailto:jeff.milton@cobbk12.org).

**HARRISON HIGH SCHOOL**  
**Class of 2024**  
**IMPORTANT DATES**

| DAY                | DATE        | EVENT   |
|--------------------|-------------|---|
| Tuesday            | March 5     | Cap & Gown distribution in the PAC lobby  |
| Friday             | March 29    | Begin requesting final transcripts through Naviance   |
| Tuesday - Thursday | May 14 - 16 | Return all textbooks, library books, and laptops to the Learning Commons  |
| Wednesday          | May 15      | Senior Exams – 3 <sup>rd</sup> and 4 <sup>th</sup> blocks (full day classes)  |
| Thursday           | May 16      | Senior Exams – 1 <sup>st</sup> and 2 <sup>nd</sup> blocks (half day classes)  |
| Thursday           | May 16      | Hoya Lights – 8:00 PM - 9:30 PM in the stadium (family event)   |
| Friday             | May 16      | Deadline to clear all senior fines/fees with bookkeeper   |
| Friday             | May 17      | School Counseling Office closed   |
| Monday             | May 20      | School Counseling Office closed   |
| Tuesday            | May 21      | Technical Rehearsal at KSU for all graduation speakers and performers 9:15 AM – 10:00 AM  |
| Tuesday            | May 21      | <b>Mandatory</b> commencement practice 1:30 PM – 3:30 PM in main café.  |
| Wednesday          | May 22      | <b>Mandatory</b> commencement practice 1:30 PM – 3:30 PM in main café. Commencement tickets will be distributed in the Hoya Center, along with honor cords and stoles following mandatory practice. |
| Thursday           | May 23      | Commencement at 10:00 AM in Convocation Center on the campus of Kennesaw State University. Graduates arrive by 8:30 AM in the Siegel Recreation Center for lineup.                                  |
| Tuesday            | May 28      | Diploma/final transcript pickup in main café from 10:00 AM – 11:30 AM   |

\*Please visit the county commencement information page for more detailed information:

[www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)

## Commencement Facilities & Parking Locations

