

# LASSITER HIGH SCHOOL

## Class of 2023

### Commencement Information and Schedule of Activities

Thursday, May 25, 2023 10:00 AM  
Kennesaw State University Convocation Center

It is important that you and your family review the following information carefully.

#### SENIOR CLEARANCE

- All fees for lost or damaged textbooks, media materials, parking, classroom instructional equipment, uniforms, or any other materials owed to the school must be cleared by Friday, May 12, 2023.
- All students must be cleared of fines prior to rehearsal.
- Students with outstanding fees will be prohibited from participating in the commencement ceremony.

#### FINAL EXAMS

- Friday, May 12, 2023 – 7<sup>th</sup> period exam
- Monday, May 15, 2023 – 5<sup>th</sup> and 6<sup>th</sup> period exams
- Tuesday, May 16, 2023 – 3<sup>rd</sup> and 4<sup>th</sup> period exams
- Wednesday, May 17, 2023 – 1<sup>st</sup> and 2<sup>nd</sup> period exams

*Students with any conflicting final exams and AP exams should contact their teacher immediately. Senior final exams are given during regularly scheduled class periods.*

#### CLASS OF 2023 ACTIVITIES

- Friday, May 19, 2023, at 6:30 PM – Senior Night on the Green at Lutzie Field
- Tuesday, May 23, 2023, at 12:00 PM– Senior Luncheon in LHS Café prior to commencement practice
- Tuesday, May 23, 2023, at 7:00 PM – Night of Inspiration at Lassiter High School New Gym  
*Information regarding activities and commencement will be distributed during advisement and via CTLS Parent. Check the Lassiter webpage and senior blog for updated information regarding all events.*

## **COMMENCEMENT PRACTICES - ALL ARE MANDATORY**

- Monday, May 22, 2023, 12:30 PM in the Lassiter High School New Gymnasium
  - Students should arrive by 12:15 PM to find their assigned seat.
  - Expect practice to end at 3:30 PM.
- Tuesday, May 23, 2023, 12:00 PM in the Lassiter High School Cafeteria
  - Practice will begin with the Senior Luncheon and students will then move to the New Gym for a full run through of the commencement program.
  - Commencement tickets will be distributed at this practice. Each graduating senior will be notified through the Student Portal the number of allocated tickets.
  - Expect practice to end at 3:30 PM.
- Students who are late for ANY practice will not be permitted to attend the practice and must meet with the assistant principal, Dr. Ruggiero.
- All policies, rules, and regulations of Cobb County School District and Lassiter High School will be enforced during commencement rehearsal.

## **COMMENCEMENT ATTIRE**

Dress for graduates will be as follows:

- All students will wear the 2023 custom keeper cardinal gown, cap and tassel purchased and distributed by Herff Jones.
- Caps and gowns were delivered to Lassiter High School on Tuesday, March 7, 2023. Students who plan to participate in the commencement ceremony and have not ordered their cap and gown should contact Herff Jones directly at 770-795-1626 as soon as possible.
- Caps should be worn flat on top of the head and not at an angle. Tassels should be on the right side of the cap.
- Any student with altered caps and/or gowns will not be allowed to participate in the ceremony.
- Shoes should be dark or neutral in color.
  - Flip flops, tennis shoes, and other inappropriate footwear will not be allowed.
  - Heel height should be moderate due to the steps accessing and exiting the stage.
  - Graduates are encouraged to bring/wear comfortable shoes for walking from the Central Parking Deck to the Siegel Recreation Center (SRC) and the Convocation Center (CC).
- Dresses should be dark or neutral in color and should not hang below the gown.
- Pants should be dark or neutral in color. Jeans and patterned pants of any kind are not acceptable.
- Shirts should be a white, collared dress shirt. No golf shirts or collarless t-shirts.
- Ties/bowties are not required but should be solid or neutral in color if worn.
- Only school distributed honor cords and stoles are to be worn.

## 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).

## COMMENCEMENT DAY

- Thursday, May 25, 2023, 10:00 AM at Kennesaw State University Convocation Center
- Students need to arrive at KSU and report to the Siegel Recreation Center at 8:30 AM.
- Guests will enter the Convocation Center through the Atrium doors facing Kennesaw Hall (Administration Building).
- Doors will open at 9:00 AM for guests with disabilities and elderly guests requiring individualized assistance. One (1) companion guest may accompany these guests. Individuals requiring a wheelchair must provide their own. Guests entering early may not save seats for others.
  - Lassiter High School staff members will be available to assist with the entrance, conveyance, and seating of guests with disabilities and elderly guests requiring individualized assistance.
- Doors will open at 9:15 AM for all other guests.
- Following the ceremony, graduates will immediately proceed to the Campus Green for the traditional tossing of the caps. Guests may meet the graduates at the Campus Green. Upon exiting the Convocation Center through the Atrium, bear to the left to get to the Campus Green.

## PARKING

- KSU charges a parking fee of \$10 for each car parked for graduation. Please be prepared to pay with credit or debit card to enter the lot quickly and keep traffic moving. No cash will be accepted.
- **Graduates** are to park in the Central Parking Deck.
- **Guests** are to park in the East Parking Deck and the East Economy Lot (across 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.

## COMMENCEMENT LOGISTICS

- Tickets
  - Each graduating senior will request tickets online via the Student Portal. The deadline for requesting tickets is Friday, March 24, 2023. Graduates who do not submit a request will receive 2 tickets.
  - Once tickets are allocated, graduates and parents/guardians will be notified that the number of tickets allocated may be viewed in the Student Portal.
  - Commencement tickets will be distributed to graduates during commencement practice on Tuesday, May 23, 2023.
  - All guests attending commencement, *including infants and small children*, will need a ticket to enter the venue.
  - Each guest ticket will have a unique barcode and will be valid only for the ceremony, date, and time shown on the ticket. Lost or damaged tickets cannot be replaced. Once a ticket is scanned for entry to the venue, it is no longer valid and cannot be re-used for further entry or re-entry.
- Prohibited Items
  - Any object which obscures the view or impacts the safety of others is not allowed in any district-manage venue. A complete list of prohibited items is available on the district graduation web page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)) .
- Bag Check
  - **In accordance with KSU requirements, all persons (including graduates) 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 or SMALL CLUTCH to be approved for entry into the venue.**
  - **All bags and packages are subject to 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.**
  - Please see the description below regarding clear totes and small clutches.

### Clear Totes

- Size may not exceed 12"x 6"x 12"
- Logo may only be on one side of the bag
- Items in the tote must be loose
- All bags are subject to search



### Clutch Bag or Small Purse

- Size may not exceed 6.5"x 4.5"
- May include a handle or strap
- Does NOT need to be clear
- All bags are subject to search



- Commencement Photos
  - Cady Studios will take photos as each graduate receives his/her diploma and will make these available for purchase. Parents may not be in the aisles to film or take photographs.
- DVD Sales
  - The ceremony will be video recorded, and a DVD will be offered for sale by the school district. Commencement, video, and live broadcast information can be found on the district website at [www.cobbk12.org/graduation/](http://www.cobbk12.org/graduation/) .
- Flower/Gift Sales
  - Flower and graduation gifts may be purchased on site from district approved vendors. Sales kiosks will be located in the pre-function areas and/or outside the Convocation Center.

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

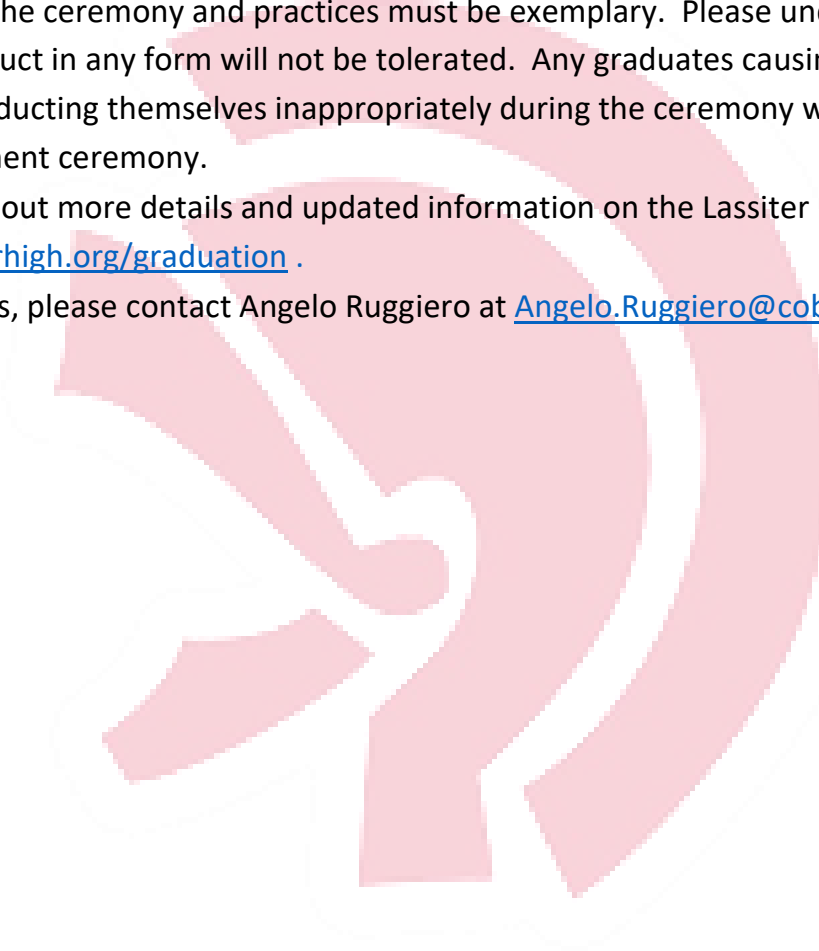
- Commencement is an optional and dignified ceremony designed to honor all Lassiter graduates in the Class of 2023. No individual has the right to disrupt this event.
- Any graduates causing a disturbance or in any way conducting themselves inappropriately during the ceremony will be removed.
- Restitution for any damage to the venue, district property, or vendor property will be the responsibility of the graduate(s) and/or audience who cause the damage.
- Throwing caps in the Convocation Center is dangerous and not permitted.
- All policies, rules, and regulations of Cobb County School District and Lassiter High School will be enforced during the ceremony.
- We ask that every guest please refrain from inappropriate noise and participate in a manner that will allow each graduate's name to be heard.

#### **DIPLOMA DISTRIBUTION**

- Diplomas will be distributed in the front office on May 26, 2023, 9:00 AM to 3:00 PM.

## ADDITIONAL INFORMATION

- If planning to attend college this summer or fall, complete a “Request for Final Transcript” form in the School Counseling Office as soon as possible. Remember, there is a \$2.00 charge for each transcript. Students will not be officially admitted until the college receives the final transcript.
- Remove your gown from the packaging prior to commencement and hang it up. This will allow wrinkles to fall out. Use a cool iron to press, if necessary.
- The KSU Convocation Center is fully ADA accessible. Graduates will need to register any guests with disabilities and elderly guests requiring individualized assistance, as well as their escort, at the first commencement practice.
- Behavior at the ceremony and practices must be exemplary. Please understand that disruption and misconduct in any form will not be tolerated. Any graduates causing a disturbance or in any way conducting themselves inappropriately during the ceremony will be removed from the commencement ceremony.
- You can find out more details and updated information on the Lassiter homepage or at [www.lassiterhigh.org/graduation](http://www.lassiterhigh.org/graduation) .
- For questions, please contact Angelo Ruggiero at [Angelo.Ruggiero@cobbk12.org](mailto:Angelo.Ruggiero@cobbk12.org)



## CLASS OF 2023 TIMELINE

- March 7, 2023** .....Cap and Gown Delivery
- May 8-12, 2023** .....Senior Clearance
- May 12, 2023** .....7<sup>th</sup> Period Final Exam
- May 15, 2023** .....5<sup>th</sup> and 6<sup>th</sup> Period Final Exams
- May 16, 2023** .....3<sup>rd</sup> and 4<sup>th</sup> Period Final Exams
- May 17, 2023** .....1<sup>st</sup> and 2<sup>nd</sup> Period Final Exams
- May 19, 2023** .....Senior Night on the Green 6:30 PM  
Lutzie Field
- May 22, 2023** .....Commencement Practice 12:30 PM  
New Gym at Lassiter High School
- May 23, 2023** .....Commencement Practice 12:00 PM  
LHS Cafeteria for Senior Luncheon
- May 23, 2023** .....Night of Inspiration 7:00 PM  
New Gym at Lassiter High School
- May 25, 2023** .....Commencement Ceremony 10:00 AM  
Kennesaw State University Convocation Center  
*Students should report for check in at the  
Siegel Recreation Center by 8:30 AM*
- May 26, 2023** .....Diploma Distribution 9:00 AM – 3:00PM  
Lassiter High School Front Office

For additional information and updates, please check the commencement page  
on the district website: [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

# Lassiter High School Class of 2023

## Commencement Ceremony Contract

*This contract must be signed and returned to your advisor by April 14, 2023*

### **Student Initials Required:**

1. \_\_\_\_\_ I understand that I must pass all required courses and complete all graduation requirements as listed in Cobb County School Board Policy in order to participate in the commencement ceremony.
2. \_\_\_\_\_ I will attend all graduation practices and will arrive on time as outlined in the Lassiter High School Commencement Packet.
3. \_\_\_\_\_ I will remain on campus after final exams unless permission for an early dismissal has been granted by a parent or guardian.
4. \_\_\_\_\_ I understand that all financial obligations must be cleared prior to the first commencement practice. This includes, but is not limited to, return of uniforms and equipment, payment of parking fines and book fines, and payment for lost academic supplies.
5. \_\_\_\_\_ I understand that disruptive behavior at commencement practice or at the ceremony will result in my removal.
6. \_\_\_\_\_ I understand that I may be denied the opportunity to participate in the ceremony if I am involved in any disciplinary event for the remainder of the school year.
7. \_\_\_\_\_ I have read and understand the commencement attire expectations outlined in the Lassiter High School Commencement Packet.

### **Student Signature Required:**

*By signing below, I acknowledge that I have read and understand the guidelines outlined in the Lassiter High School commencement packet and contract.*

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

### **Parent Signature Required:**

*By signing below, I acknowledge that I have read and understand the guidelines outlined in the Lassiter High School commencement packet and contract. I give my student permission to leave school following final exams each day.*

Parent Signature \_\_\_\_\_