



To: Parents of Kendrick High School Graduating Seniors: Class of 2025
From: Dr. Alonzo James, Principal
Subject: **Parent Letter for Graduation Protocol**

I understand that my **student must provide his/her own transportation (or agree to pick him/her up within 15 minutes of release)** and further understand that I assume full control and responsibility for my student at that time.

- **Wednesday, May 7th –Senior Dinner** - Seniors and their paid guests can report to the Cunningham Center on Columbus State University's campus beginning at 5:30 p.m. The dinner will begin promptly at 6:00 p.m. Names for guests will be checked at the door for entry. Attire: Business.
- **Friday, May 16th – Senior Picnic** – The senior picnic will be held at Cascade Hills Park. **Students can only be transported by MCSD bus transportation.** School dress code will be enforced. Upon return to the school students will participate in Baccalaureate rehearsal.
- **Friday, May 16th - Baccalaureate Practice-** Seniors will report to school and continue their regular schedule. Seniors will attend the senior picnic and upon return to the school report to the auditorium for Baccalaureate practice. All seniors will remain on campus for the entire day.
- **Sunday, May 18th – Baccalaureate** - Baccalaureate is **MANDATORY** for all graduating seniors. Seniors will report to the school's Main Office Lobby for Baccalaureate by 2:15 p.m. The service will start promptly at 3:00 p.m. Tickets **will not** be issued; it will be first come, first serve. Seniors will need to wear their **gown and hood only** – do not wear the cap.
Baccalaureate Attire: (Dress Code must comply with school dress code)
Males - black dress slacks, white dress shirt, black tie, black dress shoes, black socks (no jeans or tennis shoes allowed)
Females – WHITE dress that is shorter than the gown, black dress shoes (heels 3 in or less or flats – no stilettos), all black dress sandals must have a heel strap.
- **Tuesday, May 20th – KHS Grad Practice** - Seniors must attend a **mandatory graduation practice in the Kendrick High School gym.** Seniors will report to the gym **promptly at 9:00 a.m.** **Do Not Be Late!** Enter the building through the back gym doors- **DO NOT GO INTO THE BUILDING.** Upon conclusion of practice (11:00 a.m.), seniors will be released to go home and are **NOT** allowed in the building. Students must be in school dress code. Students not picked up, or have not left school 15 minutes after dismissal, will have to report to their regularly scheduled classes.

Wednesday, May 21st – MCSD Grad Practice - Seniors **MUST** report to the Columbus Civic Center for a **MANDATORY GRADUATION PRACTICE.** Seniors should **arrive by 10:45 a.m.** Practice will end approximately at 12:30 p.m. Seniors will be released from the Columbus Civic Center to return home. Seniors CANNOT bring any food or drink into the Civic Center. **Students will not be allowed to participate in the graduation ceremony if they miss graduation practice at the Civic Center.** Seniors are dismissed to go home after practice.

Thursday, May 22nd – GRADUATION! - Seniors will participate in the GRADUATION ceremony at the Columbus Civic Center. At 8:00 p.m. SENIORS MUST ARRIVE AT THE **CIVIC CENTER** FOR LINE-UP at 7:00 p.m. **Any senior who is**

not in line for graduation at the designated time and wearing the appropriate clothes and shoes will not be allowed to participate in the ceremony. Do not wear bracelets or necklaces. Girls should wear a WHITE dress that is **shorter than the gown.** Boys must wear full length black pants, a white dress shirt, black tie, black socks and black dress shoes (no tennis shoes and no jewelry). **Seniors will not be allowed to participate in graduation if they do not adhere to the dress code. Please contact one of the administrators or one of your child's teachers if you need help in attaining the proper attire. SENIORS MAY NOT CHEW GUM! Seniors may not BRING PURSES, KEYS, CELL PHONES, OR ANYTHING ELSE TO HOLD.** The Civic Center security guards will not allow them into the building if they are carrying any of these items.

ADDITIONALLY:

1. Missing graduation practice at the Civic Center will result in being dropped from the graduation ceremony.
2. Any seniors can incur disciplinary action for breaking any MCSD or Kendrick High School rules which includes 20 hours of community service and the diploma will be held until community service is completed.
3. Students speaking or performing at Baccalaureate and/or Graduation may be required to remain later on certain days for additional practice.
4. Graduation Attire: (Dress Code must comply with school dress code)
 - Males - black dress slacks, white dress shirt, black tie, black dress shoes, black socks (no jeans or tennis Shoes allowed)
 - Females – WHITE dress, black dress shoes (heels 3 inches or shorter or flats – no stilettos), any black dress sandals must have a heel strap.

***Shoes should be chosen for males and females that are comfortable enough to stand for over an hour. ***
5. Graduation Protocol: In order for everyone to enjoy this occasion, we ask all guests to observe the following:
 - a. Please help your student to be on time for graduation. Graduates must be at the Civic Center by 7:00 p.m. on May 22nd for line-up. The ceremony will begin promptly at 8:00 p.m. and will last approximately 1½ hours.
 - b. Parents, family and friends should plan to arrive early as you will have to go through the security check to enter the Civic Center.
 - c. Please observe and follow the Civic Centers clear bag policy so you will not be turned away at the door.
 - d. Graduates should leave their cell phones and other personal belongings in their car or with a family member prior to line-up.
 - e. No items of recognition may be worn unless provided by Kendrick faculty for the purpose of graduation (i.e. honor cords, stoles, top 10 medals, Valedictorian medal, Salutatorian medal.)
 - f. No decorations or alterations can be made to the caps.
 - g. Graduates should not do anything during the ceremony to call attention to themselves.
 - h. MCSD does not permit flowers, posters, banners, balloons, noisemakers, cowbells, etc. in the Civic Center during graduation.
 - i. Please do not alter you graduation cap or modify it in any way with any form of decoration. All students must be uniformed.
 - j. Do not rope off or save seats in the auditorium.
 - k. Have a designated location outside (not in front of the building) to meet your graduate after the ceremony.
 - l. Every student and parent deserves to hear each student's name called. The audience is only allowed to applaud after the entire row receives their diplomas. This is nothing more than common courtesy and respect for others. Applauding or calling out the names for individuals will result in automatic expulsion from the Civic Center and disciplinary action against your graduating senior.
 - m. Please stand for the procession when seniors enter the coliseum.
 - n. Cameras and video equipment are welcome; however, **parents are not allowed on the Civic Center floor at any time before, during, or after the ceremony.** Professional graduation pictures, taken by Village Photographers, may also be ordered.
 - o. Please remain seated until the recessional march has completed before you exit the coliseum.
 - p. Thank you for your understanding and cooperation; see you at 8:00 p.m. on Thursday, May 22nd!