

# HIGH SCHOOL GRADUATION AGREEMENT (SAMPLE)

Dear Parents/Guardians and Graduating Senior:

Please review the following procedures and regulations for Commencement Exercises (Baccalaureate Mass and Graduation), then sign and return before receiving cap and gown. You must return the tear-off portion of this agreement, signed by both parent/guardian and student, to reserve the student's place in the Commencement exercises.

## PROCEDURES AND REGULATIONS:

1. The Baccalaureate Mass and Awards Ceremony is on \_\_\_\_\_ at 5:30 p.m. in the gym. The Graduation Ceremony is on \_\_\_\_\_, **June** \_\_\_\_\_ at \_\_\_\_\_. on the athletic field.
2. Admission to the gym on \_\_\_\_\_ is first come, first served through room 405. Audience admittance to the athletic field on \_\_\_\_\_ is by the south gates only. No ticket is needed. Gates will open at approximately \_\_\_\_\_.
3. Seating and programs are on a first come, first served basis. Except for graduating Seniors, there are no reserved seats. Saving seats for others in your party is not permissible, so please arrive together to assure that you can sit together. One program will be saved per student.
4. Pictures and/or videotapes may be taken from the seats only. No person may leave the seats and move into the aisle during the ceremonies.
5. Graduating Seniors **MUST** attend graduation and Baccalaureate practice. These practices will be held on **June** \_\_\_ **from 1:30pm to 3:00pm** and **June** \_\_\_ **from 11:45 a.m. to 1:30 p.m.** Baccalaureate practice will take place on **June** \_\_\_ **at 11:45 a.m.** No excuse will be accepted for not attending all practices. Those missing practice will not be able to participate in either event.  
**NO EXCEPTIONS WILL BE MADE.**
6. Seniors must report on \_\_\_\_\_, **June** \_\_\_ **to the cafeteria by 5:00 p.m. and on June** \_\_\_ to the cafeteria by \_\_\_\_\_. Caps and gowns are to be worn for Commencement and for Baccalaureate. Both the Baccalaureate Mass and Commencement (graduation) exercises are formal occasions and we must insist that students dress and act in an appropriate manner. Both females and males must wear appropriate dress clothing and footwear. Males must wear ties with a collared shirt. Females must wear professional length dresses or skirts or dressy slacks. When in doubt, clear with the Assistant Principal of Curriculum and Instruction prior to rehearsals. Jeans, sandals, shorts and tennis shoes are not permitted. Haircuts will be to the school standard. The school standard of neat, clean and tasteful attire will apply to all students. Flowers and balloons are not appropriate for students in either ceremony. Students dressed or behaving inappropriately will be removed from the ceremonies. Students showing evidence of prior use of alcohol or drugs will be removed from the ceremonies.



7. Students are presented with a diploma cover during the graduation ceremony. Immediately after the ceremony, students will receive their diploma in the cafeteria.
8. All school fees (tuition, scrip, service hours, etc.) must be paid before student can take final exams or receive diploma.
9. Sample High School has no role in the planning or hosting of any post-graduation travel experience (e.g. Cancun). Students who plan or participate in these activities do so at their own risk. The school is not responsible for any injury or death that may occur at such an event.
10. Attendance at Grad Nite is a privilege that can be taken away on the Senior Citizenship Contract. Seniors who do not submit SAT Prep certificates to the Assistant Principal of Curriculum and Instruction or copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of attending Grad Nite.

Commencement Day and related events are occasions of great anticipation and joy for all concerned. We require reverent, respectful and dignified behavior and attitudes from students, graduates, parents and guests so that our Seniors may experience their special day in the atmosphere it deserves. We ask all to be aware of the importance of appropriate behavior and decorum. We all thank you in advance for making the Commencement memorable, dignified and successful.

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**GRADUATION CONTRACT DUE FRIDAY, MAY \_\_\_\_\_**

- I wish to participate in the Commencement Exercises. I understand that signing this contract reserves my place among the Senior Class for Commencement Day and that, in order to participate in the Graduation ceremony, I must also participate in the Baccalaureate Mass. I understand that participation in both Baccalaureate Mass and Graduation is a privilege and not a right, and that receiving a diploma is also a privilege. We agree to conduct ourselves in accord with the above rules and procedures in a manner befitting the dignity of the occasion.

I understand that admission to the Baccalaureate Mass and Awards Ceremony is by first come, first served. I will have approximately \_\_\_\_\_ guests. This allows the school to prepare the gym with an appropriate number of seats.

- I do not wish to participate in the Commencement Exercises.

**STUDENT NAME (Please print)** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_



**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

SAMPLE

