

Hendersonville High School  
Graduation Instructions  
Class of 2019

Graduation is an official school function and a formal occasion that should be observed with dignity, joy, and pride. We urge our graduates to conduct themselves with class and we will not tolerate any behavior that diminishes the dignity of the occasion. Any graduate who dresses or behaves inappropriately will be pulled from the line and not allowed to participate in the graduation ceremony. Any celebrations planned to commemorate the event must wait until after the ceremony.

Please read carefully and note well the following instructions:

1. A senior is not required to participate in the commencement and may choose instead to pick up his/her diploma at a later date in the school office.
2. If a senior decides to participate in the HHS commencement, he/she agrees to follow the procedures for commencement as stated below. Any senior who decides to participate but does not follow the procedures may be removed from the ceremony and have his/her diploma withheld.
3. All debts must be cleared before a diploma will be issued. Please take care of this obligation **prior** to graduation practice. No money will be taken on the night of graduation and diplomas will be held if money is owed.
4. Graduation practice will be held at **1:00 on Friday, May 17, 2019**, Report directly to the stadium for the rehearsal. If you plan to participate in the ceremony, you must attend the practice. If you are not at practice, we assume you are not going to participate, and we will pull your diploma. You may pick it up the next week at school. Tell Mr. Cotter at practice how to pronounce your name if you think that he might mangle it at graduation.
5. On the night of graduation all seniors planning to march must **arrive in the gym by 5:15 p.m.** in order to insure adequate time to line up. Remember to plan enough time to find a parking space. The procession to the stadium from the gym will begin **promptly at 6:00 p.m. on Friday, May 17, 2019.**
6. Do not bring purses or valuable items such as cameras on the evening of graduation, as there will be no place for storage and the gym will not be secured after we go outside.
7. Do not chew gum, use a cell phone, or engage in text messaging once we leave the gym.
8. Anyone who reports to graduation or practice under the influence of drugs or alcohol will not be allowed to participate in the graduation ceremony and will be removed from the campus immediately.
9. Please do not talk or even whisper while others are making speeches or getting diplomas. When you march out, avoid excessive noise until all of your classmates have recessed from the stadium.
10. Please tell your family and friends not to yell or use noisemakers when your name is read. This will allow all names to be heard.
11. Remember, you receive your diploma with your left hand and extend a firm handshake with your right.
12. Boys should remove their caps during the Alma Mater.
13. You do not have to return your cap and gown. They are yours to keep. If you plan to throw your cap into the air at the end of the ceremony, remove your tassel first.

14. Please inform Dr. Sarver in advance if you have a need for a special seating arrangement for any handicapped member of your family. Handicapped family members and one guest may be seated on the track.
15. Tell your family ahead of time where you will meet them after the ceremony.
16. There will be a professional photographer taking your picture as you receive your diploma. You may order prints at Lifetouch.com.
17. The diploma cover only will be presented to you during the graduation exercise. You will pick up your diploma in the cafeteria following graduation.
18. Every effort will be made to hold graduation in the football stadium. Realizing that we cannot control the weather, alternate plans will be to move into the gymnasium. If extreme weather forces postponement on Friday, the ceremony will be rescheduled for Saturday May 18, at 9:00 AM in the stadium. Graduates would need to meet in the gym by 8:15 a.m. Rehearsal will still be conducted at 1:00 p.m. on Friday, even if it is raining. If it is necessary to move inside, each graduate will be given 6 tickets at graduation practice. We will stream graduation live.
19. Many of you have sent transcripts showing only 7 semesters of work. You must request the Counseling Office to send any final transcripts. This is not done automatically and without the request, transcripts are not sent. Vol State transcripts must be requested from VSCC. Report cards will be included in your envelope with your diploma. Please check it carefully, and if there are errors, call us 1<sup>st</sup> thing on Monday so that correct transcripts may be sent to colleges.

#### HOW TO DRESS FOR GRADUATION

**BOYS:** Wear dark or khaki trousers and a tie with a white shirt that has a collar (or pastel shirt if white is not available). Wear dark dress shoes and socks. No tennis shoes or jeans will be allowed. **NO TENNIS SHOES. NO SHORTS**

**GIRLS:** Wear white or pastel colors. The attire should be either solid in color or have a small print. Bright, dark, or brightly patterned fabric will show through gold robes. No tennis shoes or jeans will be permitted. Wear sensible shoes. The stage can be difficult. **NO TENNIS SHOES**

**EVERYONE:** The cap, called a mortarboard, will be worn so that it is horizontal with the floor. This means that the front seam of the cap will be low on the forehead. Every graduate will wear his/her cap the same way, regardless of his or her hair arrangement. Do not write or modify your mortarboard.

Tassels will hang on the right side of the mortarboard and should be changed during the tassel ceremony.

Our graduation exercise will be on video. If a problem occurs, we will review the video to determine if the following needs to be recorded on a student's permanent record:

“STUDENT’S BEHAVIOR WAS INAPPROPRIATE DURING  
GRADUATION CEREMONIES”

Please do your part to make your graduation ceremony a classy and dignified tribute to your hard work at HHS and an occasion to make your family proud. Thank you.

Lifetouch will take your picture as you get your diploma. The pictures will be online to order. There will be a flier in your envelope with your diploma with instructions.

## Senior Timeline - 2019

- May 2 Senior Meeting – 9:30 am Auditorium
- May 5 National Honor Society Graduation/Induction @ 1:00 pm
- May 6 Black and Gold Day – Spring Football Game
- May 7 Wear Favorite HHS Tee Shirt
- May 8 Senior Breakfast Cafeteria @ 7:15  
Fill out Memory Sheets during Lunch  
Pick up Yearbooks during Lunch  
Wear College Shirt Day
- May 9 Awards Day @ 8:30 in Gym – Parents are Welcome
- May 10 Seniors watch Senior Video in Auditorium 8:00  
Senior Assembly @ 8:15 in Gym-seniors dress up  
Senior Parents may watch video immediately following  
Senior Assembly in the Auditorium  
Senior Picnic @ Rockland Park approximately 11:00
- May 12 Senior Baccalaureate @ 2:00 Indian Lake Peninsula  
Church  
Seniors arrive at 1:30 – wear cap and gown
- May 13 Senior Exams 1<sup>st</sup> and 2<sup>nd</sup> Blocks
- May 14 Senior Exams 3<sup>rd</sup> and 4<sup>th</sup> Blocks
- May 17 Graduation Practice 1:00 pm on Track  
Graduates report to the Gym 5:15 pm  
Graduation Processional Begins @ 6:00 pm - after  
graduation report to cafeteria to pick up diploma.

**SENIORS WHO ARE PLANNING TO ATTEND COLLEGE MUST COMPLETE A FINAL TRANSCRIPT REQUEST FORM SO THAT YOUR FINAL GRADES MAY BE SENT TO YOUR COLLEGE OR UNIVERSITY. THE FORMS ARE IN THE COUNSELING OFFICE AND THERE IS A \$3.00 CHARGE TO HAVE IT SENT. FINAL TRANSCRIPTS ARE REQUIRED BY COLLEGES AND CANNOT BE SENT UNTIL YOU MAKE THE REQUEST.**