

## Senior Letter Spring 2016

April 7, 2016

Dear Parents and Seniors:

At this time, I would like to finalize the dates for the conclusion of the school year and for graduation activities. The dates for the Senior Awards Assembly, senior exams, and Graduation will be shown in the calendar listed below. Your cooperation is very much appreciated and we look forward to your participation in these activities. Parents should be aware that senior practices for the Senior Awards Assembly and Graduation are **REQUIRED**. **Practices are scheduled for Thursday, May 19, (seniors released to their 3<sup>rd</sup> and 4<sup>th</sup> block exams), Monday, May 23, Tuesday, May 24, Wednesday, May 25, from 8:30 – 11:30 a.m. Seniors will be released from school at the completion of practice.**

It is very important for seniors to continue to work hard academically and to continue to attend school regularly. It is also our goal to provide a program of senior activities that are memorable for their high quality. Additionally, we hope that seniors find their remaining days at Pulaski County High School to be exciting, rewarding, and filled with positive experiences.

What follows is a detailed account of all activities related to graduation that are scheduled over the next few weeks. Carefully read and follow these instructions. In many cases, this letter will serve as the only notification of scheduled senior events.

### CAPS AND GOWNS/ANNOUNCEMENTS

Senior caps and gowns, announcements, and all other graduation materials ordered from Jostens will be delivered on **Thursday, April 28, 2016**. All seniors who have paid their required fees will receive graduation materials on this day. **All remaining balances must be paid with cash or money orders (NO CHECKS) on the date of delivery.** Distribution will take place in the CTE Lobby from 11:30 a.m. to 1:45 p.m.

When you receive your cap and gown, remove it from the package. If wrinkles do not come out, press the gown with a **cool iron**. Your gown should be cared for carefully and should not be worn until the designated times. Your gown should be approximately 5" above your ankles.

All students who have achieved 3.6-3.79 grade point average will be wearing blue tassels. All students who have achieved 3.80-3.99 grade point average will be wearing silver tassels. All students who have achieved a 4.00 or higher grade point average will be wearing gold tassels. These tassels will be issued by Mrs. Vest and Mrs. Cheverton during the Senior Awards Assembly, **Friday, May 20**.

### SPECIFIC REQUIREMENTS ASSOCIATED WITH THE USE OF CAPS AND GOWNS

- A. Caps are worn parallel to the top of your head, not at an angle. If needed, bring bobby pins to secure caps. Tassels are worn on the right and are not switched until you are told to do so. Whenever there is a flag salute or prayer, boys will remove their caps.
- B. Girls should wear dresses or skirts and blouses under their gowns. Shoes should be flats or dress sandals. **High heels and flip flops are not permitted for safety reasons**. The collars furnished with the gown will not be worn.
- C. Boys should wear dark dress slacks, a white dress shirt, a dark necktie, dark socks, and dress shoes.
- D. A reminder—**ALL** PCHS candidates for graduation will be wearing burgundy caps and gowns.
- E. **Caps and gowns are required**. Seniors who do not follow the dress code as specified **will not** be allowed to participate in the Senior Awards Assembly or Graduation. **Seniors should be properly attired and in their seats in the Little Theater by 6:30 p.m. for Graduation.**

**Please be advised** that in the event of inclement weather, PCHS Administration will delay making the decision concerning an outdoor vs. indoor ceremony until the last possible moment (approximately 7:45 p.m.). We will make every attempt to go outside, and will, even if we are experiencing light to moderate rainfall. Once outside, we will make every effort to remain there, even if we must expedite the ceremony by moving immediately to the recognition of graduates. However, if conditions become such that we cannot continue in the stadium, we will interrupt the ceremony and reconvene in the gymnasium in approximately 30 minutes. Gymnasium seating is limited and only the **PINK** indoor tickets will be honored.

**Commencement admission is by ticket only.** Tickets will be distributed immediately after the final graduation practice the morning of **May 25, to all seniors who have cleared all financial obligations.** Seniors will receive **20 outdoor tickets (GREEN) and 6 indoor tickets (PINK.)**

Seniors should now be making sure they have cleared themselves of any type of financial obligation to the school. Such obligations include returning textbooks, equipment, library books, paying library fines, lost book fees, club obligations, returning uniforms, etc. **All obligations must be cleared by NOON on Thursday, May 5. Graduation tickets will not be given to students who OWE financial obligations.**

Direct any questions to Mr. Price, Mrs. Vest, Mrs. Cheverton, Mr. Hanks or Mr. Grim. If there is a reason you feel you must be absent from any of the four (4) senior activities or practices, please notify Mrs. Bolling or Mr. Grim.

#### **SENIOR AWARDS ASSEMBLY**

On **Friday, May 20**, all seniors will report to the Little Theater at 8:15 a.m. to prepare for the Senior Awards Assembly. **Required** dress for this program will be **cap and gown**. **Seniors who do not wear their cap and gown will not be allowed to sit with the Senior Class and participate in the Assembly.** (Please see specific requirements of cap and gown use from page 1.) Students wishing to be recognized for scholarship awards must inform Mrs. Vest **NO LATER THAN Friday, May 6**, in order to be recognized at the Awards Assembly.

After the student body and guests are seated in the gymnasium, the graduation marshals will direct the senior processional into the gym. You will remain standing through the Pledge of Allegiance.

At the conclusion of the Senior Awards Assembly, there will be a recessional directly to the stadium where the senior group picture will be taken. **Orders and payments for the graduation handshake picture will be taken.** **Parents please note, after the class picture is taken, seniors will be released from school.**

#### **BACCALAUREATE**

Baccalaureate is sponsored by the Pulaski County Ministerial Association with the ceremony at 2:00 p.m. on **Sunday, May 22 at TBA.** For Baccalaureate, seniors should be in **cap and gown** with proper attire.

#### **COMMENCEMENT**

Commencement will be held **Friday, May 27**, at 8:00 p.m. in the stadium. Seniors, dressed appropriately in **cap and gown**, should report to the Little Theater no later than **6:30 p.m.** (Please see specific requirements of cap and gown use from page 1.)

At 7:40 p.m., seniors will process from the Little Theater as directed by graduation marshals. Following completion of the graduation ceremony, **graduates, ONLY**, will recess to the gymnasium to pick up their diplomas. **Family, friends, and guests may greet the graduates in the courtyard OUTSIDE the gymnasium following distribution of the diplomas.**

**ONLY SENIORS WILL BE ALLOWED IN THE GYM.**

### MISCELLANEOUS

At all practices, programs, etc., please leave purses and other valuables **at home or locked in your car**. No security will be provided for such items and **REMEMBER, you will NOT have access to lockers.**

During all **four** practices, you must stay in designated areas as underclassmen will be in exams. Under no circumstances will you be allowed in the academic wing or have access to lockers. **Senior lockers must be cleaned out immediately following Senior Awards Assembly practice, Thursday, May 19, 2016.** Seniors will report to 3<sup>rd</sup> and 4<sup>th</sup> block exams.

While participating in senior activities, you are to follow all PCHS policies and regulations, attend all practices, and exhibit good behavior. Failure to follow any of the above will mean that you will not be permitted to participate in senior activities and/or graduation. Please think before you act. Your participation in the scheduled senior activities is important for you and your parents and families. Please do not embarrass yourself, your parents, or your families by foolish actions.

Graduation activities from high school are events which come only once in a lifetime. Parents, relatives, friends, and most importantly, seniors, deserve graduation activities that will be dignified and memorable. Your cooperation is essential. The following guidelines explain what is expected of you.

Appropriate graduation attire is to be worn without decoration or deviation from the traditional cap and gown that would draw undue attention to the individual. Only approved cords, stoles and sashes will be allowed. Faculty members in charge will have the final decision in denying a graduate's participation due to inappropriate attire.

**It is unnecessary to itemize the kinds of negative behavior unacceptable at graduation activities. Any behavior that draws attention to you as an individual or detracts from the dignity of the ceremony itself is inappropriate.**

We want your graduation to be special—we want it to have “class.” Please do your part to make this the best graduation ever at Pulaski County High School.

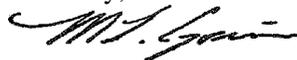
**To ensure the dignity of commencement, we are requesting the cooperation of you and your guests on the following guidelines:**

- Dress appropriately for the occasion.
- **No children under three years should attend.**
- Arrive early (by 6:30 p.m. in the LT).
- All photographs should be taken from seats.
- Refrain from making comments or applauding until **all students** have received diplomas. Loud comments or applause at inappropriate times often make it impossible for the speaker to be heard. This is especially disappointing to a graduating senior and his/her family.
- Remain in the stands until all graduates have exited.

It is our intent that the Commencement activities of Pulaski County High School be the finest in the Commonwealth of Virginia. This goal can be achieved only with the full understanding and the cooperation of the students, the faculty, and members of the audience.

On behalf of the faculty and staff of Pulaski County High School, I extend sincere congratulations to graduating seniors and their parents.

Sincerely,



Michael L. Grim  
Principal

## SENIOR CALENDAR OF EVENTS

The following list of dates is extremely important for Seniors. Please keep it for reference. If you plan to participate in the Graduation ceremony **all four practices are required.**

(\*\*\*\***May 19, May 23, May 24, May 25** – all four practices are 8:30 a.m. – 11:30 a.m.)

- April 7**                      **Senior Class Meeting 11:00 a.m. LT**  
**Application Distribution for Commencement Speaker**  
**Local Scholarship Applications distributed**  
Junior Marshals Notification 10:15 a.m.
- April 16**                      **Prom at New River Community College 8:00 – 11:30 p.m.**
- April 15**                      **Commencement Speaker Applications due to Mrs. Vest**
- April 22**                      **Local Scholarship Applications are due to Mrs. Vest**
- April 28**                      **Distribution of Graduation Materials CTE Lobby all 3 lunches.**  
**Faculty-Senior Basketball Game Gym at 6:00 p.m.**
- April 29**                      **Notify Commencement Speaker Applicants**
- May 1 – 27**                      **GYM CLOSED/GYM Set-up for AP Testing, SAA, Graduation**
- May 2 - 13**                      **AP Testing**
- May 3**                          **Optional Cap/Gown pictures CTE Lobby (bring cap/gown)**
- May 5**                          **ALL SENIOR FINANCIAL OBLIGATIONS MUST BE PAID BY**  
**NOON**    See Ms. Bishop immediately.
- May 6**                          **Scholarship Information due to Mrs. Vest for SAA Script**
- May 13**                          **Copy of Graduation Speeches due to Mrs. Vest**  
**Attendance Appeals are due**  
**Last day to make-up ASI time for Attendance Violations\*\*\*\*\***
- May 16**                          **Little Theater is CLOSED through May 27**
- May 18**                          **Junior Marshals & Senior Assessments/Exams 1<sup>st</sup> and 2<sup>nd</sup> blocks**  
**Seniors report to 3<sup>rd</sup> and 4<sup>th</sup> blocks**  
Junior Marshals practice 2:00 p.m.
- May 19\*\*\*\***                      **Senior Awards Assembly practice 8:30 a.m. – 11:30 a.m. LT**  
**Senior Locker Clean-out by NOON**  
**Junior Marshals & Senior Assessments/Exams 3<sup>rd</sup> and 4<sup>th</sup> blocks**  
Junior Marshals practice at 8:30 a.m.
- May 20**                          **Senior Awards Assembly 8:45 a.m. (cap/gown required)**  
**Senior Class Picture after assembly at the Stadium**

- May 22**                    **Baccalaureate Sunday, May 22 at 2:00 p.m. (cap/gown required)**  
**Location TBD**
- May 23\*\*\*\***                **Graduation Practice 8:30 a.m. – 11:30 a.m. in the LT/Gym (inside)**
- May 24\*\*\*\***                **Graduation practice 8:30 a.m. – 11:30 a.m.**  
**Senior Picnic 12:00 p.m. – 2:00 p.m. Randolph Park Large Shelter**  
**Transportation to Randolph Park IS NOT PROVIDED BY PCHS.**
- May 25\*\*\*\***                **Graduation Practice 8:30 – 11:30 a.m. LT**  
**Graduation Tickets Dispersed after practice (All Financial Obligations PAID)**  
**Seniors will be released from school after tickets are dispersed.**  
**2 Hour Early Release for All Students.**
- May 26**                    **No Graduation Practice – NO SCHOOL – Teacher Workday**
- May 27**                    **ONLY Faculty/Senior Officers/Graduation Speakers/Junior Marshals will**  
**have Graduation Practice 8:30 – 11:30 a.m. LT**

**Seniors should be properly attired & in their seats in the LT**  
**by 6:30 p.m.**

**Do not bring personal items/pocket books to LT.**

**Graduation 8:00 p.m.**

# **Agenda - Senior Class Meeting – Thursday, April 7, 2016**

## **11:00 a.m. Little Theater**

**Call to order & Opening remarks**                      **Mike Price**                      **Senior Class Sponsor**

**Principal's message**                                      **Michael Grim**                      **PCHS Principal**

**Senior Events**    **Mike Price**                      **Senior Class Sponsor**

- Cap and Gown and Senior Supplies
- Senior Picnic
- Senior Picture (Cap & Gown, Class Picture, Handshake Picture)

**Graduation Events**                      **Mark Hanks & Jennifer Bolling**                      **Graduation Coordinators**

**3 events**

- Senior Awards Assembly - Required
- Baccalaureate - Not required
- Commencement - Required

**Other concerns**

- Graduation tickets (Indoor v. Outdoor) 6 indoor tickets and 20 outdoor tickets
- Senior Assessments/Exams

**Senior Academic Matters**                                      **Chrissi Vest**                      **Senior Guidance Counselor**

- **Graduation Speaker Applications due April 15**
- **Local Scholarship Applications due April 22**
- **Graduation Speaker Selection Committee meets April 22**
- Diplomas and Certificates
- Honor Graduates
- Tassels and Medallions
- WDBJ 7 Selections

**Q&A Session**

**Notification and Dismissal**                                      **Mike Price**                      **Senior Class Sponsor**

**(Letters to be disbursed)**

Group I Seniors – Financial Hold List

Group II Seniors – Academic Jeopardy

Group III Seniors – Highest Honors

**Price and Cheverton**

**Grim and Vest**

**Grim and Vest** (meet in Conference Room immediately following this meeting)