

Karns High School Class of 2018 Graduation Contract

Return contract and \$25.00 to **Kim McKee in Counseling Office by Friday, May 11, 2018** if you are going to participate in the ceremony on May 18, 2018. If you do not plan to walk across the stage in the ceremony please write "NOT WALKING" across the contract and return to Kim McKee.

In order to provide an orderly and meaningful commencement ceremony for the Class of 2018, Karns High School developed procedures to which each potential graduate must adhere. The 2018 procedures are as follows:

- All candidates for a diploma or certificate must attend the commencement practice session.** Students should report to Thompson Boling Arena no later than 11:15 a.m. on Wednesday, May 16, 2018. **Students should bring their gowns with them to rehearsal for the group picture.
- Commencement is at 5:30 p.m. on Friday, May 18, 2018. On the afternoon of commencement, all students must report to the tunnels of Thompson Boling Arena and **be in line** no later than 4:30 p.m.
- Dress Code: Appropriate dress is required on the morning of commencement. If you wear a dress, the hem should not fall below the hem of the gown, and the collar should not go above the collar line of the gown. All other participants must wear solid-color dress pants and a dress shirt. Men should wear a necktie. All participants must wear dress shoes. Flip-flops are **not** appropriate. If you need assistance with clothing, please see Counseling Office or Mrs. Stover.
- All students are expected to conduct themselves in the proper manner at all ceremonies and activities. Any unnecessary celebratory actions by any student will result in his or her removal from the ceremony and the holding of his or her diploma.
- Seniors must pay any required fees and turn in all books and uniforms by **Tuesday, May 1, 2018**, at 3:00 p.m. All fees, excluding the graduation fee, must be paid in the library. Students will be notified on **Monday, May 7, 2018, of any outstanding obligations**. Students who owe money, books or uniforms after **2:00 p.m. on May 9, 2018**, will have their diploma pulled. Pulled diplomas can be picked up at Karns High School on **May 22, 2018**, after all obligations have been cleared.
- All **Early Graduates** must complete an **Early Graduate Withdrawal Form**. Please see Mrs. McKee in the Counseling Office the week of **December 11, 2017** to obtain this form.
- The \$25.00 graduation fee covers the expenses of diplomas, programs, decorations, security and other expenses incurred for this ceremony. This fee is set by Knox County.

Failure to abide by these procedures may result in the student's forfeiture of participation in any of the planned activities.

I, _____, have read the graduation procedures. I understand that failure to show up **on time** to practice or commencement, failure to adhere to the dress code, and/or failure to conduct myself appropriately may result in the relinquishment of my right to participate in the graduation ceremony. I understand that all obligations to Karns High School must be cleared before I can receive my diploma.

Student's Signature

Date

Parent's or Guardian's Signature
(Must be signed even if student is 18 years old or older)

Date

