

GRADUATION—2019

GENERAL INSTRUCTIONS

1. Be at Rupp Arena at **12:15** on **Tuesday, June 4**. **The doors will be closed and no one will be allowed to enter after 1:15.** Graduation is at 1:30. Form a line in the same order you followed at rehearsal. You will not be allowed to carry anything with you during the ceremony and there will be no place to store things, so please do not bring purses with you. Find someone to keep your things or leave them in your car.
2. Gentlemen wear dress shirts with a tie, dress pants and dress shoes. Ladies wear nice dresses or dress pants and dress shoes. **No one wearing tennis shoes, flip flops, shorts, or jeans will be allowed to participate in the ceremony.**
3. No pins, sashes, or any other adornments may be added to the graduation cap or gown unless they have been authorized by the school. All unauthorized additions must be removed before the student will be allowed to participate in the graduation ceremony.
4. **Parking:** Students may park free in the High Street lot across from Rupp Arena. You must have your graduation gown with you in order to park for free. Your parents and guests can park in the High Street lot, but there will be a \$5.00 charge for them to park there.
5. **Entering Rupp Arena:** Students will enter via the High Street entrance and take the escalator to the lower level. There will be signs posted with directions. Parents and friends who will be attending graduation should also enter through the doors off High Street.

Note: Law Enforcement officers will be at the door and will search you before you will be allowed to enter. You will have to pass through a metal detector to enter Rupp Arena. (Security procedures can be found on the last page of this document)

Rupp Arena security procedures video: fcpstv.viebit.com
6. Any guests needing the handicapped entrance should come in through the High Street entrances only.
7. **No chewing gum** is allowed during the ceremony.
8. There will be a table near the door at Rupp Arena where there will be teachers who can help you with your caps and gowns.
9. The tassel is worn on the left front of your cap. The cap should be worn level, not tilted to one side or on the back of the head. No marks of any kind are to be made on the cap.
10. When you enter Rupp Arena, signs will be posted to help you find the correct side and row where you should get in line. Please note the teacher helping with your row. The same teacher will work with you at graduation.

ENTERING

11. When you walk in, posture is important. Do not slouch entering the arena. Keep an arm's distance between you and the students in front of you.
12. When you march into and out of Rupp Arena, you should pair up with a person from the other side. This will most likely **not** be the same person you marched next to at practice.
13. After reaching your chair on the arena floor, remain standing until after the Welcome. You may be seated after the Welcome.
14. **If any students are missing from your row, leave empty seats for them. They may be performing or speaking, and will need to return to their seats later in the ceremony.**
15. Students who are speaking during the ceremony should march in with their row, but continue walking up to the stage. They will return to their seats with the class when they have finished speaking. The student giving the closing remarks will not go to the stage until after receiving a diploma.
16. Seniors performing with the band, orchestra, or the chorus will march in with the class but turn toward the back to sit with the musicians until after the performances. **All** students performing will go to their seats with the rest of the graduates **after the last performance**.

RECEIVING DIPLOMAS

17. The first row will rise when announced by the principal. Other rows remain seated until directed by marshals.
18. The entire row will proceed to the side of the area where diplomas will be presented.
19. Walk on the stage at a normal rate. Do not hurry.
20. Gentlemen—When you come to the platform to receive your diploma, remove your cap and put it under your left arm, leaving your left hand free to receive the diploma and your right hand free to shake hands with the school board member who is presenting the diplomas. Replace your cap when you get back to your seat.
21. You should be at the edge of the stage when your name is called. Wait until your name is called before you walk across the stage to get your diploma. If someone is absent, make sure that you do not get his/her diploma. If, for some reason, you get someone else's diploma, bring it to the stage after the ceremony is over and the situation will be resolved.
22. Some expression is appropriate when you get your diploma: a smile, a thank you.
23. After you receive you diploma, return to your chair and remain standing.
24. When the last person in your row has returned, the entire row will sit down.

EXITING RUPP ARENA

25. Closing: Mr. Little will present you as the graduating class of 2019 to the audience. **Everyone should stand and remain standing for the rest of the program.** Mr. Little will lead you in the changing of the tassel.
26. After the closing address, the recessional will begin. The student giving the closing address will leave the stage down the center aisle.
27. The class will march out beginning with row one. Marshals will direct you.

Pictures: There will be a professional photographer taking pictures as you approach the stage, as you receive your diploma, and as you leave the stage. Proofs will be e-mailed to you using the e-mail address you provided in your English class.

There is no obligation to buy the pictures.

Video: Fayette County School's educational television station will record the graduation ceremony. This video will be shown on Spectrum TV/FCPS-ETV Channel 197 on:

June 11—11:00 AM 6:00PM	June 15—1:00 PM 8:00 PM
June 13—10:00 AM 4:00 PM	

A video of the graduation ceremony will be available for download a week after graduation. This can be accessed through the Video on Demand service on the district website at **fcpstv.viebit.com**.

Caps and Gowns: If you do not want to keep your cap and gown, we would appreciate it if you would like to donate it back to the school for future use.

Yearbook: There is a limited number of yearbooks left. While they are still available, the 2018-2019 yearbook may be purchased at **www.balfour.com**.

TRANSCRIPTS

Final Transcripts will not be automatically mailed to your college. They will be available **June 10, 2019**. To have your transcript sent anywhere, you will need to do one of the following:

1. Request that your transcript be sent using **www.parchment.com**.
2. If you used the Common App, e-mail your counselor or Mrs. Stephens to request that your transcript be sent.

If you have any questions about how to do this online, please contact your counselor.

*******Please make sure you have returned all books to either the library and/or your teachers. All fees must be paid and no money should be owed to the school. If you have any outstanding debt, your transcript will not be released for any reason.**

Fayette County Public Schools

2019 Graduation Guidelines-Rupp Arena

Security Information (Enhanced Security Screening)

- We encourage guests to leave unnecessary items at home.
- There will be directional and informational signage posted and staff giving verbal instructions to help you make it through this process as quickly as possible. Please listen carefully and follow the instructions given.
- All handbags will be subject to inspection upon entry.

Patrons entering without a handbag:

- Express Lanes will be marked for guests without a handbag, look for signage.
- Remove all phones, cameras and large metal objects from your pockets prior to going through security.
- Please wait for the person ahead of you to clear screening before proceeding forward.
- Place your items in the screening bin on the side of the metal detector, then pass through the metal detector. (Your items will be in close proximity and in clear sight throughout this process.)
- Once cleared through the metal detector, you should quickly and easily gather your items and proceed to the gate area to enter the venue.
- Patrons not cleared will proceed to a secondary screening location to be scanned and cleared by a handheld device.

Patrons entering with a handbag:

- There is a size restriction on bags. They can be no larger than 12"x 12"x 6".
- Guests with bags/purses should place all personal items, including mobile devices and keys, inside your bag prior to entering security checkpoints.
- Please have bags open and ready for inspection upon entry. All bags will be visually inspected prior to going through the metal detectors.
- Please wait for the person ahead of you to clear screening before proceeding forward.
- Place inspected bags in screening bin on the side of the metal detector. You will then proceed forward and walk through the metal detector. (Your items will be in close proximity and in clear sight throughout this process.)
- Once cleared through the metal detector, you should quickly and easily gather your items and proceed to the gate area to enter the venue.
- Patrons not cleared will proceed to a secondary screening location to be scanned and cleared by a handheld device.
- Balloons, posters, noise makers and anything else that may cause disruption will not be allowed into arena.

Patrons with accessible needs or medical concerns:

- Proceed to the Service Gate entry for inspection and additional help.
- The Service Gate is located on the far left side of the walk through metal detector checkpoint.