

GRADUATION INFORMATION – Class of 2011

Baccalaureate Service

Wednesday, May 25, 2011 – 7:00 P.M. – Rockdale County Auditorium

Optional attendance, Spiritual, religious ceremony

Graduates report at 6:30 P.M.

Graduation Exercises

Saturday, May 28, 2011 – 8:30 A.M. – SEMINOLE STADIUM

Optional attendance

Graduates report to the GYM by 7:00 A.M.

In order to participate in Baccalaureate and Graduation exercises, graduates must be attired properly including:

- 1) black cap and gown, Salem tassel with '11 charm, SHS hood
- 2) Females: black skirt or dress (if it hangs below graduation gown), black shoes, light-colored blouse.
- 3) Males: black slacks, black socks, dark shoes, white-dress shirt, appropriate tie.

Practices

Wednesday, May 25, 2011 – 9:00 A.M. until 1:00 P.M

- **Meet in the SHS gym**
- **Casual dress**

Thursday, May 26, 2011 – 9:00 A.M. until 1:00 P.M.

- **Meet in the SHS gym**
- **Cap and gown required – graduation picture will be taken.**

Note: In order to participate in Graduation exercises, all graduate candidates MUST ATTEND BOTH Graduation Practices and must be on time. Failure to attend or failure to be on time will result in the graduate NOT marching in the graduation exercises.

Graduation Fees

In order to stage Graduation and Baccalaureate, a graduation fee will be assessed for each student who chooses to participate in the ceremonies. The fee is \$60.00

- The first NON-REFUNDABLE installment of \$30.00 is DUE no later than Monday, October 18, 2010.
 - The non-refundable fee is used to order and purchase diploma covers and diplomas; therefore, it is necessary to collect this first installment from all possible graduates.
- The remaining \$30.00 will be due no later than Friday, December 10, 2010.
 - The remaining balance is to pay for chair rental, flowers, sound equipment usage and other expenses in staging the ceremonies.

ANY fees collected after this date will be assessed a \$25.00 LATE FEE.

NOTE: No Graduation Fees will be accepted after Wednesday, May 11, 2011.

- Payments may be made in cash, money order or check. Checks are payable to Salem High School.
- Fees should be paid to Dr. Penny Clark.
- Please note: Both ceremonies are optional. If a senior does not participate in Graduation, the graduate may be refunded the remaining half of his/her senior fees. The graduate may receive his/her diploma and refund Tuesday May 31, 2011 and Wednesday, June 1, 2011. Please report to the front office.

Graduation Tickets

The ceremony will be held outside in Seminole Stadium; however, there is a maximum occupancy. Therefore, tickets are needed to make sure that we do not exceed capacity. TICKETS ARE FOR ADMISSION INSIDE THE STADIUM. They are not needed to stand or sit along the stadium fence.

Each graduate candidate will be issued 12 (twelve) total graduation tickets. Tickets will allow the ticket holder to be admitted to the stadium beginning at 7:00 AM. (Both sides of the stadium seating will be used.) Handicap seating will be available, but does require a regular graduation ticket for admission. All children, except those who will sit in an adult's lap, do require a ticket for admission.

Note: There will be no process for requesting extra graduation tickets. Any extra tickets must be handled among students.

Fines

All senior fines owed by a graduation candidate **must be PAID no later than Wednesday, May 11, 2011.** If any financial obligation (including accumulated fines from past years or books, uniforms, manuals, etc... needing to be returned) is not met, the candidate will not participate in the Graduation Exercises.

Senior Fine Close-Out Days

- ❖ Wednesday, April 20, 2011
 - ❖ Wednesday, April 27, 2011
 - ❖ Wednesday, May 4, 2011
 - ❖ Wednesday, May 11, 2011
- ALL senior fines and outstanding obligations must be paid or satisfied, if the student plans to walk at graduation.

Student Speakers or Performers for Baccalaureate and Graduation

In addition to the Valedictorian and Salutatorian speeches, there will be at least one additional student speaker at both services. Student performers may also be selected to participate in either or both services. Any candidate for graduation may apply to be a student speaker or performer.

Honor Graduates

Honor graduate status is conferred upon any graduate candidate who has earned a 3.5 or higher GPA on the weighted scale for his/her high school career. Honor graduates will be announced at Graduation practice on Thursday, May 27 at the end of the rehearsal where gold honor cords will be distributed to the Honor Graduates for the Class of 2011. At the same time, the names of the valedictorian and salutatorian will be announced, and medallions awarded.

Other honor cords or sashes will be awarded by the organization that is granting the honor.

IMPORTANT:

In order to be allowed to participate in the Baccalaureate and Graduation exercises, students must meet **ALL** requirements and rules for Graduation.

Frequently Asked Questions: Class of 2011

When may I order my Cap and Gown?

Herff Jones will be at Salem High School twice a month during the fall semester. Cap and Gown orders may be placed during all four lunches. Dates TBD. Please listen for updates during morning and afternoon announcements.

NOTE: Cap and Gowns should be ordered as soon as possible. The turn around time for receiving your cap and gown is 30 days. You may also refer to www.herffjonesgrad.com for more information.

How much are the Herff Jones Packages?

The basic package is \$50

What does each basic package include?

1. Cap
2. Gown
3. Tassel
4. Stole

****PLEASE NOTE: The Senior \$60 FEE is NOT included in the Herff Jones package****

- ❖ The Senior, \$60, Fee should be paid to Dr. Penny Clark at Salem High School.
- ❖ Graduation PACKAGES should be ordered via Herff Jones.

May I wear a borrowed gown?

A borrowed, Herff Jones, gown may be worn.

NOTE: Graduates should contact Herff Jones for separate cap, stole, and tassel purchases.

How am I notified that graduation fees have been received?

Students should receive a receipt upon payment of graduation fees. Students who have yet to receive their receipts may see Dr. Penny Clark on any dates listed above.

What should I do if I am NOT participating in the graduation ceremony?

A written notice should be given to Dr. Penny Clark no later than Wednesday, May 18, 2011. The notice must be signed by a parent or guardian in order to receive your \$30.00 refund.

NOTE: Contact Herff Jones for cap and gown refunds and concerns.

When and where should I address graduation concerns?

Salem High School seniors may address concerns associated with graduation, prom, school fines, and yearbooks at the "Senior Speak Tables." Speak Tables will take place during all four lunches on the following days:

- Thursday-Friday, September 23-24, 2010
- Monday-Tuesday, October 18-19, 2010
- Thursday-Friday, November 18-19, 2010
- Thursday-Friday, December 9-10, 2010

Please note: Students may also see Ms. Shafiq or Mr. Wood throughout the school day for additional concerns.

Quick References:

Salem High School Front office: 770-929-0176

SHS Senior Academic Advisor:	SHS Counseling Department
SHS Senior Advisor/Coordinator:	Ms. Malikah Shafiq & Mr. Chris Wood
SHS Senior Prom Coordinator:	Mr. John Whitmon
SHS Yearbook:	Mr. Joshua Dyer
SHS School Fees and Fines:	Dr. Penny Clark
SHS Senior Packages:	Mr. Rick Shrewsbury (Herff Jones)

Best times to reach Ms. Shafiq

You may email Ms. Shafiq, between the hours of 8:00am-3:00pm for a late afternoon response.

You may email Ms. Shafiq anytime after 3:00pm for a next day response.

mshafiq@rockdale.k12.ga.us

Ms. Shafiq's teaching hours: 8:05-3:00pm

Face-to-Face meetings are by appointment only.

HAPPY GRADUATION!!!!!!!!!!