

# Southeast Tech

## Senior Graduation Newsletter

### Class of 2017

#### Information you need to KNOW...

SE Tech's Commencement Ceremony for the Class of 2017 will be held on Thursday, June 8 at the Orleans Arena at 6:00 p.m.



#### Know the Procedures

##### Tickets

Graduation is an important memory for all families and we will try our best to accommodate each family's needs while being mindful of the enjoyment of all. Each graduating senior will be given 15 tickets. Seniors do not need tickets for themselves. All persons attending commencement must have a ticket including children. In addition, there will be no saving of seats at the ceremony.

If extra tickets are needed, you must complete the [Extra Ticket Request](#) form by May 12. This link is also on the senior page at [www.SECTA.us](http://www.SECTA.us) and on Mrs.

Smith's Google Classroom. The tickets will be distributed on May 24, during lunch in the Commons.

We ask that students who do not need all 15 tickets please return unneeded tickets to Mrs. Brinkman in the Senior Office.

##### Mandatory Checkout

Seniors will receive their check-out card from their CT teachers on May 22. Seniors must complete and turn in their check-out card to Mrs. Smith by June 6 to receive their lineup card for commencement.

The checkout process requires you to request 3 transcripts. You will need to acquire the transcript request form and envelopes from the Senior Office and provide your own stamps. You will also have to complete the [Senior Survey](#). This link for the survey is also on the senior page at [www.SECTA.us](http://www.SECTA.us). Please print the last page of the completed survey.

##### Mandatory Rehearsal

A mandatory rehearsal for all commencement participants will take place in the SE Tech gymnasium on June 7 at 7:00 a.m. If you do not attend rehearsal, you will not be permitted to participate in the commencement ceremony. Regular school attire must be worn.

##### Know the Rules

Behavior of Participants – Any student who does not exhibit proper behavior will be immediately removed from the commencement area. A diploma will not be issued to the student at that time but

will be held until deemed appropriate by school administration. School personnel will be assigned supervisory responsibilities to assist students during the ceremony. Should a student be found to be under the influence of drugs or alcohol at the ceremony, he/she will be denied the opportunity to participate in the exercises and will be removed from the commencement area. In addition, a potential citation from law enforcement officials may occur.

### **Know Your Attire**

Caps & Gowns - Participants must be lined up in their cap and gown by 5:00 p.m. on June 8, 2017, at The Orleans Arena. If you want pictures of your son or daughter in their cap and gown, please do so at home or after the ceremony.

Gown Wearing – The only acceptable items that can be worn over the official commencement gown are school designated academic/club cords, stoles, honor medallions, and valedictorian/salutatorian medallions. Unacceptable items such as corsages, leis, pins, etc. will be confiscated and returned to the students when they pick up their diploma.

Under the gown, boys should wear a collared shirt, dark slacks, dark socks and dress shoes. Girls should wear fingertip length dresses or skirts or dress pants. Girls should consider wearing flat shoes as there will be a great deal of standing and walking involved. Flip flops are prohibited.



### **Know Your Money**

Cap and Gown Refunds – Requests for unused cap and gown refunds must be submitted to Josten's at 702-384-3300 by June 30, 2017. All seniors are required to go through senior checkout.

Fines and Fees – All fees, fines and other debts owed to SE Tech must be paid before caps and gowns will be issued.

Final payment deadline is May 22, 2017. Payments can be made by cash, debit/credit card, or money order. No checks, no exceptions.

Pictures – Pictures will be taken at commencement by Dorian Photography. A flyer has been included in this newsletter. [www.dorianstudio.com](http://www.dorianstudio.com), Reference Code #7RN96MUU

Video – If you are interested in purchasing a DVD of the 2017 Commencement Ceremony, go to [www.OrleansArena.com/Graduation](http://www.OrleansArena.com/Graduation).

### **Know Your Program**

Student Recognition – The commencement program will recognize Valedictorian, Salutatorian, High Honor Recipients, Honor Recipients, Advanced Honor Diplomas, Advanced Diplomas, and the Graduating Class of 2017, designation as of May 1, 2017.

Audience Etiquette – Please do not bring whistles, noisemakers, air horns, or other devices that will disrupt the ceremony. All noisemakers will be confiscated and you may be asked to leave the ceremony. Please allow all audience members the opportunity to hear the name of that special graduate they came to honor.

After the Ceremony – The graduates will exit through the west and east doors of the meeting rooms; however, it may be easier to make plans to meet your graduate at a designated site.

### **Know Your Arm Strength**

**NO Mortarboard (Cap) Throwing** – Due to the possibility of injury, the throwing of mortarboards as well as other objects prior to, during, or following the commencement exercise is strictly prohibited. Participants must have their caps with their name written on the inside of them to receive their diploma. Nothing may be written on or attached to the outside of the caps.

## Know Your Diploma

Distribution of Diplomas – During the ceremony, school board members and designated CCSD school administrators will present diploma covers to the participants. The actual diploma will be given to the students determined by program major and last name as they enter the meeting rooms after the ceremony. Signs will be posted on the wall indicating your program major. Each graduate must show their cap with their name written on it to receive the diploma and commencement packet.



## Know Your Graduation Rights

Commencement Ceremony – Privilege or Right? Parents and seniors should understand that a senior's participation in the commencement ceremony is an earned privilege and not a right. This privilege is extended to all seniors who have met the minimum requirements to receive a diploma. In addition, in order to retain this privilege, seniors should understand that SE Tech reserves the right to revoke this privilege at any time for the display of negative behavior on the part of any senior during the final quarter of the school year and up to the commencement ceremony itself. School rules and regulations will be strictly enforced as they apply to student behavior. Seniors who misbehave in the Orleans Arena or on stage will be escorted out of the facility and the diploma will be mailed home at a later date.



## Know the Answers to These Questions

### Is handicapped seating available?

Yes. There will be handicapped seating and entrance at the Orleans. Also, strollers and balloons will be checked in.

Parents, family and friends of graduating seniors who are deaf or hard of hearing and require interpreting services for the commencement ceremonies must make requests for interpreting services through Mrs. Brinkman by May 19, 2017.

### Are parents allowed in the line-up area?

No. With over 300 plus graduates there is far too much confusion if people are in the area.

### Is there a place to keep purses or cell phones?

No. Participants should have nothing except their name card in their hand when they line up for the ceremony.

### Do I keep my tassel?

Yes.

### May my parents or friends give me flowers or gifts as I receive my diploma?

No. Only the participants will be allowed near the stage at the time students receive their diploma.

### Where do the participants go at the Orleans Arena to line up?

Participants will meet in the backstage area of the Orleans Arena.

### How are seniors lined up?

Seniors will line-up within their program majors in alpha order. A SE Tech student ambassador will be assigned to each program and will escort students into the arena accordingly.

### If a student is unable to attend the ceremony, may someone else take the student's place?

No.

## Know Your Parking

SE Tech's commencement is the last one of the day on June 8. Please understand that parking will be limited from the previous graduation ceremony so it is advised that you arrive early in case you have to park further away than is anticipated. Ideally, it is also recommended that guests and students park in the covered parking garage so they will not have to walk very far in the hot weather. There will be no charge for parking at the Orleans Arena parking garage or lots. Please note that guests should enter on Cameron Street. Participants should enter through Arville and proceed to Tompkins Avenue to the student parking area.

Parking attendants will be available to direct guests to the proper parking area

### Senior Class Motto

The future belongs to those who believe in the beauty of their dreams. - Eleanor Roosevelt

## Know Your Dates

May 10	Senior Awards Night Gymnasium Seniors check-in by 5:15 p.m. in the restaurant
May 17	Grad Night
May 22	All Fines/Fees Due to Banker
May 22	Senior checkout forms distributed to CT teachers
May 24	Cap/Gown Distribution during both lunches in the Commons
<b>May 29</b>	<b>Memorial Day Holiday/No School</b>
May 31	Senior Sunset
June 2 & 5	Locker Cleanout
June 2	Period Final Exam: 1 <sup>st</sup> , 5 <sup>th</sup> and 7 <sup>th</sup>
June 5	Period Final Exams: 2 <sup>nd</sup> , 6 <sup>th</sup> and 8 <sup>th</sup>
June 6	Period Final Exams: 3 <sup>rd</sup> and 4 <sup>th</sup>
June 7	Graduation Rehearsal 7:00 a.m. Gymnasium with Senior Video in Commons

## **\*\*Thursday, JUNE 8<sup>TH</sup> COMMENCEMENT CEREMONY at THE ORLEANS ARENA 6:00 p.m.**

Graduates must arrive by 5:00 p.m. at the backstage area.

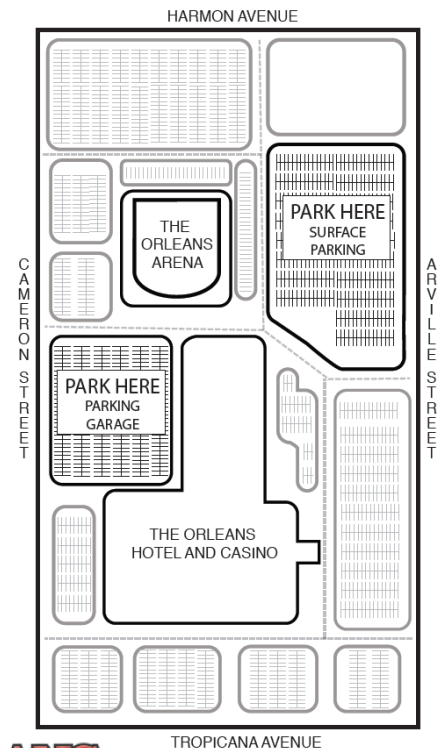
### **Graduation Contacts**

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702-365-7111**



PARKING FOR GRADUATION