



LSWHS CLASS OF 2018 SENIOR BULLETIN



Ticket Pick-Up Procedures

Tuesday, April 24, 2018

Each senior will have **eight reserved tickets for graduation** and parents will have the opportunity to pick up their reserved graduation tickets on **Tuesday, April 24th from 8:00am until 8:00pm** at the main entrance of LSW. **All tickets must be signed for by the parent.** If you are not able to pick up your graduation tickets on Tuesday, April 24th please come to the main office between 8:30am and 3:00pm, Wednesday, April 25th through Friday, May 11th. All tickets must be picked up by 3pm on Friday, May 11th. If additional tickets are needed OR you do not plan to use all of your tickets we suggest networking with friends via social media or various other avenues.

Senior Checkout

Friday, May 11, 2018

Graduates will not receive a cap and gown or be allowed to participate in the graduation ceremony until all academic obligations have been met, all fines have been resolved and community service has been completed. On their last day, seniors will begin the checkout process during 3rd and 4th hours. The Senior Class Meeting will be held in the PAC at approximately 11:00am, followed by a pizza lunch and autographs in the Aux Gyms. They will have an assembly and watch the Senior Memory Video in the Fieldhouse during 6th hour (approximately 12:50pm). Once your senior has completed all requirements and the checkout process, they will receive their cap & gown and be dismissed (**approximately 2:00pm**).

Graduation - Community of Christ Auditorium

Tuesday, May 15, 2018, 7:00pm

We are excited to offer our LSW families an opportunity to watch the graduation ceremony online through live streaming. The link will be on the LSW website at lswhs.lsr7.org. From there click on the link for the 2018 LSWHS Graduation Commencement to watch the ceremony live from the Community of Christ Auditorium.

Graduate Processional Procedures:

1. Graduates should arrive at the **Lower Assembly Room no later than 6:15 p.m. on Tuesday evening, May 15th, bringing with them their cap, gown, and tassel.** Seniors should access the Lower Assembly Room by coming in the auditorium's **west entrance** and taking the stairs or ramps to the lowest level. Staff will be there to help direct them.
2. **Purses, bags or extra items are not allowed in the Lower Assembly Room or into the ceremony.**
3. Once in the Lower Assembly Room, each senior needs to locate their advisor and will be issued a card showing his/her name. This is how the senior's name will be read at graduation. **** Seniors must see Mr. Good or Mrs. Krinke at Senior Check out to verify name pronunciation.**
4. Seniors will sit with their advisory group in alphabetical order and remain seated in the Lower Assembly Hall until they are notified to line up.
5. Just prior to the start of the ceremony the graduating class will be lead by advisors and sponsors to the north foyer where seniors will line up in pairs at the north ramp to enter for the processional.
6. Following the processional, the seniors will remain standing and be seated with Dr. Hertzog.

(OVER)

7. After presentation of the class by Dr. Hertzog, seniors will stand by row and proceed across the stage and receive a diploma cover as their names are read from the cards. **GRADUATES MUST HAVE THEIR NAME CARD AND BE WITH THEIR ADVISOR IN ORDER TO CROSS THE STAGE.**

SEVEN STEP ON-STAGE PROCEDURE:

1. As graduates approach the stage to receive their diploma covers they will follow the lead of their advisor to the stage. Enter the stage from either the left or right stairs.
 2. Hand the name card to the appropriate reader at the left or right side of the stage.
 3. Proceed to the center of the stage to receive their diploma cover.
 4. Shake the hand of the Board of Education President or Vice-President.
 5. Walk down the center stage steps.
 6. Greet Dr. Hertzog and their advisor.
 7. Return to their original seat in order.
8. After all diploma covers have been presented, seniors will rise for the affirmation and moving of the tassels (left to right). The seniors will then recess out of the facility from back to front rows. Once in the foyer they will proceed to the west exit and out to the circle drive. Seniors may pick up diplomas at the designated area at the Community of Christ Auditorium after the graduation ceremony. Any student lacking credits or having an outstanding obligation will not receive a diploma. If they do not pick up their diploma on the evening of graduation, they will be able to pick up the diploma after school hours beginning on May 16th.

RULES OF CONDUCT

The Community of Christ is happy to share their building as a service to the community. However, because of the beliefs of the church and the sentiments of their church people throughout the world concerning the headquarters building, they have established the following rules of conduct for persons and groups using the auditorium facilities and grounds:

- There will be no disorderly conduct in or around the building.
- There will be no profanity or offensive language used by visitors or performers.
- There will be no tobacco used anywhere in the auditorium, including restrooms.
- The use of illegal drugs and alcoholic beverages in or around the building is strictly prohibited.
- The possession of any weapons in or around the building is strictly prohibited.
- There will be no food or drink in any part of the building except those areas designated for such use.
- The auditorium allows **no** balloons, confetti, signs, banners, streamers, noisemakers or **air horns**.
- Failure to abide by the "NO PARKING" signs in the parking lots will result in the offending vehicles being towed at the owner's expense.
- Parking is prohibited in the circle drives. The drives are used for emergency vehicles or drop-off and pick-up only.
- Wheelchairs and/or baby strollers are prohibited in the aisles. They must be stored in either the east or west handicap platform areas.
- Proper attire for guests is requested. No hats or shorts. The auditorium is a church.
- Balcony directly behind the stage is **closed**.
- **Caps may not be tossed, thrown in to the crowd, on stage, or toward individuals. A member of administration will lead the tossing of caps on the front lawn of the auditorium following the recessional.**
- **Graduates are not allowed to present anything to the R-7 Board Members as they receive their diploma covers.**
- **FAILURE TO FOLLOW THESE RULES WILL RESULT IN GRADUATES HAVING DIPLOMAS AND/OR TRANSCRIPTS WITHHELD, AND NO ADMITTANCE TO PROJECT GRAD, PER R-7 BOARD OF EDUCATION POLICY.**
- The above rules of conduct must be followed in order for future classes to have use of the auditorium and facilities.

Ticket Collection Procedures and Seating

- A ticket is not a reserved seat. A ticket gains one person per ticket entrance into the building. Tickets do not assign seats in the auditorium.
- No one may gain admittance to the auditorium without a ticket. **One ticket per seat.** Toddlers & infants require their own ticket if they are not in the lap of an adult – age limit for lap-seating is younger than 3 years of age.
- Once a guest's ticket stub has been collected and he/she needs to exit the building; a ticket stub will be given to the guest in order to exit and return. The stub will be collected upon return.
- There is no **“saving seats at commencement.”** Guests will be reminded that they cannot save seats and noncompliance to this request will be referred to security.
- Guests cannot stand in the aisles because of the violation of fire codes and safety.
- **Guests who shout or use noisemakers will be escorted out by a hired security company. If the disruption worsens, the Independence Police will be involved.** The most important part of the ceremony for all attending is to hear the name of the graduate. The readers of names **do not stop** for crowd disruptions. ***The LSW Class of 2018 would appreciate all guests' cooperation to this rule so all graduates' names can be heard.***
- **Guests will not be allowed admittance to the auditorium once the graduates gather in the North Foyer for the processional. Once the processional is over, guests with tickets may enter or re-enter.**

**ONCE THE CEREMONY HAS BEGUN LATE GUESTS WILL BE DIRECTED TO BALCONY SEATING ONLY.
NO ADMITTANCE TO THE FLOOR AREA WILL BE ALLOWED AFTER THE CEREMONY BEGINS.**

Appropriate Dress

As soon as the graduate receives their cap and gown at Senior Checkout on Friday, May 11th, please hang the gown to allow the wrinkles to fall out. If needed, press with a cool iron. If this is not done, the gown will not be presentable for the special ceremonies. In order to participate in the ceremonies, the following guidelines must be followed:

- **Caps should be worn straight with tassels on the left side. NO WRITING ON CAPS.**
- **Hairstyles should permit the proper fit of caps. Secure with hairpins.**
- **Flowers or jewelry should not be worn on the outside of the graduation gown.**
- **Appropriate dress must be worn under the graduation gown.**
 - Males should wear dark slacks, dark socks and dark shoes.
 - Females should wear a dress that does not hang below the gown hemline & shoes appropriate for climbing stairs.
- **Do not chew gum or wear sunglasses.**

Community of Christ Auditorium Building Use

The auditorium is a private building, which serves as the World Headquarters of the Community of Christ and is designed primarily for religious purposes. It is frequently used by other organizations and there are certain limitations applicable to use the facilities. **Graduation tickets for admittance are required and will be collected at the outside entrance doors to the auditorium building. Doors will open at 6:15 p.m. for guests.**

Handicapped Seating (wheelchair accessibility)

The west entrance to the auditorium has wheelchair accessibility and seating. This is the main entrance as most of the parking is available on the west side. A circle drop-off area is at the west entrance. The auditorium has other handicapped seating on the floor level east side. Elevators and ramps are available inside the auditorium. Parking is restricted to areas designated as “Auditorium Parking” only. This entrance closes at the start of the ceremony.

Community of Christ Auditorium Access

The auditorium has four entrances: **west, east, south and north.** The west entrance (**off Chrysler Street**) is the main parking area of the auditorium. Uniformed police officers, off duty LSPD officers, and a hired event security company, NPB, will assist in crowd control, emergencies, traffic safety and audience security. Seniors will be permitted through the west entrance with their cap & gown in hand and should to go directly to the lower level Assembly Room.

SENIOR FINALS

WEDNESDAY, MAY 9th

1st Hour	8:30am - 9:13am	Class
2nd Hour	9:18am - 10:01am	Class
3rd Hour	10:06am - 10:49am	FINAL
4th Hour	10:54am - 11:37am	Class
5th Hour	11:42am - 12:47pm	Class
(Normal Wednesday Lunch Schedule)		
6th Hour	12:52pm - 1:35pm	FINAL
7th Hour	1:40pm - 2:23pm	Class

THURSDAY, MAY 10th

1st Hour	7:30am - 8:17am	Class
2nd Hour	8:22am - 9:09am	Class
3rd Hour	9:14am - 10:01am	Class
Titan Time	10:06am - 10:33am	
4th Hour	10:38am - 11:25am	FINAL
5th Hour	11:30am - 12:39pm	FINAL
(Normal Lunch Schedule)		
6th Hour	12:44pm - 1:31pm	Class
7th Hour	1:36pm - 2:23pm	FINAL

FRIDAY, MAY 11th

1st Hour	7:30am - 8:17am	FINAL
2nd Hour	8:22am - 9:09am	FINAL
3rd Hour	9:14am - 10:01am	Class
STUDENTS A-H CHECKOUT		
4th Hour	10:06am - 10:53am	Class
IB/STUDENTS I-Z CHECKOUT		
5th Hour	10:58am - 12:07pm	
Senior Class Meeting (PAC)		
Pizza/Autographs (AUX N)		
Check-Out if needed (AUX S)		
12:50pm	<i>ASSEMBLY (FIELDHOUSE)</i>	
1:30pm	<i>CAP & GOWN (AUX N)</i>	

Seniors released at approximately 2:00pm

Pictures and Video

On the evening of graduation, Pearce Photo will be taking pictures of each senior receiving their diploma, as well as a candid group "cap toss" photo immediately following the ceremony. Photos may be pre-ordered on the www.pearcephoto.com website or by calling the studio at 816-331-8586. Prices will include postage and sales tax. Pictures ordered before graduation will be shipped to you within three weeks of the event.

Graduation will be videotaped and available through LSW Broadcasting for \$25.00. You may place your order prior to May 15th (see order form below) or in the lobby of the auditorium. ****There is no area on the floor or in the aisles** of the auditorium for pictures, cameras or video cameras. For safety, fire code regulations, and handicapped seating, open spaces and aisles on the floor level will be kept clear.

Class of 2018 Graduation and Senior Memory Video Order Form

This DVD contains the complete graduation ceremony of the Class of 2018 and a commemorative Senior Memory Video.

The DVD will be produced by the LSW Titan Television Staff. The price for this DVD is \$25.00. Orders may be picked up in the front office beginning June 1, 2018.

Order Information:

Order Details:

Student Name:		Quantity:		Please make checks payable to LSW Broadcasting, and mail to: Lee's Summit West Attention: Broadcasting 2600 SW Ward Road Lee's Summit, MO 64082
Address:			X \$25.00	
City, State, Zip:		Total Enclosed:		
Phone:				