

**“WHEN THE TASSEL TURNS “
INFORMATION AND PROTOCOL FOR GRADUATION AT MCP**

Principals:

Mrs. Carrie DeForest/Elementary Principal

Mrs. Dianna Veleke/Secondary Principal

2019 Graduation at Three Rivers Convention Center

June 6, 2019

5:00 P.M.

*MCP does not hold a baccalaureate ceremony. MCP is an accredited high school and our graduates are recognized like any other graduates from other comprehensive high school in the state of Washington.

Graduation is a solemn occasion. It is a ceremony to honor the tremendous time and effort it has taken for you to reach this milestone. Everyone has pictured this day for a long time. Thank-you families for helping your child reach this goal. Thank-you families for being part of MCP!

There are no tickets issued for graduation. You may invite as many friends and family members to the ceremony as you please.

Countdown

Important Dates

- **August/September – make sure you are registered for all the classes you need to complete high school requirements**
- **Other related considerations:** occupational education, electives, navigation with Mrs. Perry testing for all state areas required and passed at the levels needed, all logs in set in place or have been accomplished for PE, Health, Arts, district required computer competency requirement in place or accomplished
- **Oct – Mar** please send in to the office a selection of about 5 childhood pictures – they could include a baby picture, family celebrations, neighborhood friends together, vacations, fun and funny pictures – we will scan them and return your originals. **This is an important part of our celebration so please take the time to pull some favorites**
- **Dec/Jan** - Have you taken the computer competency test or taken a course that meets this graduation requirement? Schedule your test this month if you have not done so. An APEX course of computer applications will also fulfill this requirement plus give you a .5 credit.
- **Jan -Mid-year** or *monthly graduation check [above and beyond learning plan]* if certain assessments have not been met or failing grades in senior classes are being earned
- **Mar/April** Have you taken the computer competency test or taken a course that meets this graduation requirement? Schedule your test this month if

you have not done so or of course get on board with the APEX class right now.

- Are you still on track for graduation with all of your courses here, off site, Tri Tech and or CBC/WSU Tri Cities?
- **May – please let us know if you have been awarded any scholarships that you know of so that we may recognize you and the dollar amount awarded**
- **May** – final check on the number of college credits earned as a high school student if you were a running start student or a college in the classroom student – we will be recognizing the number of college credits earned while still in high school at graduation
- **May** - Exit interviews and check on college credits earned to be part of the graduation recognition [we will count credits that will be earned later in June through CBC]
- **May** – APEX and Aleks on line courses completed by deadline so that teachers may grade materials in a timely manner since this is an additional load for staff.
- **May** - Outstanding Fees fines and over due materials must be turned in before May 1st

All seniors will be invited to our breakfast at the GESA Carousel of Dreams on June 1st. This breakfast is free but for our students only. We will send out an invite that you will need to RSVP. We will talk about walking in for graduation and seating also at this last time of getting together.

Announcements

It is up to the families to order or create their own graduation announcement. Our cap and gown company through Jostens has a selection. Other websites such as Shutterfly, Minted, Tiny Prints can also be found on the web to create your own announcement. It is not necessary to send announcements to staff members or to other classmates who are graduating. You may send these out on timelines that fit your family needs.

Etiquette for addressing announcements can be found on line and will depend upon the style of announcement that you use. Black ink is the preferred ink to address announcements if you are not using mailing labels.

Cap, Gown, Tassel

Hat/Cap/Mortarboard

Caps are a symbol of academic achievement and honor. It is worn flat on the head with the tip in front and two fingers above the eyebrows. It should not be perched on the back of the head. Try on the hat and see if you need hairpins to keep your hat on when walking. KSD students are not allowed to decorate their mortarboards. Please do not do this activity even in fun.

Tassels

Please order a red, white and blue tassel. You will wear the tassel on the right hand side. At the end of the ceremony you will be asked to stand and be directed when to turn the tassel from the right to the left. This will signify the end of the ceremony and represent your commencement.

Blue Robes/Gown for MCP

Blue robes should be worn so that the hem hangs evenly in the front and back. Do not wash your gown. Robes should be ironed BEFORE the ceremony. Use a cool iron on the wrong side of the robe. Test a small spot on the seam for iron temperature. Make sure your dress is not longer than your robe. Shorts are NOT acceptable under your robe. Gentlemen, wear a dress pant [not jeans] and proper footwear. Please make sure footwear is comfortable. No flip flops, tennis shoes or boots. We have a few cap and gowns to loan out for the evening. If you have a hardship in ordering a cap and gown please notify us early in the school year and we will mark one with your name for you. Cap and Gown pick up will be at the Gratitude breakfast at the Carousel of Dreams

SENIOR GRADitude BREAKFAST

A breakfast will be held for seniors only on **Friday May 31st 2019** at the Carousel of Dreams at 8:30 A.M. This breakfast is free. This is our time to review protocol for graduation and how you will walk in for the ceremony. We also take a few moments and talk about your future goals and the impact MCP has made in your journey towards graduation. Whether you plan or can walk or not please come to this celebration of your high school graduation and informative time on what to expect for the graduation night. Did you turn in childhood pictures to us by now for our graduation slide show?

GRADUATION - JUNE

There are no reserved seating either at the event. If a family member is in need of special handicap seating then please notify us before the event. We can leave a marked empty space for a wheel chair if needed. Otherwise we will be able to accommodate others in chairs or special walkers on the sides of aisles. If any other additional information is needed please call the MCP office a week before the event. We also have an area sectioned off for patrons and family members that need the program done in sign language. Please notify us by the beginning of May if you have family members that need this service since we have to hire out for this service. Doors will open at 4:30 P.M.

If you are not walking please let us know for our seating arrangements. Your name will be in the program if you have met all requirements.

Graduation Day

Please reserve any loud celebrating until you have walked out of the room for the ceremony. We ask all cell phones be turned OFF during the ceremony. If anyone feels they must make a phone call during the ceremony, please do so in the halls.

We ask that any children be properly supervised. Your family and friends have waited a long time for this so please be courtesy for others too.

*stay hydrated during the day

*do not wear your gown in the car and have seatbelt over the gown to wrinkle it

*senior men to wear dark slacks and dark shoes under the gown [no shorts]

*senior ladies to wear appropriate [no shorts, flip flops]

*no leis, no money leis, no caps decorated and no black light decorations on gowns or caps

Seniors to assemble for the ceremony at 3:45 P.M. at the Convention Center

This is the time considered for a rehearsal and how to enter the ceremony and how to turn their tassel. Please be prompt

Diplomas

MCP hands out the student's diplomas at the ceremony when they return their stoles as regalia wear at the end of the ceremony at our regalia table in the foyer. There are no other certificates that will be mailed to families.

Pictures at Graduation

We do not have a hired photographer for the event. You may use a selfie stick or discreetly take pictures of your graduate as long as it does not interfere with others viewing the ceremony. There will be a picture area available after the ceremony to take selfies and family pictures. Any video equipment must be set up far enough back and to the side so that it will not be in the way of audience members.

We will ask the graduates to pose together as a group after the ceremony for a few minutes for families to take their pictures as a group.

The graduates will also be asked to turn to the audience for them to turn their tassels from the right to the left using their left hand so that family members can take a short video clip or picture.

Live streaming by the district will also occur. The district website posts this opportunity proudly the week of graduation so that family and friends who can not attend will be able to see the ceremony. They need only to click on the link. It will also be stored on the district website for a period of time after all the graduations in the district have occurred.

Reception following?

The convention center is used immediately afterwards for the Delta High School Graduation. Families are on their own for gatherings.

Thank You Notes [on your own]

A courtesy if for one to send thank you notes within two weeks of the time you receive the gift. However if you do not get them done in that time frame please write them anyway even if it takes all summer. Notes should mention the gift given and what you plan to do with it.

Congratulations and thank-you for being a part of MCP!

Transcripts: Official transcripts may be obtained from the **district office** at the end of June or in July. Many job sites even require an official transcript. These do not cost money. We typically do not receive CBC transcripts until the last week in June so after that then we can get those grades on the transcripts.

DISCRIMINATION/HARASSMENT:

The Kennewick School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator:

Doug Christensen – HR Director

Doug.christensen@ksd.org

509-222-5010

Title IX and 504 Officer:

Jack Anderson – Student Services Director

Jack.anderson@ksd.org

509-222-5003

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office:

Kennewick School District 1000 W. 4th Ave Kennewick, WA 99336 or view at: www.ksd.org

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: www.ksd.org and go to Title IX page.