



2024 Parent & Student Graduation Handbook



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PARENT & STUDENT GRADUATION HANDBOOK

The purpose of this handbook is to provide our parents, guardians, students, and family members with helpful information for our upcoming graduation ceremonies.

The graduation commencement ceremony is an honorary, thoughtfully planned school event that is centered on celebrating students' achievements in meeting state graduation requirements.



Senior Class Meeting

Each school year, before the end of February, the campus principal shall meet with the senior class to review guidelines and information regarding graduation and students' eligibility to participate in the rehearsal and commencement ceremony.

During this senior class meeting, the campus principal shall review standards of conduct for the remaining portion of their school year including rehearsal and the commencement or graduation ceremony.



Senior students will sign the ***Commencement Participation Commitment*** [[FORM F 53-A](#)] to ensure that they understand the implications of actions that violate the Student Code of Conduct that may result in the prohibition of participation in this school-related honorary privilege.

SAISD CLASS OF 2024 GRADUATION SCHEDULE



Friday, May 31 @ 10 am
Young Women's Leadership
Alamo Convocation Center



Friday, May 31 @ 1 pm
CAST Med High School
Alamo Convocation Center



Friday, May 31 @ 4 pm
Adult and Comm Ed.
Alamo Convocation Center



Friday, May 31 @ 7 pm
Cooper Academy
Alamo Convocation Center



Saturday, June 1 @ 10 am
Fox Tech High School
Alamo Convocation Center



Saturday, June 1 @ 1 pm
Travis Early College
Alamo Convocation Center



Saturday, June 1 @ 4 pm
CAST Tech High School
Alamo Convocation Center



Saturday, June 1 @ 7 pm
Healy-Murphy Center
Alamo Convocation Center



Sunday, June 2 @ 10 am
Young Men's Leadership
Alamo Convocation Center



Sunday, June 2 @ 1 pm
St. Phillips Early College
Alamo Convocation Center



Sunday, June 2 @ 4 pm
Young Men's Leadership
Alamo Convocation Center



Tuesday, June 4 @ 8 pm
Brackenridge High School
Alamo Stadium



Wed, June 5 @ 2 pm
Lanier High School
Freeman Coliseum



Wed, June 5 @ 7 pm
Burbank High School
Freeman Coliseum



Thursday, June 6 @ 2 pm
Edison High School
Freeman Coliseum



Thursday, June 6 @ 7 pm
Jefferson High School
Freeman Coliseum



Friday, June 7 @ 8 pm
Sam Houston High School
Alamo Stadium



Saturday, June 8 @ 8 pm
Highlands High School
Alamo Stadium

SAISD GRADUATION 2024

Graduation Rehearsal

There will be an on-site graduation rehearsal for your child to participate in. It is the expectation that all high school seniors be in attendance for their campus' scheduled graduation rehearsal. The District will provide transportation to the rehearsal venue.



Rehearsal Times

School	Date	Time	Line up Location
Travis	5/20/2024	9:00 AM	ACC
CAST Med	5/20/2024	11:00 AM	ACC
YMLA	5/20/2024	1:00 PM	ACC
Adult & Comm Ed	5/20/2024	5:30 PM	ACC
St. Phillip's	5/22/2024	9:00 AM	ACC
CAST Tech	5/22/2024	11:00 AM	ACC
YWLA	5/22/2024	2:00 PM	ACC
ALA	5/23/2024	9:00 AM	ACC
Cooper	5/23/2024	11:00 AM	ACC
Fox Tech	5/24/2024	9:00 AM	ACC
Healy-Murphy	5/24/2024	11:00 AM	ACC
Brackenridge	6/3/2024	9:00 AM	Alamo Stadium
Lanier	6/4/2024	8:00 AM	Freeman Coliseum
Burbank	6/4/2024	10:00 AM	Freeman Coliseum
Edison	6/4/2024	12:30 PM	Freeman Coliseum
Jefferson	6/5/2024	9:00 AM	Freeman Coliseum
Sam Houston	6/6/2024	9:00 AM	Alamo Stadium
Highlands	6/7/2024	9:00 AM	Alamo Stadium



Expectations:

1. School-appropriate attire such as pants, shirts, blouses, skirts, or dresses are required.
2. For Alamo Stadium, high heels are NOT allowed on the track field - a wedge or flat heel is acceptable. This is to ensure student safety - students have been injured when this policy has not been followed as the shoe heel will sink into the turf causing the student to stumble.
3. Anyone who does not follow these guidelines will not be permitted to participate in the ceremony. The campus principal has ultimate discretion in approving student attire, including decorations on the mortarboard.
4. Graduates who are disruptive will be removed from the ceremony.
5. Graduates will not be permitted to carry bags or purses.
6. Helium balloons, noisemakers, signs, and other distracting items such as confetti, beach balls, silly string, etc. are NOT allowed and will be collected by campus administration and staff personnel before entry.
7. Infractions of rules at graduation may forfeit the graduate's participation in the ceremony.
8. All school debts must be cleared.
9. Students should arrive ninety minutes in advance to get organized and ready.
10. Panoramic pictures will be taken 60 minutes before the graduation start time.
11. The campus leaders and students will be lined up exactly 15 minutes before the start of the ceremony, where they will meet up with board members and district leadership.
12. The principal will lead the procession of students into the graduation venue and will lead the recession after the ceremony.
13. Students will be encouraged to meet their parents in the designated parking lot at the graduation venue.

Caps and Gowns:

The campus principal or designee shall arrange throughout the year, student access to rings, caps, gowns, invitations, and other related graduation services purchased by the student.

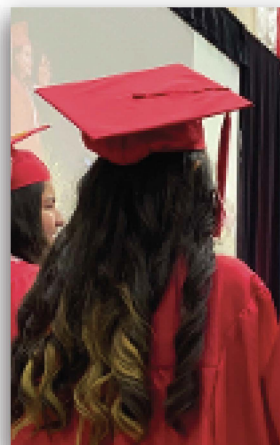
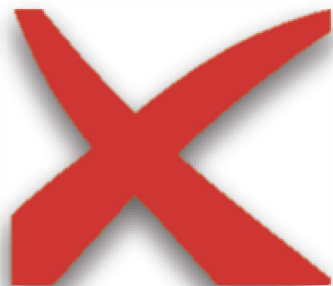
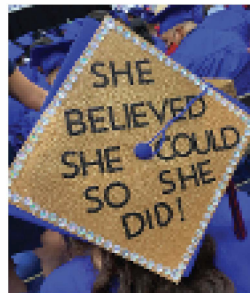
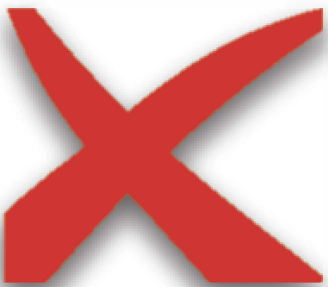
The campus is responsible for facilitating the purchase of caps and gowns for students. The current vendor is High School Achievements/Jostens South Texas. The contact information is as follows:

Jim Ragsdale (210) 826-7961 ext. 1127 <https://www.jostens.com>

Students may decorate caps if the decorations are flat on the top of the mortarboard with nothing sticking up in the air or hanging down over the side of the cap.

Language or images that are vulgar, contain profanity, or are inflammatory are prohibited. The principal has the ultimate authority for approval of caps. Those students with caps that are deemed to be inappropriate for graduation will be given a plain cap to wear for the ceremony. It is recommended that the campus approve cap designs in advance.

The mortarboard must be worn so the flat top is nearly parallel to the ground. Each campus is responsible for ensuring that caps are worn correctly.



" It's more than a diploma. It's more than graduation. It's knowledge."

~Cardi B

Commencement Procedures

1. We want all families to hear the name of their graduating scholar; therefore, during the commencement ceremony, the audience should refrain from cheering, clapping, yelling, or displaying loud outbursts of noise while student names are being called. Once the student's name is called, cheering is encouraged. Once the student begins to exit the stage, please stop cheering so that the next family can hear their student's name.
2. Seniors must attend Graduation Rehearsal if they plan to participate in the Commencement Ceremony.
3. The tassel should hang over the right temple.
4. Stage participants will walk to the stage instead of entering their assigned row.
5. Students should remain quiet during the graduation ceremony unless called upon to speak.
6. Teacher leaders will assist as ushers and will ensure correct spacing as students enter the venue.
7. Students will remain standing until directed by the campus principal. Students should watch carefully for signals for standing and sitting.
8. Diplomas will be given alphabetically, one row at a time. All diploma jackets will be empty. Diplomas are disseminated by the school at a later date.
9. When it is time for diplomas to be awarded, a stage manager will direct the student to the stage. Students should wait until given a signal to walk down the stage. Students will hear their names called as they cross the stage. Students will receive their diplomas and respectfully proceed across the stage.
10. District leaders, such as the superintendent, the principal, and board members may shake students' hands.
11. Upon receiving their diploma cover, students will continue to cross the stage and walk to the designated area to be photographed. They will return to their row and seat.
12. If the student chooses not to attend the commencement, they may make an appointment with their school to receive their diploma. Students must notify the school principal or counselor if the student will not participate in the graduation ceremony.



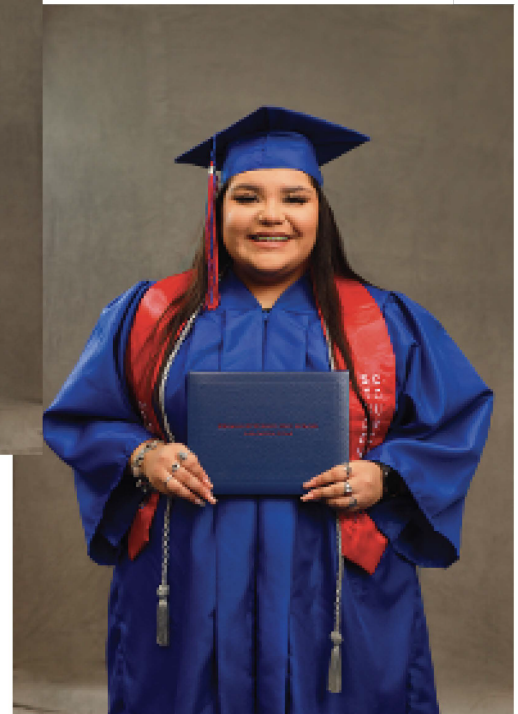
Photography

At graduation, your child's memories will be captured by Corona Productions. With an easy online registration process, you will receive digital proofs of all the official photos taken of your child. Please visit <https://coronaproductions.net> or contact the office at (210) 687-9828 for more information.



Cap and Gown Panoramic pictures will be captured by Golbeck Co.

<https://www.golbeckcompany.com/saisd-online-order.php>



Audience Expectations

We welcome all students to invite their family and friends to their celebration. There will be free seating for members of the audience. There is NO limit to seating and tickets are not required. Holding or reserving seats will not be permitted.

- All audience participants will follow SAISD's Clear Bag Policy.
- Balloons, confetti, streamers, powder, and noisemakers of any kind are NOT permitted.
- One-person handheld sign that is school-appropriate and does not distract or obstruct the view of other guests is allowed.
- Tailgating is NOT allowed on venue premises.
- Only graduates and stage guests are allowed backstage.
- No outside food, beverages, gum/candy, or tobacco products are allowed.
- Smoking is not allowed in or around the venue.
- For Alamo Stadium, umbrellas cannot be used in the seating area. If rain is forecasted, stadium graduations will move inside to the adjacent Alamo Convocation Center.
- No backpacks, large bags, folding chairs, or purses larger than 5" x 8" x 1" will be permitted.
- Small clutch bags do not have to be clear but cannot exceed 5" x 8" x 1".
- Clear bags, diaper bags, and seat cushions are allowed.





PARKING AND GUEST INFORMATION

Family and friends of graduates are encouraged to arrive early. Parking is available in various parking lots and distances at graduation venues. There is a parking fee at the Freeman Coliseum. Parking At Alamo Stadium and Alamo Convocation Center is free.

There is a designated parking area for families who display their appropriate parking signs or handicapped plates or who have family members who may need closer parking proximity due to health or disability.

Designated seating for the participants needing handicapped or disabled seating is available.

GRADUATION VENUE SECURITY

1. Allow time for parking and bag search.
2. The doors of the graduation venue will open for seating 1 hour before the scheduled graduation start time.
3. Holding or reserving seats is not permitted.
4. Parents may use hand-held video cameras or phones only - tripods and camera cases are not allowed.
5. No one should approach the railing as it poses a safety risk and blocks other seated guests from viewing the ceremony.
6. Helium balloons, noisemakers, and other distracting items such as confetti, beach balls, silly string, etc. are not allowed and will be collected by district personnel before entry.

Teddy Bear Sales



Graduation teddy bears will be for sale for \$5.00 each. These bears are sold by district staff at the Alamo Stadium and the Alamo Convocation Center.

All proceeds go to support SAISD families who are in crisis due to a loss of housing.

There will not be vendors selling flowers and gifts at Alamo Stadium and Alamo Convocation Center. The Freeman Coliseum will have vendors on site.

Balloons

Balloons are prohibited in the graduation venue. The balloons pose a hazard if they hit the stadium or indoor lights.





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