



# James Island Charter High School

1000 Fort Johnson Road  
Charleston, SC 29412

Timothy Thorn, Interim Principal

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April 18, 2017

Dear Parents:

Your child will be receiving his/her high school diploma on Friday, June 2, 2017 at 6:00 pm in the McAlister Field House at The Citadel if all graduation requirements are met. James Island Charter High School has the reputation of having beautiful and dignified graduation programs, and we know that this graduating class will continue that tradition.

We look forward to this very special time. This is a voluntary ceremony. If a student does not wish to participate in this type of ceremony, he/she should inform Deborah Farrell, Director of Guidance by Monday, May 29, 2017.

The purpose of this letter is to provide you with details about the ceremony.

## Graduation Practice

On Friday, June 2, 2017, seniors are to report to the McAlister Field House at the Citadel and check in for graduation practice. Practice will be from 8:30 am – 10:00 am. The practice is mandatory so those students will know their place in line and the procedures for the ceremony. Students who do not attend the graduation practice will **NOT BE ALLOWED TO PARTICIPATE** in the commencement ceremony on June 2<sup>nd</sup>. Seniors are expected to stay until practice is over. **All fees and fines must be cleared by May 26, 2017.**

## Parking

Parking is limited on The Citadel campus. This year, guests should arrive on Fishburne Street and will be directed through the Hagood Gate. The first 414 guests entering the campus through Hagood Gate and Lesesne will be given a pass and directed to parking lots on campus. The first 91 guests with ADA/disabled plates will be given a pass and directed to parking. **MAJOR ALERT:** Once campus is full, all parking will be directed to Bull Dog Stadium. Buses will be available to shuttle family and friends to the ceremony and back to your cars. Please keep in mind that Hampton Park will be closed on Thursday night for an event. Please do not park in Hampton Park.

## Graduation Ceremony

The ceremony on Friday, June 2, 2017 will last approximately 1 hour and 30 minutes. You may want to consider this in your planning. Seniors need to be at McAlister Field House at the Citadel robed and ready to line up no later than 4:45 pm.

## Seating and Safety Information

Every graduate's family and friends deserve the opportunity to see and hear their student receive his or her diploma and to enjoy the entire program without distraction. In past graduation ceremonies some members of the audience disturbed the program by yelling, blowing horns, walking up to the stage to take pictures, blocking the recessional to congratulate individual students, or leaving before the event ended. You are requested to refrain from loud expressions of pleasure for individual graduates. Such expressions frequently and unfairly detract from the recognition due the next graduate in line. We will have additional Citadel police officers present to assist if there are any problems. Please review the following guidelines and share them with your guests.

- Members of the audience who make excessive noise or use noisemakers such as air horns will be asked to leave. The Citadel rules prohibit balloons in the facility.
- Walking around during the ceremony should be limited to emergencies. Please do not plan to leave until all graduates have received diplomas and the graduates have marched out.

## Class of 2017 Letter to Parents

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- A professional photographer will be present and will take a picture of each student receiving his diploma. No other picture-taking will be permitted near the stage or on the floor of the arena where the graduates are seated. Guests who arrive early to obtain seats on the side of the arena near the graduates deserve to see without the distraction of people walking up and down with cameras.
- All guests should seek seats in the upper level. The seating on the coliseum floor is limited to participants in the ceremony.
- Special handicapped seating is available. An usher will direct disabled guests to that area.
- The last segment of the ceremony is the recessional of the graduates. The graduates will move to a designated area in order to receive their actual diplomas, certificates and other special recognition. This allows graduates to receive diplomas quickly and without error.
- Please arrange a place to meet your graduate after the ceremony. A location either inside the arena, in the lobby, or outside the building would be appropriate.

### Attire for Ceremony

- **Ladies:** Dress or a blouse with a dress skirt (HEM MAY NOT be visible below the graduation gown), neckline should be completely covered by the graduation gown, **black dress shoes** (no athletic footwear or flip flop type shoes).  
*Note: Jack Rogers sandals are acceptable as long as they are black.*
- **Gentlemen:** Dress pants (no denim/jeans or athletic pants; black or dark color required), white dress shirt with a tie, **black dress shoes and dark socks** (no athletic footwear, Crocs, sandals or flip flops) – NO T-SHIRTS or polo-style pullovers.
- **Both:** Sunglasses, headgear, flip-flops, tennis shoes are not permitted.

Please help us to continue our fine tradition of excellence in everything that we do. If you have any questions, please contact Angela Childs-Kindred at [angela\\_kindred@charleston.k12.sc.us](mailto:angela_kindred@charleston.k12.sc.us). See you at graduation!

Sincerely,



Timothy Thorn, Interim Principal



Angela Childs-Kindred, Graduation Coordinator