

**LACKAWANNA
TRAIL
HIGH SCHOOL**

Class of 2014



*Senior Activities
Handbook*

READ THIS HANDBOOK COMPLETELY AND CAREFULLY!

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READ THIS HANDBOOK COMPLETELY AND CAREFULLY!

It contains very important information that you will need for the final weeks of your Senior year.

This copy is yours to keep and to share with your family. A class meeting will be held by the administration to explain, clarify, answer, and address your concerns.

DO NOT LOSE THIS HANDBOOK

**You may view the handbook on the district website:
www.ltsd.org**

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AT THE TIME OF PRINTING, ALL INFORMATION IN THIS HANDBOOK WAS CORRECT. IN CASE OF ANY SCHOOL CANCELLATIONS, THIS HANDBOOK MAY REQUIRE REVISION. IT IS THE RESPONSIBILITY OF EACH STUDENT TO REMAIN INFORMED OF ANY CHANGES.



Lackawanna Trail High School

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Dr. Mark P. Murphy, Principal

May, 2014

Dear Class of 2014:

It is hard to believe that the school year is nearing its close. Commencement activities will soon be starting, which signify your exciting final days at Lackawanna Trail High School. To ensure that these activities run smoothly, this Senior Activities Handbook has been prepared. In it you will see that all of the events leading up to and including Commencement are outlined.

All of the events highlighted have been given great consideration. It is my goal to make each event memorable and enjoyable for all of you. In the handbook, you will find the details of each activity as well as my expectations for you. I strongly recommend that you share this handbook with your family.

As your Principal, I would like to thank you for a great school year. I have thoroughly enjoyed working with all of you. I wish you the best of luck in your future endeavors.

Sincerely,

Mark P. Murphy, Ph.D.

SENIOR ACTIVITIES

DATE	EVENT	DETAILS	M*	O*
Fri May 2	Prom	Stonehedge Golf Club		X
Mon May 5	Senior Panoramic Picture	On the Athletic Field		X
June 3-6	Final Exams		X	
Mon June 9 8:00-9:00 9:00-11:00	Senior Breakfast Locker Clean Out Official Senior Checkout & Distribution of Caps & Gowns Distribution of Tickets	Hs Main Office Hs Main Office	X X X X	
Tues June 10 8:00-11:00	Class Night Rehearsal	Auditorium	X	
Wed June 11 8:00-11:00 5:15 5:45 6:00	Class Night Rehearsal Senior Class Night	Auditorium Arrive at Library Procession Awards Program	X X X X	
Thurs June 12 8:00-11:00	Commencement Rehearsal	Arrive at the Gym or Stadium (TBA)	X	
Fri June 13 8:00-11:00 5:30 6:30	Commencement Rehearsal (at Principal's discretion) Arrive at Library with cap & gown Commencement Processional – Ceremony begins!	Arrive at the Gym or Stadium (TBA) Photographs	X X X	

Senior Checkout on Monday, June 9th
to the High School Main Office.

Why are some activities mandatory to attend?

Answer: Because it is a school day and you are required by law to be here. To also ensure successful events for your Senior Class.

Can I leave when I am done with my finals?

Answer: No.

***M = Mandatory *O = Optional**

REHEARSALS

You must attend all rehearsals in order to participate in the Commencement Ceremony!

Tuesday, June 10 (8:00 – 11:00) Auditorium

At this rehearsal, you will be informed of protocol and given instructions for the Senior Class Night Event.

Wednesday, June 11 (8:00 - 11:00) Auditorium

At this rehearsal, you will practice the Senior Class Night Event in full.

Thursday, June 12 (8:00 – 11:00) Gym or Stadium (TBA)

At this rehearsal, you will learn the processional, recessional, and the Commencement Ceremony sequence. We will rehearse the receiving of the diplomas. Student speakers will rehearse their speeches in full.

Friday, June 13 (8:00 – 11:00) Gym or Stadium (TBA)

Tentative (Discretion of Principal)

At this rehearsal, you will continue to practice for the Commencement Ceremony.

ADDITIONAL DETAILS AND FAQ

What am I responsible for completing before the upcoming events?

Answer: You must have completed all course work, finals, Senior Culminating Project, satisfy any financial obligations, and disciplinary consequences. You must be proficient in Reading, Writing, Math, and Science. This includes any makeup work or other academic responsibilities at the Vo-Tech School.

You must complete the Permission Form and return it to the Main Office by Monday, June 9th. You must complete the Senior Checkout and return it to the Main Office by Monday, June 9th.

What if I am scheduled to work or have other plans during any of these activities?

Answer: It is important for you to tell your employer that you cannot work during this time frame; you are required by law to be in school. Working is not an excused absence.

You must attend all mandatory events in order to participate in the Commencement Ceremony.

I have been told we are required to wear certain clothing at Class Night Event. Is this true?

Answer: NO – it is suggested you wear dress clothing. Your class will look its best. If you are unsure what is acceptable, please follow the guidelines stated for the Commencement Ceremony.

- NO SNEAKERS, FLIP-FLOPS, HATS, SUNGLASSES, BOW TIES, SLIPPERS, or BARE FEET!

ADDITIONAL DETAILS AND FAQ (continued)

I have been told we are required to wear certain clothing at Commencement Ceremony. Is this true?

Answer: NO – it is suggested. If you are unsure what is acceptable, please follow the guidelines stated below.

MALE Graduates

Black/charcoal trousers
White long sleeve dress shirt
and tie
Black socks and black dress shoes
Black Commencement gown
Black Commencement cap

FEMALE Graduates

White/Light colored dress or dress
slacks (no dark patterns)
White or neutral shoes
White Commencement gown
White Commencement cap

- NO SNEAKERS, FLIP-FLOPS, HATS, SUNGLASSES, BOW TIES, SLIPPERS, or BARE FEET!

Gowns can be ironed on a **low heat** setting. Iron them a few days prior to wearing them and keep them on a hanger when not being worn; they do tend to wrinkle easily. The easiest way to remove wrinkles is to put the gown into the dryer with a wet washcloth for about 30 minutes on medium heat. **Do not dry or iron the cap.**

Additional Information

Put on your gown while you wait to line up. A marshal will be assisting with dress and academic attire.

The marshals will direct you to line up for the processional.

Remember that this is a formal ceremony. The celebration(s) come after the ceremony, not before or during. Keep the tradition of a dignified and respectful ceremony in your mind and act appropriately throughout these activities.

Student Name: _____

SENIOR CHECK OUT FORM

Monday, June 9

NOTE: If checkout is not complete and all fines paid, your cap and gown will not be distributed nor will you be allowed to participate in Commencement activities.

Complete this portion on or before June 9 (bring this form to checkout with you after the Senior Breakfast; do not turn it in ahead of time!!!)

CLASS BOOKS RETURNED: Failure to get a signature for every period (including study hall) will result in not being able to complete your checkout.

Period	Class	Books Returned	Any Fines	Teacher' Signature	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Library (Mrs. Hopkins): _____ **Cafeteria (Mrs. Conway):** _____

Parking Permit (HS Main Office): _____

Obligations (HS Main Office): _____

Locker Clean Out (Mr. Kordish): _____

Checkout Staff Signature

THIS COMPLETED FORM MUST BE TURNED IN TO HS MAIN OFFICE TO RECEIVE YOUR CAP & GOWN ON CHECKOUT DAY JUNE 9TH.

When you have completed this checkout process, you must leave the building and school grounds.

PERMISSION FORM

This form covers the following Senior Activities:
Senior Breakfast, Rehearsals, Senior Class Night and Commencement

I hereby give consent to have my son/daughter _____ to attend the activities listed at the bottom of this form.

(The signature of the Parent/Guardian is REQUIRED before participating.)

Address: _____

Phone: _____ Emergency Phone: _____

Physician's Name: _____ Phone: _____

Please include any medical information you feel is pertinent on the back side of this form.

Check Appropriate Boxes:

Will attend _____ Will NOT attend _____ **Senior Breakfast (Mon., June 9)**

Will attend _____ Will NOT attend _____ **Rehearsals (Tues., June 10, Weds., June 11, Thurs., June 12, Fri., June 13)**

Will attend _____ Will NOT attend _____ **Class Night (Weds., June 11)**

Will attend _____ Will NOT attend _____ **Commencement (Fri., June 13)**

I hereby acknowledge completing this form and understand events listed are required in order to participate in the 2014 Commencement Ceremony on June 13. Failure to attend the required events may result in my son/daughter not being allowed to attend the Commencement Ceremony.

Signature of Parent/guardian

Print Name of Parent/guardian

Signature of Student

Print Name of Student

Date

ALL SENIORS: RETURN THIS FORM TO THE MAIN OFFICE (MRS. GREGA) NO LATER THAN TUESDAY, JUNE 3, 2013.