

# *The Liberal Arts and Science Academy High School's Commencement Ceremony with LBJ*

*The following rules and regulations are mandated either by AISD, UT's Erwin Center or both.*

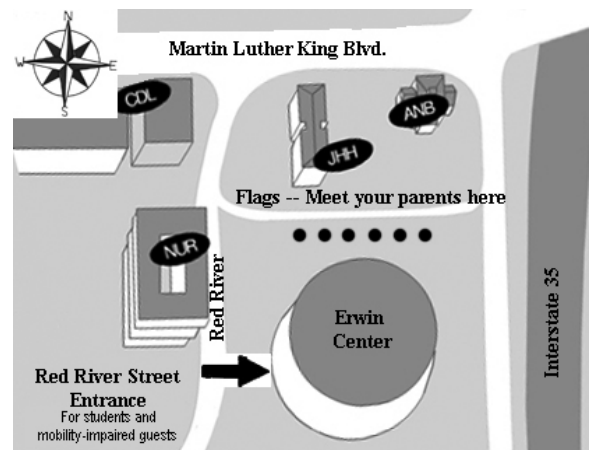
## **Appropriate Conduct for Perspective Graduates and Guests**

Congratulations, Liberal Arts and Science Academy High School Class of 2009 Seniors! You will all be expected to demonstrate your respect for yourself, our guests, our speakers and your fellow Seniors throughout the commencement ceremony. Recognition of each graduate is the heart of the graduation ceremony. Detractors from the ceremony in the form of noisemakers, props, inappropriate language, and catcalls will jeopardize this formal and solemn event. Help everyone enjoy this graduation ceremony for the Liberal Arts and Science Academy High School and the Lyndon Baines Johnson High School by behaving respectfully and appropriately.

## **When? Where? How? What (and what is not allowed)?**

Graduation will take place at the Frank Erwin Center on Friday, June 5<sup>th</sup> at 5:45pm. Graduates should arrive appropriately dressed (see below) no later than 5:00pm at the Red River Street (west) entrance. **ONLY** graduates and mobility-impaired guests will be allowed to use the Red River Street entrance.

Upon entering the Erwin Center, graduates will report immediately to the Burnt Orange/Lone Star Room on the right from the Red River Street entrance. They will line up alphabetically in sections in preparation for the Processional. Graduating students should look for a sign designating their part of the alphabet. Faculty and staff members will have a list with each student's name on it to help students line up properly. No purses, backpacks, cameras, flowers, balloons and/or any item that might be considered valuable may be brought into this room because students will not be allowed to carry in any of these items during the Processional and students will not be permitted to return to this room following the ceremony.



## **Appropriate Dress for Graduates**

Female students should wear a dress or dress slacks and dress shoes or sandals – it is recommended that females wear low to medium heels to prevent the possibility of falling on the slick floors or the stairs leading up to the stage. Tennis shoes (other than black ones) as well as flip-flops will not be permitted. Graduation gowns must be carried in and not worn into the building.

Males should wear a dress shirt, tie, dress slacks, dress shoes or boots. Black tennis shoes will be permissible but sandals and flip-flops will not be permitted. Graduation gowns must be carried in and not worn into the building.



Students should not secure the mortarboard to their heads until after they arrive at the Erwin center. It would be prudent to bring hairpins to use to secure it once at the center. The mortarboard should be worn flat, parallel to the floor (see image). Mortarboards may not be decorated—those that are will have to have the decoration removed before the start of the ceremony.

All students should use a cool iron to press their graduation gown before they arrive. Don't forget to bring the stole/ and cords (for those who will be wearing cords).

## **Photos and Videos – Official and Personal**

A professional photographer from FLASH Photography will take photos of our event. Each graduate will receive a free color proof two weeks after the ceremony. Photos can be purchased directly from the company. Do not contact LASA about this as the school has nothing to do with this service. To receive the proof, students will be asked to fill out a form from FLASH during the graduation practice noting their name and mailing address. The official graduation ceremony video can be purchased from AISD's Media Productions Dept. (see FAQ sheet for more information).

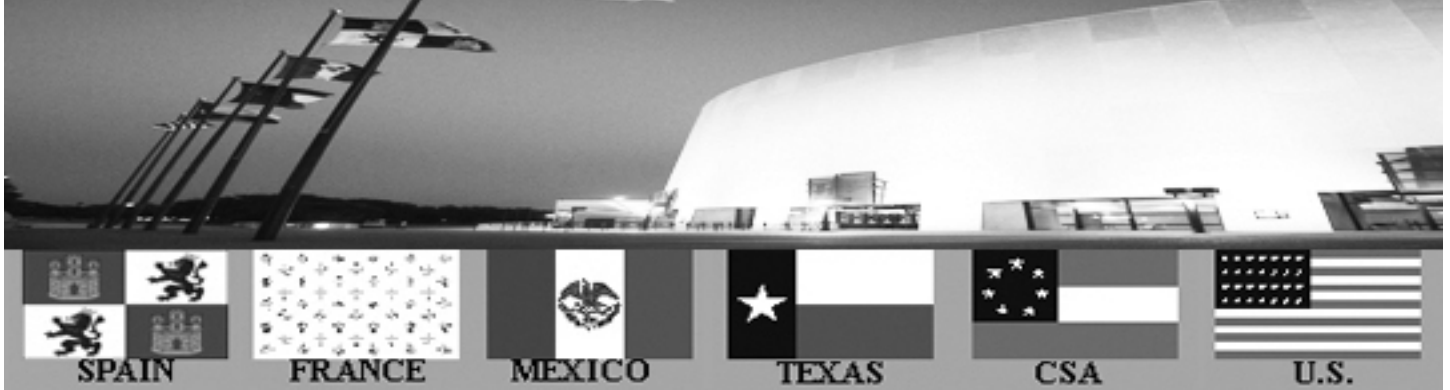
No one will be allowed on the floor or on the railings to take personal photographs or videos. Videos or pictures must be taken from the guest's seat without blocking the view of other guests or the aisles.

## **Transportation and Parking – THIS WILL BE A REAL PROBLEM DUE TO STATE TRACK MEET, ETC.**

Due to all of the activities that will be occurring before, during, and after our graduation ceremony, the Erwin staff is recommending to parents and guests that they make sure that they arrive at the center earlier than would have normally been needed in order not to miss the ceremony. People cannot count on being able to find a parking space near the Erwin Center. Also, traffic in and around the center will likely be very congested making it hard to drop off students.

For parents and guests who chose to park in parking lots near the Frank Erwin Center (should they find an available space), there will be a \$10.00 or higher charge. In Lot 108 between The Erwin Center and Brackenridge Hospital, there are 29 spaces reserved for mobility-impaired patrons. Cars that are parked illegally here or anywhere may be towed. The Austin Independent School District will provide free transportation on charter buses from the parking lot of Austin High School to and from the Frank Erwin Center. For the LBJ/LASA ceremony, the bus will depart Austin High School at approximately 4:30pm and will depart the Frank Erwin Center at 7:45pm. Graduates must not plan on using these buses to arrive at the Frank Erwin Center as they would arrive too late.

#### **After the Ceremony – Finding Students/Parents (arrange to meet next to one of these flags)**



Following the graduation ceremony, graduates from the next ceremony will be trying to enter the center at the Red River entrance while our graduates are trying to exit. As such, it will be virtually impossible for students, parents, and guests to find each other. The best place for graduates to meet their family and guests is near the flagpoles on the north side of the center. The Erwin Center staff recommends that families pick a particular flag to meet up at after the ceremony.

#### **Obtaining Diplomas After the Graduation Ceremony**

Students will be handed a diploma cover at the graduation ceremony. Actual diplomas will be issued to students starting the following Tuesday, June 9, 2009 at 10:00am from the Registrar's office (Room 281). Students with obligations to LASA AND/OR LBJ MUST have them cleared before their diploma is released.

#### **Final Transcript to the College/University That Student Will Attend**

Before the LASA's registrar can send a final transcript to the college that the student has committed to attending, he/she will need to fill out and sign a final transcript request form – processing fee is \$2.00 for students who have already had five free transcripts processed this year. If any student did not receive one from his/her Forum teacher, Transcript Request Forms may be picked up in the registrar's office in Room 281 and in the main LASA office.

#### **Special Note to Parents and Guests from the Frank Erwin Center Staff**

*Mobility-impaired guests* who need to use an elevator will be directed to appropriate seating upon arrival at the Red River Street entrance. Only one person will be allowed to accompany the mobility-impaired guests through the Red River Street entrance.

*Hearing impaired guests* may sit in reserved rows in Section 47 to comfortably view the sign language interpreter. Parents and other guests are to use the North and South entrances to enter the building. There is no seating on the arena floor for parents, guests, or the mobility impaired.

*Recommendation:* Parents and guests who arrive within a half hour of the start of the ceremony should enter the building on the east side denoted by Sections 33-38. These are better and lower seats that are available.

**EXPECT TO HAVE ANY PURSE OR HANDBAG TO BE VISUALLY INSPECTED AT THE DOORS. ANY ONE REFUSING THIS POLICY WILL NOT BE ALLOWED IN THE BUILDING.**

The Erwin Center is now restricting entry to the items listed below. Please refrain from attempting to bring these into the Erwin Center.

- 1) Backpacks, knapsacks, large purses, coolers
- 2) Food or beverages -- Items needed for medical and/or infant care purposes are acceptable.
- 3) Banners / Signs / Flags / Balloons -- Banners, signs or flags larger than an 8 1/2" by 11" letter sized paper will be turned away at the door.
- 4) Noisemakers -- including air horns, cowbells, whistles, rattlers, etc. will be confiscated by the Frank Erwin staff.

**Cell phones: Please be considerate and put your phone on discreet or turn it off after you find a seat.**