



2023 PARENT & STUDENT GRADUATION HANDBOOK



TABLE OF CONTENTS

Purpose & Participation.....	3
Important Dates.....	4
Graduation Attire & Behavior Expectations.....	6
Order of Commencement & Procedures.....	8
Photography.....	9
Ceremony Locations & Regulations.....	10
Parking & Guest Information.....	12



PARENT & STUDENT GRADUATION HANDBOOK

The purpose of this handbook is to provide our senior 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 the celebration of **students'** achievements in meeting state graduation requirements.



Senior Class Meeting

Each school year, prior to the end of January, the campus principal shall meet with the senior class to review guidelines and information regarding graduation and the eligibility of students 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 to include rehearsal and the commencement or graduation ceremony.



Senior students will sign the **Commencement Participation Commitment** [FORM F 53-A] to ensure that all students understand the implications 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 2023 GRADUATION SCHEDULE



Monday, June 5 @ 3:30 pm
CAST Med High School
Alamo Convocation Center



Thursday, June 8 @ 8 am
Fox Tech High School
Alamo Convocation Center



Friday, June 9 @ 8 pm
Brackenridge High School
Alamo Stadium



Monday, June 5 @ 8 pm
Highlands High School
Alamo Stadium



Thursday, June 8 @ 12 pm
Travis Early College
Alamo Convocation Center



Monday, June 12 @ 12 pm
St. Philip's Early College
Alamo Convocation Center



Tuesday, June 6 @ 8 pm
Edison High School
Alamo Stadium



Thursday, June 8 @ 3:30 pm
CAST Tech High School
Alamo Convocation Center



Monday, June 12 @ 3:30 pm
Young Men's Leadership
Alamo Convocation Center



Wednesday, June 7 @ 3:30 pm
Cooper Academy
Alamo Convocation Center



Thursday, June 8 @ 8 pm
Burbank High School
Alamo Stadium



Monday, June 12 @ 8 pm
Sam Houston High School
Alamo Stadium



Wednesday, June 7 @ 8 pm
Lanier High School
Alamo Stadium



Friday, June 9 @ 12 pm
Healy-Murphy Center
Alamo Convocation Center



Tuesday, June 13 @ 3:30 pm
Young Women's Leadership
Alamo Convocation Center



Friday, June 9 @ 3:30 pm
Advanced Learning Academy
Alamo Convocation Center



Tuesday, June 13 @ 8 pm
Jefferson High School
Alamo Stadium

SAISD GRADUATION 2023

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 the rehearsals hosted at the Alamo Convocation Center and Alamo Stadium.



Rehearsal Times

School	Date	Time	Line up Location
Edison	5/24/2023	9:00 AM	ACC
Sam Houston	5/24/2023	11:00 AM	ACC
Healy-Murphy	5/24/2023	1:30 PM	ACC
Burbank	5/25/2023	9:00 AM	ACC
YMLA	5/25/2023	11:00 AM	ACC
YWLA	5/25/2023	1:30 PM	ACC
Lanier	5/26/2023	9:00 AM	ACC
ALA	5/26/2023	11:00 AM	ACC
St. Philip's	5/26/2023	1:30 PM	ACC
Highlands	5/30/2023	9:00 AM	ACC
CAST Med	5/30/2023	11:00 AM	ACC
CAST Tech	5/30/2023	1:30 PM	ACC
Brackenridge	5/31/2023	9:00 AM	ACC
Fox Tech	5/31/2023	11:00 AM	ACC
Cooper	5/31/2023	1:30 PM	ACC
Jefferson	6/1/2023	9:00 AM	ACC
Travis	6/1/2023	11:00 AM	ACC



Expectations:

1. School appropriate attire such as: pants, shirts, blouses, skirts, or dresses are permitted.
2. 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 on 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 & Alamo Stadium personnel prior to entry.
7. Infraction of rules at graduation may forfeit the graduate's participation in the ceremony.
8. All school debts must be cleared.
9. Students should arrive one hour in advance to get organized and ready.
10. Graduates will be seated in order 45 minutes prior to the graduation start time.
11. The campus leaders and students will be lined up exactly 10 minutes prior to the start of the ceremony, where they will meet up with board members and district leadership.
12. For Alamo Stadium ceremonies, the principal will lead the procession of students into the stadium and will lead the exit at the conclusion of the ceremony.
13. Students will be encouraged to meet their parents in the main parking lot on the home side of the stadium.

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.

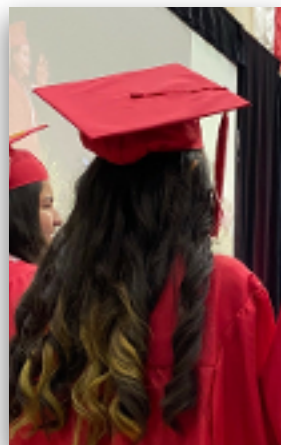
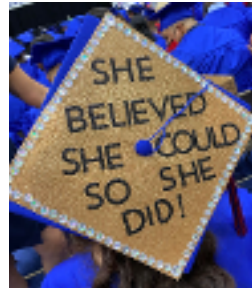
The campus is responsible for facilitating the purchase of caps and gowns for students. The current vendor is High School Achievements/Jostens South Texas. The contact information is as follows:

www.highschoolachievements.com

Students may decorate caps as long as 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, have profanity, or are inflammatory is 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 that 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 outburst of noise while student names are being called. Once the student 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 auditorium.
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 name called as they cross the stage. Students will receive their diploma and proceed across the stage in a respectful manner.
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 back to their row and seat. Students should remain standing until all members of the row have returned to their seats.
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.



SAISD GRADUATION 2023



Alamo Stadium Audience Participants

The stage will be set facing the home side of the stadium and all audience members will enter and exit on the home side. 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, noise makers of any kind are NOT permitted.
- One-person handheld sign that is school appropriate **that does not distract or obstruct the view** of other guests is allowed.
- Tailgating is NOT allowed on Alamo Stadium/ACC premises.
- Only graduates and stage guests are allowed on the track and field.
- No outside food, beverages, gum/candy or tobacco products are allowed in Alamo Stadium/ACC.
- Smoking is not allowed in the stadium or around the complex.
- Umbrellas cannot be used in the seating area. Exception: only the top row of the stadium as long as it does **not distract or obstruct the view** of other guests. 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.

SAISD GRADUATION 2023



Alamo Convocation Audience Participants

The stage will be set at the center of the Alamo Convocation Center and audience members will enter and exit on the home side. Available seating will be in the sections to the left, right and center of the stage. 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, noise makers of any kind are NOT permitted.
- One handheld sign that is school appropriate **that does not distract or obstruct the view** of other guests is allowed.
- Tailgating is NOT allowed on Alamo Stadium/ACC premises.
- No outside food, beverages, gum/candy or tobacco products are allowed in Alamo Stadium/ACC.
- Smoking is not allowed in the stadium or around the complex.
- 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 Alamo Stadium.

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

Families can also use the horseshoe driveway to drop off family members.

Designated seating in the Alamo Convocation Center and Alamo Stadium for the participants needing handicapped or disabled seating is available.

ALAMO STADIUM SECURITY

1. Allow time for parking and bag search.
2. The doors on the home side of the stadium will open for seating 1 hour prior to the scheduled graduation start time.
3. Seating is available on the home side only, there is no entrance on the visitor side.
4. Holding or reserving seats is not be permitted.
5. Parents may use hand-held video cameras or phones only - **tripods and camera cases are not allowed.**
6. No one should approach the railing as it poses a safety risk and blocks other seated guests from viewing the ceremony.
7. 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 prior to entry.

Teddy Bear Sales



Graduation teddy bears will be for sale for \$5.00 each. These bears are sold by district staff at each graduation.

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

There will not be outside vendors selling flowers and gifts.

Balloons

Balloons are **prohibited** in the stadium or Alamo Convocation Center. The balloons pose a hazard if they hit the stadium or indoor lights.

Balloons that are brought to the ceremony will be collected by district staff and held in a central location. Families may retrieve the balloons after the graduation ends.





**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
SCHOOL BOARD**

Christina Martinez, *President*

Alicia Sebastian, *Vice President*

Arthur V. Valdez, *Secretary*

Ed Garza, *Trustee*

Leticia Ozuna, *Trustee*

Patti Radle, *Trustee*

Sarah Sorensen, *Trustee*

SUPERINTENDENT

DR. JAIME AQUINO