

# OSBORNE HIGH SCHOOL

## Class of 2023

### Commencement Information and Schedule of Activities

**Saturday, May 27, 2023, 7:00 PM**  
**Kennesaw State University Convocation Center**

**It is important that you and your family review the following information carefully.**

#### LOCATION OF VENUE AND DIRECTIONS

The Convocation Center is located on the Kennesaw campus of Kennesaw State University at the intersection of I-75 and Chastain Road. From I-75, exit at Chastain Road (Exit 271) and turn west. Go to the first traffic light past the I-75 ramps and turn right onto Frey Road for graduate or guest parking. For accessible and special assistance parking, continue to the second traffic light and turn right on Kennesaw State University Road. Additional approach information and alternate routes are available on the district website at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

#### COMMENCEMENT TICKETS

- Tickets for family members and guests will be distributed to graduates on May 18, 2023, at the commencement practice.
- All guests attending the commencement, including babies and small children, will need a ticket to enter the venue.
- Lost or damaged tickets cannot be replaced.

#### SENIOR CLEARANCE

- All fees for lost or damaged textbooks, media materials, parking, classroom instructional equipment, uniforms, or any other materials owed to the school must be cleared by Wednesday, May 10, 2023.
- Fines must be paid in cash only.
- Students with outstanding fees will be prohibited from participating in the commencement ceremony.
- Senior Checkout will be Wednesday, May 17, 2023, beginning at 9:00 AM. All seniors must be cleared for graduation requirements, fines, and/or materials due prior to commencement practice.

#### FINAL EXAMS

- THURSDAY, May 11, 2023 – 3rd and 4th block exams
- FRIDAY, May 12, 2023 – 1st and 2nd block exams
- Seniors will be allowed to check out after 2nd block on Friday if a senior contract with parent permission has been turned in **BEFORE May 10, 2023**. After checking out, seniors must leave campus.

## COMMENCEMENT PRACTICE

- THURSDAY, MAY 18, 2023 – Commencement Practice at Osborne High School Arena, 8:30 AM – 10:30 AM (mandatory for all students participating in the commencement ceremony)
- WEDNESDAY, MAY 24, 2023 – Technical Rehearsal at Kennesaw State University Convocation Center, 11:30 AM – 12:15 PM (for speakers, performers, and stage)
- All practices are mandatory.
- Students who are late for ANY practice will not be permitted to attend the practice and must meet with the principal, Mr. Jones.
- Board and school policies (such as tobacco and drug/alcohol use, dress code, etc.) will be in effect.

## COMMENCEMENT DAY

- Saturday, May 27, 2023, 7:00 PM in the Convocation Center, Kennesaw State University.
- **Students** need to arrive at Kennesaw State and report to the Siegel Recreation Center by **5:30 PM**.
- Inappropriate behavior will not be tolerated. It is important to be on time for practice and the ceremony. Failure to be on time could result in a loss of your opportunity to participate in the ceremony. All Osborne High School and Cobb County School District rules, policies, and regulations will be in effect.
- **Ticketed guests** will enter the Convocation Center on the **Entry Level through the Atrium** on the **north side** of the building.
- The door will open at 6:00 PM for guests with disabilities and elderly guests requiring assistance.
- Doors will open for all other guests at 6:30 PM.

## PARKING

- **KSU charges a \$10.00 parking fee per car.** Guests should be prepared to pay with a debit or credit card upon entering the parking deck or lot.
- **Graduates** are to park in the Central Parking Deck. Graduates should be encouraged to bring/wear comfortable shoes for walking from the Central Parking Deck to the Siegel Recreation Center (SRC) and the Convocation Center (CC).
- **Guests** will park in the East Parking Deck and the East Economy Lot (across Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck.
- **Guests with disabilities and elderly guests needing individualized assistance** should park in either Lot A or Lot B (as designated on the campus map). Golf carts will run continuously to convey guests to and from the Convocation Center.

## BAG CHECK

In accordance with Kennesaw State University requirements, all persons entering the Convocation Center must pass through metal detection devices. Also, guests entering the facility with a bag **MUST** use either a **CLEAR TOTE** or **SMALL CLUTCH** to be approved for entry into the venue. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.

KSU requires that all persons entering the facility must submit all bags for inspection by public safety personnel.

Please see the description provided regarding clear totes and small clutches.

### Clear Totes

- Size may not exceed 12"x 6"x 12"
- Logo may only be on one side of the bag
- Items in the tote must be loose
- All bags are subject to search



### Clutch Bag or Small Purse

- Size may not exceed 6.5"x 4.5"
- May include a handle or strap
- Does NOT need to be clear
- All bags are subject to search



## PROHIBITED ITEMS

- Any object which obscures the view or impacts the safety of others is not allowed in any district-managed venue. A complete list of prohibited items is available on the district graduation web page ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).
- Restitution for any damage to the venue, district property, or vendor property will be the responsibility of the graduate(s) and/or audience who cause the damage.

## COMMENCEMENT ATTIRE

Dress for graduates will be as follows:

- **Gentlemen**
  - Dark or khaki pants and neutral-colored shoes with a solid-colored dress shirt or collared shirt.
- **Ladies**
  - Solid colored dresses (length no longer than the gown; collars should not show) or dress slacks, simple small jewelry, and neutral dress shoes.
  - Sandals may be worn but must be neutral-colored without sparkles/bling.
- Each student must have a current commencement gown with a matching mortarboard and tassel. If you have questions concerning the items you have ordered, please visit [ATLGrad.com](http://ATLGrad.com) or call Herff Jones directly at (770) 795-1626.
- Remove your gown from the packaging prior to commencement and hang it up so wrinkles will fall out. Use a cool iron to press, if necessary.
- Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the cap in place. Tassels are to be worn on the **RIGHT** side of the mortarboard during the ceremony.
- To ensure the decorum of the ceremony and to provide consistency among schools, **alterations to the mortarboard and gown will not be permitted**. Graduates may only wear stoles, cords, and other insignia authorized by the school.

## COMMENCEMENT PHOTOS

- Guests are to remain in their seats throughout the commencement ceremony. Only hand-held cameras that do not block the view of other guests may be used.
- Guests may not walk into the aisles to take photographs.
- We have arranged for *Cady Studios* to take an individual photograph of each graduate. *Cady Studios* will mail each graduate a proof of this photo and ordering information.
- DVDs will be offered for sale through the commencement information page on the district website. Please check [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation) for more details.
- The school district will provide a live webcast of the commencement ceremony. The webcast will be publicly available via the school district website ([www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)).

## ADDITIONAL INFORMATION

- Participation in commencement is optional and a privilege. Students must meet all expectations and requirements to participate in the commencement ceremony.
- The School Counseling Office will be closed Monday, May 15, 2023, and Tuesday, May 16, 2023, so that counselors can verify the graduation status for all seniors. One of the counselors will contact you if there are any problems with your grades.
- Only school approved cords/stoles may be worn during the ceremony. Cords for honor graduates (students with a non-rounded 3.500 GPA or higher) will be given to students at commencement practice on May 18, 2023.
- Seniors will need to request a final transcript if they are planning to attend college. ***Final transcripts are NOT sent automatically.*** Students must request that one be sent. Please visit <https://forms.office.com/r/60ttBj9pxN> to request your final transcript. Collegiate athletes, if you also need to send a final transcript to NCAA or NAIA, you must submit your request using the transcript request link found at <https://osbornecounseling.wixsite.com/ohscounseling>
- **Seniors must complete their Graduation Survey in Naviance.** This survey will be available to complete around spring break. All seniors must complete this to be cleared for graduation. **This must be completed by May 2, 2023, in order to receive clearance.**
- Diploma pick up will be Tuesday, May 30, 2023, in the front lobby of the OHS main building. Last Names A-L: Pick Up from 9:00 AM – 11:00 AM. Last Names M-Z: Pick Up from 12:00 PM – 2:00 PM. Diplomas may only be picked up by the student or the enrolling parent/guardian. Please bring photo ID. Diplomas not picked up on this day will be available for pick up during Counseling Office Summer Hours.

## FLOWER/GIFT SALES

Flowers and graduation gifts may be purchased from district-approved vendor(s) at district-managed venues. Sales kiosks will be located in the pre-function areas and/or outside the venue.

## GRADUATION ADMINISTRATOR

If you have any questions, please contact Ms. Jennifer Glendenning at [jennifer.glendenning@cobbk12.org](mailto:jennifer.glendenning@cobbk12.org).

# COMMENCEMENT TIMELINE

**Thursday, May 11, 2023**.....3rd and 4th Block Senior Exams

**Friday, May 12, 2023**.....1st and 2nd Block Senior Exams

Permission slips must be on file to check out early.

**Monday, May 12 & Tuesday, May 13, 2023**.....No seniors on campus

**Wednesday, May 17, 2023**.....Senior Breakfast and Clearance

Osborne High School Cafeteria

9:00 AM – 11:15 AM

**Thursday, May 18, 2023**.....Commencement Practice in Osborne Arena

8:30 AM – 1:30 PM

**May 24, 2023**.....Technical Rehearsal at Kennesaw State University Convocation Center

9:15 AM – 10:00 AM (for speakers, performers, and stage)

**Saturday, May 27, 2023**... Commencement 7:00 PM

Kennesaw State University Convocation Center

Graduates must arrive at the Siegel Recreation Center by 5:30 PM.

**Tuesday, May 30, 2023**.....Diploma Pickup

Osborne High School Front Lobby

Last Name beginning with A – L, 9:00 AM – 11:00 PM

Last Name beginning with M – Z, 12:00 PM – 2:00 PM

**For additional information and updates, please check the commencement page on the district web site: [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation)**