



# Memorandum of Understanding Class of 2019



The purpose of this *Memorandum of Understanding* is to clearly define my role and the responsibilities that I have to ensure the successful completion of my academic school year, concluding with my graduation. I understand that in order to participate in the Commencement Ceremony at Crystal River High School I will meet all requirements as stated hereafter.

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

*(Please PRINT)*

*Students will verify the accuracy and spelling of their name through a homeroom activity in October. If you need any additional support, you must stop by guidance no later than **November 30<sup>th</sup>** to verify. This is how your name will appear on the diploma and how it will be announced at graduation.*

1. If I choose to graduate early or accept early college admission, I acknowledge that it is **MY responsibility** to maintain regular and timely communication with the CRHS graduation coordinator, my guidance counselor, the guidance department and/or other school personnel to ensure that I am aware of any changes that may occur in; commencement exercises, practice dates, deadlines, etc., as the school year progresses.
2. I will contact the guidance office with any changes in my contact information such as address & telephone number.
3. I understand that, in order to participate in the CRHS graduation ceremony, I am required to wear “*appropriate graduation attire*” including a cap & gown. The official supplier for purchasing graduation attire is Herff-Jones.
4. I understand that, in order to participate in the CRHS graduation ceremony, I am required to pay **GRAD FEES**. Grad Fees include diploma, diploma cover and medallion. The standard Herff-Jones Grad Pack includes **CAP, GOWN, & GRAD FEES**. If you choose **NOT** to purchase the Grad Pack, **YOU MUST STILL PAY GRAD FEES**.
5. I understand that ALL outstanding fines and fees I may have accumulated throughout my enrollment at CRHS must be paid in full by April 26<sup>th</sup>, 2019. No checks will be accepted after April 26<sup>th</sup>, 2019. I understand that after April 26, 2019, I must pay any outstanding fees or fines in cash. I also understand that failure to pay these fees will prevent my participation in graduation ceremonies as stated by the Citrus County School Board.
6. I understand that graduation rehearsal is **MANDATORY and that my non-attendance will prohibit my participation**. Any conflicts in my schedule that may prevent me from attending this rehearsal will be rescheduled so that I will be present. **I understand that if I fail to attend graduation rehearsal I forfeit my right to walk with my class.** I also understand that work schedules, college "preview" days, etc. are **NOT** acceptable excuses for failure to attend rehearsal.

**MANDATORY REHEARSAL → Monday, May 23<sup>rd</sup>, at 3:00 pm in CAFETERIA**

7. **The CRHS Graduation Ceremony is scheduled for Thursday, May 28<sup>th</sup>, 2019 at 7:00 pm in Bramlett Stadium.** I understand that I must be in the Crystal River High School cafeteria, no later than 5:30 p.m. for line-up, dressed in “*appropriate graduation attire*” including cap and gown, and tassel to participate. Only honor graduates will wear a stole. 4 Tickets will be given to each student for seating on the field, all other persons will sit in the stands.

**\*\*In the unlikely event of rain, the rain plan is as follows: graduates will move to the gym, 2 “stamped” ticket holders will be allowed to enter the gym and 2 “unstamped” ticket holders will go to the cafeteria and view the live stream feed of the event. The date of graduation will only be moved if there is a mandatory evacuation.\*\***

8. I understand that **Baccalaureate is scheduled for Sunday, May 19<sup>th</sup>, 2019 at 3:00 pm.** Although it is not mandatory to attend, if I do plan to, I will arrive no later than one hour before the ceremony begins and will be dressed in “*appropriate graduation attire*” including cap and gown.

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_



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## *Appropriate Graduation Attire*

**Girls** are to wear a dress, dress skirt and blouse, or dress slacks and blouse with dress shoes. No denim jeans, or shorts.

**Boys** are to wear a white or light color solid shirt (no patterns) with a tie, dress slacks and dress shoes. No jeans or shorts.

**Graduates** are not allowed to wear athletic shoes, casual sandals, flip-flops, swimmer sandals or clogs. All Graduation Attire must adhere to the Citrus County School Board Dress Code Policy. If you are in doubt about what is considered to be “appropriate” **ASK!**

## *Contact Information*

### CRHS Guidance Department (352) 795-4641

Claudia McCoy - A - Da	<a href="mailto:mccoyc@citrus.k12.fl.us">mccoyc@citrus.k12.fl.us</a>
Kim Stratton - De – Hi	<a href="mailto:strattonk@citrus.k12.fl.us">strattonk@citrus.k12.fl.us</a>
Trudee Mason - Ho - Me	<a href="mailto:masont@citrus.k12.fl.us">masont@citrus.k12.fl.us</a>
Mike Nelson - Mi - Sa	<a href="mailto:nelsonm@citrus.k12.fl.us">nelsonm@citrus.k12.fl.us</a>
Sherry Snowden – Sc - Z	<a href="mailto:snowdens@citrus.k12.fl.us">snowdens@citrus.k12.fl.us</a>
Joni Miller, Guidance Secretary	<a href="mailto:millerj5@citrus.k12.fl.us">millerj5@citrus.k12.fl.us</a> (352) 795-4641 x 4816
Scott Marshall, Graduation Coordinator	<a href="mailto:marshallr@citrus.k12.fl.us">marshallr@citrus.k12.fl.us</a> (352) 795-4641 x 4898
John McLay - Herff-Jones Representative	<a href="http://www.herffjonesstpete.com">http://www.herffjonesstpete.com</a>

Important senior information/events, dates/changes, senior meetings, etc., will be posted throughout the year on our school website under the Students tab, or via Twitter and Facebook. **It is my responsibility to check the website and look for information in The Pirate Country Newsletter.**

## *Grad Fees*

***Herff-Jones is the contact information to purchase all Grad Fees! YOU CAN NOT PAY AT SCHOOL!***

***Herff-Jones Grad Pack: \$75.00 + tax = \$79.50 (includes Cap, Gown, & Tassel, plus Graduation Fees)***

***Grad Complete Package = \$434.50 (includes Homecoming, Announcements, Grad Pack, Grad Bash, Prom, & Yearbook)***

***A late fee of \$25 will be added for all fees not paid by March 1<sup>st</sup>, 2019***

## *Senior Walk*

With the hopes to inspire our future Pirates, the Class of 2019 will take part in the inaugural Senior Walk at Crystal River Primary School on May 22, 2019, after the conclusion of the final exams.

## *Important Deadlines & Dates*

April 26, 2019	Last day to pay fees / fines by check.
April 26, 2019	All outstanding fines / fees must be paid.
May 22, 2019	Senior Walk @ Crystal River Primary School – after the conclusion of final exams
May 19, 2019	Baccalaureate @ Crystal River Church of God – 3:00 pm
<b>May 23, 2019</b>	<b>MANDATORY REHEARSAL</b> – be in the cafeteria by 2:45
<b>May 28, 2019</b>	<b>GRADUATION!</b>

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_