

**LACKAWANNA  
TRAIL  
HIGH SCHOOL**

*Class of 2016*



*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](http://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**

PO Box 85

Factoryville, PA

Telephone: (570) 945-5181 Fax: (570) 945-3832

Dr. Mark P. Murphy, Principal

Mr. Brian Kearney, Assistant Principal

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May, 2016

Dear Class of 2016:

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 our 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 our expectations for you. We strongly recommend that you share this handbook with your family.

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

Sincerely,

Mark P. Murphy, Ph.D.

Brian Kearney

## SENIOR ACTIVITIES

DATE	EVENT	DETAILS	M*	O*
Thurs May 5	Senior Panoramic Picture	LTHS Athletic Field, 8am	X	
	Safe Prom Assembly	LTHS Auditorium, 9:30am	X	
Fri May 6	Prom	Montdale Country Club, Scott Township		X
May 23-26	Final Exam Period for Seniors	Scheduled by Classroom Teachers	X	
Fri May 27	Senior Class Trip	Six Flags, Jackson, NJ		X
Tues May 31 8:00-9:00 9:00-11:30  11:30-12:30	Senior Breakfast	LTHS Café	X	
	Class Night Rehearsal No. 1	Auditorium	X	
	Locker Clean Out	Senior Locker Area	X	
	<u>Official Senior Checkout:</u> Distribution of Caps & Gowns & Distribution of Tickets	Hs Main Office	X X	
Wed June 1 8:00-11:00  5:15 5:45 6:00	Class Night Rehearsal No. 2	Auditorium	X	
		Arrive at Library	X	
		Procession	X	
	Senior Class Night	Awards Program	X	
Thurs June 2 8:00-11:00	Commencement Rehearsal No. 1	Arrive at the Gym or Stadium (TBA)	X	
Fri June 3 8:00-11:00  5:30 6:30	Commencement Rehearsal No. 2 (at Principal's discretion)	Arrive at the Gym or Stadium (TBA)	X	
	Arrive at Library with cap & gown	Photographs	X	
	Commencement Processional – Ceremony begins!		X	

Senior Checkout is on Tuesday, May 31<sup>st</sup>,  
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, May 31st (9:00 – 11:30) Auditorium**

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

**Wednesday, June 1 (8:00 - 11:00) Auditorium**

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

**Thursday, June 2 (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 3 (8:00 – 11:00) Gym or Stadium (TBA)**

**Tentative (Discretion of Principal)**

At this rehearsal, you will continue to practice for the Commencement Ceremony and solidify the final location, sequence of events, and any modifications to the Commencement exercises due to weather or other last minute arrangements.

## **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, May 23rd. You must complete the Senior Checkout and return it to the Main Office on Tuesday, May 31st.

***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:*** YES – you must wear dress clothing. Expectations will be provided at rehearsals. 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!

***How many tickets do I receive for Commencement?***

***Answer:*** \_\_\_\_\_.

***What do I do if I need more tickets?***

***Answer:*** You can use unused tickets from a friend OR tell the main office staff that you need more tickets and we will run an in-house exchange program (first come, first served)

## **ADDITIONAL DETAILS AND FAQ (continued)**

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

*Answer:* YES – refer to the information 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**

Tuesday, May 31

*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 May 31st (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/Staff):** \_\_\_\_\_

\_\_\_\_\_  
**Checkout Staff Signature**

**THIS COMPLETED FORM MUST BE TURNED IN TO HS MAIN OFFICE TO RECEIVE YOUR CAP & GOWN ON CHECKOUT DAY, MAY 31st**

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**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 (Tues., May 31)**

Will attend \_\_\_\_\_ Will NOT attend \_\_\_\_\_ **Rehearsals (Tues., May 31, Weds., June 1, Thurs., June 2, Fri., June 3)**

Will attend \_\_\_\_\_ Will NOT attend \_\_\_\_\_ **Class Night (Weds., June 1)**

Will attend \_\_\_\_\_ Will NOT attend \_\_\_\_\_ **Commencement (Fri., June 3)**

**I hereby acknowledge completing this form and understand events listed are required in order to participate in the 2016 Commencement Ceremony on June 3rd. 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 MONDAY, MAY 23, 2016.**