

Cab Calloway School of the Arts
Class of 2017 Commencement
Senior Guidelines and Procedures

Listed below are times you need to know in order to participate in the graduation ceremony:

Rehearsal and Picnic Information:

- **Rehearsals** will be held in the CCSA theatre on Wednesday, May 31th from 8:30 AM to 11:30 AM and on Friday, June 2th from 9 AM to noon.
- **A senior class and CCSA staff luncheon will be held in the lobby immediately following the Wednesday rehearsal.**
- Please be prompt and find your seat quickly.
- Do not leave valuables in the theatre during rehearsal.
- If an emergency situation arises and you will be unable to attend the rehearsal, you must contact Dean Rumschlag immediately (julie.rumschlag@redclay.k12.de.us) or Mrs. Rae at 651-2700.
- **Both rehearsals are mandatory! If you do not attend, you may not participate in the graduation ceremony.**
- **Work obligations** are not considered an emergency circumstance for missing rehearsal. You have been given ample notice to arrange your work schedule.
- Friday, **June 2nd** is a **DRESS REHEARSAL!** Please bring to rehearsal your cap and gown as well as the shoes you will be wearing to the graduation ceremony.

Commencement:

- Commencement is at 7:00 PM on Friday, June 2, 2017. Seniors are to report the gymnasium no later than 6:15 PM.
- The procession line up begins promptly at 6:45 PM.
- Arrive at the school in your cap and gown.
- Do not bring valuables with you. There will be no place to store or secure personal items.
- The procession line will be alphabetical. Class Officers, NHS members, Spanish and French NHS members, Art NHS members, and Communications, Theatre, and Piano NHS members will lead the class in the procession.
- Female Graduates will wear caps throughout the ceremony. Male Graduates will remove caps for the Star Spangled Banner.
- **NO BALLOONS or NOISE MAKERS** will be permitted in the facility. People with these items will not be permitted to enter the school. (Food and beverages are also not permitted in the theatre.)

Appropriate Attire:

- In order to participate in the graduation ceremony, all graduates must wear a cap and gown from Josten's. If you have not ordered by this time, you must order immediately. Call Kevin Zeigler at 834-2502. See Ms. Fawcett if you need assistance.
- No decorations, words, or flowers may be worn on the cap, gown or person.
- Tassels are worn on the right side of the mortarboard (cap).
- Cap is worn flat, not at an angle or on the back of the head.
- Wear cool clothing under your gown. Wear light materials that will not show through.
- Male graduates will wear light colored dress shirts, long dark dress slacks, a tie, dark socks, and dark dress shoes.
- Female graduates will wear skirts or dress pants and blouses, or dresses and dress shoes (heels or flats).
- Please note: Students wearing shorts, jeans, t-shirts, flip-flops, sneakers, extremely informal attire, etc., or any decoration or deviation from the traditional cap and gown will not be permitted to participate in the ceremonies.
- If you have any questions regarding acceptable or appropriate dress for the commencement ceremonies, please contact Dean Rumschlag or Mrs. Rae (**Room 215**) at 651-2700.
- When you receive your cap and gown, check for tassel, cap and gown. Check gown for length. Iron your gown, if necessary, on **very low** heat; higher heat will melt a hole in the fabric. Ladies - do NOT wear the collar included in your packet.
- **NO GUM IS PERMITTED!!**
- **Cell Phones are off, out of sight and never used.**

NOTE:

To maintain the dignity of the occasion, any student who is inappropriately dressed or under the influence of alcohol, drugs, etc., will not be permitted to participate in the commencement ceremony. Students will be removed from the procession line for violations in any dress or behavior guidelines. Any behavior that may detract from the dignity of the ceremony will be considered inappropriate and will result in your exclusion.

Miscellaneous Items:

- You will receive six (6) tickets for graduation. These are general admission.
- Diplomas will be distributed after the ceremony in the gymnasium.
- Diplomas will be held for two reasons – financial obligations and/or failing a graduation requirement. **(If you fail a graduation requirement or do not meet attendance requirements, you do not process.)**
- Financial obligations must be paid by cash or money order in the guidance office no later than Thursday, June 1st at 3:00 p.m. No payments will be accepted on graduation day. Students with outstanding unmet obligations will not receive their diplomas. Please take care of your obligations as soon as possible.

Remember: Graduation is a formal ceremony. You are representing your families, your school and most importantly, yourselves.

Cab Calloway School of the Arts
Class of 2017 Commencement
Family and Guest Guidelines and Procedures

The 2017 Commencement of Cab Calloway School of the Arts High School will be held at Cab Calloway School of the Arts on Friday, June 2nd, 2017 at 7:00 PM.

General Information:

- Doors will open at 6:00 PM.
- Ushers will direct guests to the proper seating areas.
- Balloons are prohibited inside the theater. We also ask that you not bring items that would obstruct the view or seating for others (signs, gifts, hats, etc.) Please leave these items in your vehicles. Ticket takers have been instructed not to permit these items to enter the theatre.
- You are expected to leave noisemakers and other similar devices at home. We understand and appreciate your excitement on this occasion, but also recognize that this detracts from the ceremony.
- Picture taking is not permitted on the main floor during the graduation ceremony. Photographs may be taken from your seat only. Guests may not approach the railings and orchestra pit, or block aisles in order to photograph graduates. A professional photography studio has been arranged to take photographs of every student as he/she receives a diploma. Please do not attempt to approach the stage with photographic equipment. Your cooperation with this is greatly appreciated.
- We ask that guests remain in their seats during the ceremony (unless otherwise noted in the program) and until all of the graduates have recessed from the theatre at the conclusion of the ceremony.
- To maintain the dignity and formality of the ceremony, any graduate or guest under the influence of alcohol, drugs, etc. will not be permitted to enter the theatre.

Seating:

- Each senior will receive six (6) tickets. All tickets are for general admission only. Seats will not be reserved in advance. The graduate and family will decide who will receive tickets for seating.

Unmet Obligations:

- All unmet obligations, including past library books, class dues, lunch debts, must be cleared up before students receive their diplomas. Unmet obligations can be paid in cash, check or with money order to the Guidance Office on or before 6/1 at 3:00 p.m.