May 18, 2018

Dear Student, Parent and/or Guardian:

This letter contains a listing of mandatory practices and information for all graduating seniors. Seniors must report fifteen minutes prior to their designated times, and sit in their assigned seat for graduation practice. Any student that fails to attend the mandatory practice for unexcused reasons will not be permitted to participate in the graduation ceremony.

Friday, May 18
Senior Meeting @ 2:10 pm in HS auditorium

Tuesday, May 29
Graduation practice - report to gymnasium at 9:00 am
(Speakers should report at 8:45)

*Wednesday, May 30
*Dress rehearsal graduation practice - report to gymnasium at 9:00 am (High School Band participating)

Thursday, May 31
Kennywood Day - Final walkthrough graduation practice report to gymnasium at 9:00 am (May be waived on 5/30 by the principal)

Friday, June 1
(No graduation practice) Graduation ceremony will begin at 6:30 pm in the gymnasium (Graduates will report to the auditorium at 5:45 pm)

The lengths of the practices are dependent upon the effort and cooperation of the seniors. Practice times can range anywhere from 1-3 hours depending on the situation and circumstances.

*Dress rehearsal – Wednesday of the practice schedule will be the official dress rehearsal. This is the opportunity for the school to take official group ceremony pictures of the seniors and limit any interruptions of the actual ceremony for the viewers. Students will follow the etiquette guidelines listed below since they will have to wear their cap and gown.
When your diploma is handed to you, receive it in your left hand and shake hands with your right hand. Also, say “Thank You” when your diploma is presented to you. As you start to walk away, transfer your diploma to your right hand and with your left hand, grasp the tassel on your cap and transfer it to the left side.

ETIQUETTE OF CAP AND GOWN

It is not proper:

1. To wear cap and gown on the street, except in going to or coming from a commencement program or a special church service for seniors.
2. To wear ornaments of any kind.
   1. To carry a program or purse.
   2. To wear a dress longer than the academic gown.
3. To put any decorations on the cap.
4. To be without a tie (boys).
5. To wear sunglasses.

Student debts will be collected after practice on all three days and books/materials are to be collected. Students must return books/materials to the appropriate teacher. Parking passes will also be collected at this time.

Each student will be given six (6) tickets for guests to attend the graduation. The graduation ceremony will be available live on the district website for those who cannot attend. The ceremony will also be available for viewing on a big screen in the auditorium.

A copy of this letter will be available on the guidance office website.
http://www.southallegheny.org/webpages/csmith/

I would like to take this opportunity to thank you for your patience and look forward to seeing you on your graduation day. Hold your heads high, and be proud of all that you have accomplished over the past thirteen years.

Yours in education,

[Signature]

Jeffrey E. Solomon
High School Principal
South Allegheny High School