

## Clay High School Commencement Information 2018

### Seniors and Their Parents

Clay High School is proud of the **Class of 2018**. We hope that the Commencement exercises and the events that are associated with graduation are happy and memorable for you and your family. Our goal is for Commencement to be a fitting commemoration of an important milestone in the life of each Clay graduate. Please take the time to read this information carefully and be aware of all dates, times, deadlines, requirements, and procedures. The following guidelines will assist in your planning.

### Commencement Participation Policy

South Bend Community School Corporation Board of School Trustees Policy states that only students who have met all graduation requirements at the end of the second semester of their senior year may participate in Commencement Exercises. In compliance with this policy, students who need additional credits in Summer School to complete their requirements will not be allowed to participate in the Commencement Exercises.

### Commencement Ceremony at Clay High School

The 2018 Clay High School Commencement exercises will be **Friday, June 8, 2018, at 6:00 pm**, in the main gym at Clay High School. Doors will open at **5:15 pm**. Graduates should report to the **auxiliary gym**, at Clay High School by **5:15 pm**. Line formation will begin at **5:30 pm**. Graduates are requested not to bring personal belongings to the auxiliary gym. Students will not be returning to this area after the ceremony. Family members may take pictures in a designated area near the stage; please do not block the view of others during the ceremony. Lifetouch will take a picture of each graduate as they exit the stage during Commencement. These photographs will be available to view and purchase ten days after the ceremony at [www.lifetouchevents.com](http://www.lifetouchevents.com), using password: ClayGrad2018. Lifetouch flyers will be available on Commencement Day.

### Parking Concern

Parking in the Clay High School parking lot is limited. Carpooling is encouraged.

### Financial Obligations

Seniors must pay outstanding financial obligations before receiving their prom tickets, cap & gown, and Commencement tickets. The Bookstore will notify seniors of their financial obligations, and payments should be made by cash or money order before Tuesday, May 1, 2018. Seniors will not be allowed to participate in Commencement if obligations are not met. For questions, please contact Mrs. Danik, Treasurer, in the Bookstore (393-4912) as soon as possible.

### Cap and Gown Orders

Students received cap and gown information and orders were taken in November, 2017. The purchase price is \$35.00. Herff-Jones, the supplier of the announcements and caps/gowns, notified all parents of students who did not make their payments. Late payments are due as soon as possible to George Kingsley of Herff-Jones to ensure the May 2nd delivery date. Wearing a previously purchased Clay High School cap and gown is acceptable, although the shade of purple that the male graduates will wear may vary slightly from a borrowed gown. If in doubt, you may bring in the borrowed gown and compare it to a sample gown in the main office. Caps and gowns will be distributed to graduating seniors on Wednesday, May 2, 2018, in the main lobby during all lunch hours. After May 2nd, seniors should see Mrs. Danik in the Bookstore to pick up their cap and gown if they have not done so already.

### Tips on Wearing the Cap and Gown

- Try the cap and gown on as soon as you receive it. Report any problem to Mrs. Danik.
- **Attire worn with the cap and gown should be appropriate for the occasion.** Shorts, gym shoes, flip-flops, and sunglasses are not appropriate. A light-colored dress is recommended for the girls. A shirt and tie with dark trousers is recommended for the boys.
- The cap should be worn so that the mortarboard is horizontal and the tassel drapes over the **left side**.
- Pressing of the gown should be done with a cool to medium iron.
- No items are to be carried by the graduates during the ceremony e.g., purses, flowers, etc.

### Commencement Tickets

Each student will receive six tickets delivered during rehearsal. Tickets will be collected at the Commencement exercises. All guests, including children over two years of age, must have a ticket. Please be certain to bring the tickets with you to Commencement. Please do not bring additional people with you who do not have a ticket. There is limited seating capacity in the gym so we are unable to offer more than six tickets per graduate. Each and every ticket will be numbered and tracked.

*Spaces for wheelchairs will be reserved in the section immediately behind the graduates. You may call the main office (393-4900) and reserve a handicapped seat with Mrs. Bennett, prior to the ceremony. Greeters at the door will guide you to these specific seats. We ask that only one family member sit with each disabled guest due to seating constraints on the main floor. **Guests with physical disabilities will still need a ticket.***

### Auditorium Seating

Additional limited seating will be available in the auditorium for parents and/or guardians to view the ceremony. Commencement will be televised in the auditorium on a big screen via closed circuit TV.

### Commencement on the Internet

The Commencement ceremony will be streamed in a “virtual live” mode, with a twenty second delay built in. To view the commencement, please go to [www.broadcastsport.net](http://www.broadcastsport.net), and then click on the Clay High School commencement icon.

### Commencement Rehearsal

Commencement rehearsal will be Wednesday, June 6, 2018, at 10:30 am, in the main gym at Clay High School. Commencement rehearsal is **mandatory** for all seniors who expect to participate in the Commencement ceremony. If an emergency prevents a student from attending this rehearsal, please notify Mrs. Boyd, (393-4911), as soon as possible.

### Summary of Events

Date		Subject	Location	Time
Thursday	April 19th	Distribution of Commencement Information sheet	Auditorium	9:40 am
Wednesday	May 2nd	Cap & Gown Distribution	Main Lobby	during all lunch hours
Wednesday	May 30th	Senior Awards Program	Clay High School Auditorium	8:00 am
Monday	June 4th	Final Exams/ Seniors only		periods 5 & 7 regular bells
Tuesday	June 5th	Final Exams/ Seniors & Underclassmen		periods 1, 2, 4, 6 final Exam bells
Wednesday	June 6th	Final Exams / Underclassmen (periods 1, 3, 5, 7) Seniors (periods 1 & 3 only)		periods 1, 3, 5, 7 final exam bells
Wednesday	June 6th	Commencement Rehearsal	Main & Aux.Gyms	10:35 am
Wednesday	June 6th	Senior Picnic/ “Pranks to Promises”	Clay High School/ Front Lawn	12:30pm-2:00pm (after rehearsal)
Friday	June 8th	Commencement	Clay High School Main Gym	6:00 pm

Graduates assemble in auxiliary gym by 5:15 pm to line up for procession.