



Worthington Kilbourne High School Commencement Agreement



In response to requests from parents, staff, and students to provide a formal commencement ceremony, this agreement must be signed by each graduating senior and their parent/guardian and then returned to the Co-Curricular Office by 3:30 p.m. on Thursday, May 21, 2015 in order for the graduating senior to participate in the Commencement Rehearsal scheduled for May 22. **Seniors who do not participate in Commencement Rehearsal on May 22 will not be allowed to participate in the Commencement Ceremony on May 24.**

Before and during Commencement, each graduating senior agrees to:

- wear business or semi-formal attire under gowns that meet the guidelines set forth under the heading "Proper Attire for Commencement" on the reverse side of this document;
- anticipate that staff will ask graduating seniors to open their gowns as part of the check-in procedure to ensure the dress code has been followed;
- not bring disruptive items such as beach balls, balloons, silly string, noisemakers, air horns, etc.;
- place electronic communication devices on mute or turn them off;
- leave all purses, keys, phones, cameras, etc. with your parents or friends if you do not have pockets to put them in. **There will not be a place to store purses and phones.**
- and smile for the cameras and enjoy the day!

Parents/Guardians agree to request that each family member and each of their guests will:

- anticipate that spectators may be asked to open bags and purses for inspection by staff or security, similar to inspection when attending other events at the Battelle Grand, and that disruptive/distracting items will be confiscated;
- practice appropriate audience behavior and encourage appropriate behavior in others as outlined under the heading "Commencement Decorum" on the reverse side of this document;
- not bring disruptive items such as noisemakers, air horns, or objects to toss or wave that distract the audience or graduates such as balloons, beach balls, banners or posters;
- not leave their seats for photographic or video imaging purposes;
- and place electronic communication devices on mute or turn them off.

Failure by any person to abide by these guidelines may lead to any or all of the following: withholding of diploma, confiscation of inappropriate items, or removal from the ceremony.

By my signature below, I agree to the terms of the above agreement. Please **PRINT & SIGN**.

Parent/Guardian : _____ Signature: _____
(Print first and last name)

Graduating Senior: _____ Signature: _____
(Print first and last name)

Over →



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PROPER ATTIRE for COMMENCEMENT

Commencement is a formal occasion. Your cooperation is requested to maintain that atmosphere.

WOMEN - caps/gowns are royal blue.

- The gown has a V-neckline.
- A dress or skirt shorter than the gown's hemline or dress pants should be worn under the gown.
- Footwear: Please wear wedges or flat-heeled dress shoes. Stilettos are potentially hazardous while climbing the stairs up to and down from the hall and the stage. Tennis shoes, sandals, and flip-flops are not appropriate for this ceremony and are prohibited.
- Caps are worn with the flat top parallel with the ceiling; instructions for placement are inside the cap. **Please do not tilt the cap backward or to the side.** Bobby pins may be required to hold the cap in place - women do not remove their cap at any time during the ceremony. Do not wear hair ornaments - the cap will not fit over them.
- The tassel is over the RIGHT temple until the end of the ceremony.
- Nothing should be carried in your hands during the ceremony. Leave all purses, keys, phones, cameras, etc. with your parents or friends if you do not have pockets to put them in. **There will not be a place to store purses and phones.**

MEN - caps/gowns are black.

- A dress shirt with a collar, a dark necktie, dark trousers, and dark shoes and socks should be worn under the gown. Sport coats or suit jackets should be left in the care of parents or friends - you'll be too warm if you wear them.
- Caps are worn with the flat top parallel with the ceiling; instructions for placement are inside the cap. **Please do not tilt the cap backward or to the side.** During the Pledge of Allegiance and the Alma Mater, men will remove their caps with their right hands and hold them at their right sides.
- The tassel is worn over the RIGHT temple until the end of the ceremony.
- Footwear: Wear low or flat-heeled dress shoes. Tennis shoes, sandals, and flip-flops are not appropriate for this ceremony and are prohibited.
- Nothing should be carried in your hands during the ceremony. Leave all keys, cameras, phones, etc. with your parents or friends if you do not have pockets to put them in.

COMMENCEMENT DECORUM

Everyone's cooperation is needed in order to conduct an appropriate Commencement ceremony, so the WKHS Administration, Staff and Officers of the Class of 2015 respectfully make the following requests:

- That guests dress appropriately for a formal occasion.
- Please hold your applause until all diplomas have been awarded. We request that you do not applaud or cheer for individual students during the processional or the awarding of diplomas. Clapping at inappropriate times, whistling, shouting and other disruptive behaviors are not in keeping with the spirit of a formal ceremony.
- The Commencement program itself tends to last for 90-100 minutes. Depending on the time your family arrives, they could be in the building for 2 hours or more. Please use this time frame as a guide to determine if the very young children in your family should attend.
- In order to minimize disruption during the ceremony, we ask that parents and guests do not leave their seats to take pictures.
- In order to demonstrate respect for their classmates and our guest speakers, seniors are asked not to release beach balls, balloons, silly string, etc., *during* the ceremony. Those types of actions call attention away from the speaker or graduate on stage and, in the noisy disruptions that often accompany them, the family of that graduate loses forever the opportunity to hear their senior introduced as a high school graduate. Please do not participate in activities that would contribute to such an unfortunate situation.