



March 29, 2017

Dear Parents and Graduating Seniors, Class of 2017,

This letter provides you with information regarding upcoming events and graduation activities. At the end of this letter are reservation forms for the Senior Family Liturgy Reception and the Baccalaureate Luncheon Reception. Please review all of this information with your senior daughter/son. Mr. English and Ms. Shackel will meet with all seniors prior to graduation practice to address the activities of graduation week and other miscellaneous items. Additional important information from Ms. McClellan, Director of College Counseling is also enclosed in this mailing.

In order to continue to make our baccalaureate and graduation experience the best possible for future graduates and their families, we are asking for your valuable input on a survey that will be emailed to you the Tuesday following graduation. We ask that you take this on-line survey sometime during this week after graduation. Thank you in advance for your participation in this survey.

CALENDAR OF ACTIVITIES

- THURSDAY, March 23:** Graduation announcements were distributed (for Fall orders) on March 23. Orders placed after January will be mailed directly to the home address.
- THURSDAY, March 30:** Senior Class Information Meeting in the *George Cunningham '40 Performing Arts Center* during Falcon Flex.
- WEDNESDAY, APRIL 5:** College admission and scholarship/award information is due to Ms. McClellan in order to have it included in the Senior Liturgy Award Ceremony on April 30.
- WEDNESDAY APRIL 26:** Transition to College Night will take place at **6:00pm** in the *George Cunningham '40 Performing Arts Center*.
- SUNDAY, APRIL 30:** Senior Family Liturgy and Awards Presentation begins at 9:30am at Christian Brothers High School, *Ron Limeberger '53 Gymnasium*, followed by breakfast in the cafeteria. You may RSVP for the liturgy and brunch by either emailing the number attending to Mrs. Donna Adam at dadam@cbhs-sacramento.org, or complete the attached reservation form to the Main Office, Mr. English, or Ms. Shackel. Due Thursday, April 26.
- TUESDAY, MAY 2** All college admission information must be submitted online to *CB Family Connection* to be included in the printed Commencement Program (i.e. where student applied, where he/she was accepted, where he/she will attend). Due to printing timelines, there are **NO EXCEPTIONS** to this deadline.
- MAY 1-12** Advanced Placement Examinations are scheduled.

FINAL EXAMINATION and GRADUATION SCHEDULE

MONDAY	MAY 15	A/B Set Review	A Set	9:00am–10:30am
			B Set	10:55am–12:25pm
TUESDAY	MAY 16	A/B Set Final Exams	A Set	9:00am–10:30am
			B Set	10:55am–12:25pm

WEDNESDAY	MAY 17	C/D Set Review	C Set 9:00am–10:30am D Set 10:55am–12:25pm
THURSDAY	MAY 18	C/D Set Final Exams	C Set 9:00am–10:30am D Set 10:55am–12:25pm
FRIDAY	MAY 19	Founder’s Day - Early dismissal	
MONDAY	MAY 22	E/F Set Review Graduation Rehearsal (<i>Ron Limeberger ’53 Gymnasium</i>) Baccalaureate & Graduation ticket and Cap/gown distribution	E Set 9:00am–10:30am F Set 10:55am–12:25pm 1:30pm–4:30pm
TUESDAY	MAY 23	E/F Set Final Exams Senior Class Portrait: Group picture w/ grad. gown Graduation Rehearsal (<i>Ron Limeberger ’53 Gymnasium</i>)	E Set 9:00am–10:30am F Set 10:55am–12:25pm 12:50pm–1:20pm 1:20pm–4:00 pm
WEDNESDAY	MAY 24	G Set Review Prayer Service Leave to Serve Day <i>Food Trucks</i> (for the Class of 2017) Graduation Rehearsal (<i>Ron Limeberger ’53 Gymnasium</i>)	G Set 9:00am–10:30am 10:30am–11:30am 11:30am–12:00pm 12:00 pm–1:15pm 1:15pm–4:00pm
THURSDAY	MAY 25	G Set Final Make-up Exams (Room 301) BBQ (sponsored by the Alumni Association) Graduation Rehearsal (<i>Ron Limeberger ’53 Gymnasium</i>) Baccalaureate Practice (<i>for selected participants</i>) @Cathedral of the Blessed Sacrament	G Set 9:00am–10:30am 10:55am–12:25pm 12:00 pm–1:00 pm 1:00 pm–2:30 pm 3:00 pm–4:00pm
FRIDAY,	MAY 26	BACCALAUREATE LITURGY – 9:00 a.m. Cathedral of the Blessed Sacrament 1017 11th Street <i>All seniors must report with gowns (gowns only, <u>no caps</u>) to the Cathedral by 8:15 a.m.</i> BACCALAUREATE LUNCHEON/RECEPTION – 11:30 a.m. – 1:30 p.m. Christian Brothers High School Main Lawn <i>(The attached reservation form is due MONDAY, May 23)</i>	
FRIDAY,	MAY 26	GRADUATION CEREMONY – 7:00 p.m. Sacramento Memorial Auditorium 15th and “J” Streets <i>All seniors must report with caps and gowns to Memorial Auditorium by 5:30 p.m.</i> The Memorial Auditorium doors open to ticket holders at 6:15 p.m.	

BACCALAUREATE/GRADUATION INFORMATION

It is very important that your daughter/son attends all remaining classes in order to fulfill her/his academic responsibilities. If a senior student takes an unauthorized “cut day,” her/his diploma and final transcripts *will be withheld* until a date deemed appropriate by the administration, and the student *may jeopardize* her/his ability to participate in all graduation activities.

Final Exam Seniors who do not have any examinations scheduled for a day do not need to be on

Attendance Policy: campus until the time when graduation rehearsal begins. Students who have a first period exam but no second period exam, *must remain on campus* until graduation practice is over.

Rehearsals: **ALL GRADUATION REHEARSALS ARE MANDATORY.** Students are not allowed to miss practice for work or medical appointments. *If medical appointments have already been scheduled, we ask that you please reschedule them.* All rehearsals will take place in the Ron Limeberger '53 Gymnasium. If a student misses graduation practice, his/her absence will be treated as an unexcused absence by the Dean's Office. **Tickets for the Baccalaureate Liturgy and Graduation will be distributed after graduation rehearsal on Monday, May 22.**

Caps and Gowns: The school has rented caps and gowns from Jostens. They will be distributed on Monday, May 22, at the end of rehearsal and **must be returned within 30 minutes of the end of the graduation ceremony.** Seniors must wear gowns at the Baccalaureate Liturgy and caps and gowns at the Graduation Commencement. The gowns will need to be pressed or steamed to remove wrinkles. Seniors will receive instructions about this on the day they receive them. Students may purchase their caps for \$10 after the graduation ceremony.

Pictures: Pictures of graduates in their cap and gown may be taken graduation day prior to 5:30pm and immediately after the ceremony. Since there is no room for photographers in front of the stage at the Memorial Auditorium, we ask that you do not attempt to take pictures of the graduates from that area or the main aisles as they receive their diplomas during the graduation ceremony. A professional photographer will take formal pictures during the presentation of diplomas.

Baccalaureate Liturgy: The Baccalaureate Liturgy on Friday, May 26, is the final liturgical celebration shared by the seniors. Participation in the Baccalaureate Liturgy is mandatory for all seniors. The Baccalaureate Liturgy will be held at the Cathedral of the Blessed Sacrament. The maximum number of tickets per graduate is **3**. Your graduate is not included in this number. The number of allocated tickets is very small due to the limited size of the venue and the large size of the Class of 2017. We apologize for any inconvenience this small number might present. There is no charge for the tickets. ***Admission to the Baccalaureate Liturgy is by ticket only.***

School Reception: The Trustees, Administration, Faculty, and Staff will host a reception/luncheon for all graduates and immediate family members on campus between the hours of 11:30am – 1:30pm. There is no charge for this reception. Please limit the total number attending (including graduate) to 5. A reservation request form is included in this mailing. You may RSVP by either emailing the number of people attending to Mrs. Donna Adam at dadam@cbhs-sacramento.org or complete and return the attached reservation form to the Main Office, Mr. English, or Ms. Shackel. A group picture taken by a professional photographer of the entire class in their gowns will be available for sale during this reception. ***The reservation form for this reception must be returned no later than Monday, May 22.***

Graduation Ceremony: Participation in the Graduation Ceremony is mandatory for all seniors. There is no charge for tickets to the Commencement. **Each senior** receives **12** tickets. Due to the large size of the graduating Class of 2017 and the limited number of seats at the Sacramento Memorial Auditorium, we are unable to fill requests for additional tickets. Other than for students, faculty, and administratively-approved seating, there are no reserved seats at the graduation ceremony. Seats are available on a first-come basis. *We ask that you are seated 5 minutes before the start of the graduation ceremony.* ***PLEASE NOTE that no one will be allowed entrance into the Memorial Auditorium while the students are processing to their seats. Admission to the Commencement Ceremony is by ticket only.***

Early Entrance is offered to guests with limited mobility or physical restrictions which allows extra time to reach their seats or to enter the handicapped seating area. Early entrance **guests can enter with one guest not requiring extra time.** **Handicapped seating** is available for guests with physical disabilities or individual medical needs. There are two handicapped seating areas with **wheel chair and walker**

accommodations available on *both sides* of the Auditorium. Due to the limited seating in each section, **only one additional guest may enter and sit with each person requiring assistance.**

NOTE: Seats may not be saved by family members entering the auditorium early. Signage will be removed by security before the main auditorium doors open at 6:15pm.

Video/Photos: KBFT Video Productions will videotape the events of graduation week and produce a film that will be available at an online website. A professional photographer will produce a group photo of the class as well as the photo of each senior as she/he receives her/his diploma. Seniors will receive details about purchasing the photographs during graduation rehearsals. The Baccalaureate and Graduation film information will be distributed to the students during graduation practice.

Attire: **Given the formal nature of the Baccalaureate Liturgy and Commencement ceremonies and as a sign of respect for all of their classmates and those attending the ceremony, seniors are expected to dress appropriately.**

The dress code for clothing under the graduation gowns for Baccalaureate and Graduation is:

MEN: DRESS SHIRT (preferably a white shirt) WITH TIE, DRESS SHOES AND DRESS SLACKS (preferably dark slacks). NO ATHLETIC SHOES OR SANDALS. Men are also to be cleanly shaven and have neatly cut and combed hair.

WOMEN: DRESSES or DRESS SLACKS WITH A DRESS TOP and DRESS SHOES. NO SANDALS OR ATHLETIC SHOES.

STUDENTS ARE ONLY ALLOWED TO WEAR AWARDS, RIBBONS, CHORDS, AND MEDALS OFFICIALLY ISSUED FOR GRADUATION BY CHRISTIAN BROTHERS HIGH SCHOOL. No other decorations or regalia are allowed regardless of the circumstances. Due to the Memorial Auditorium rental requirements and the importance of all graduates appearing the same, STUDENTS ARE NOT ALLOWED TO CARRY BALLOONS OR FLOWERS.

Seniors who do not comply with the above dress code regulations or do not have a neat, proper haircut or hairstyle will not be allowed to participate in the ceremonies. *There are no exceptions to this dress requirement.* If you have any questions concerning the dress for this formal and important day, please do not hesitate to contact Mr. English, Ms. Shackel, or Mrs. Adam.

Memorial Auditorium Restrictions and Audience Participation during the Graduation Ceremony:

Neither flower arrangements nor balloons can be brought into the Memorial Auditorium, nor may students carry them. Noise-making instruments such as horns, air horns, portable music players, and the like **are not allowed** in the Memorial Auditorium. These restrictions ensure that each graduate can be seen and that his/her name is heard by all when announced during the ceremony. Security guards at the Memorial Auditorium have the authority to remove all balloons and noise-makers.

Diplomas *Diplomas will be mailed home after June 28, 2017.*

Information: If you have not received your child's diploma by July 10, please contact the school. Diplomas will be withheld from those students who have not completed graduation requirements; this includes semester failures and incomplete grades that have not been made up as of June 16. Parents of seniors who will not receive a diploma due to academic difficulties will be notified by mail at that time. Diplomas will also be withheld from any senior whose financial account is not cleared before graduation. This includes unreturned graduation caps and gowns, all library fines and overdue books, class materials, athletic uniforms, as well as school locks and unreturned equipment. Diplomas and graduation status will be withheld from those students who have not completed their detention hours or who incur disciplinary sanctions during the final weeks of school or during any of the various graduation activities. *This includes any inappropriate display by a student while walking across the stage to receive his/her diploma.*

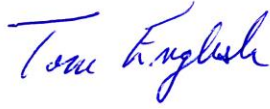
Questions: We hope this letter assists you in your family's preparations. If there are any questions about this information, please contact Mr. English at 733-3621 (school) or Ms. Shackel at 733- 3600, 1074 (school),

or Ms. Donna Adam at 733-3662 (school). We look forward to your presence as we honor your daughter/son and the Class of 2016, the 141st graduating class of Christian Brothers High School.

Sincerely,

A handwritten signature in black ink, appearing to read "John O'Connor", with a long horizontal flourish extending to the right.

John O'Connor
Principal

A handwritten signature in blue ink, appearing to read "Tom English", with a long horizontal flourish extending to the right.

Tom English
Sr. Class Moderator

A handwritten signature in blue ink, appearing to read "Marian Shackel", with a long horizontal flourish extending to the right.

Marian Shackel
Sr. Class Moderator

SENIOR FAMILY SUNDAY RECEPTION

Time: 9:30 AM

Christian Brothers High School
Ron Limeberger '53 Gymnasium

✓ **NUMBER ATTENDING MASS** (INCLUDING GRADUATE) _____

✓ **NUMBER ATTENDING *BREAKFAST*** (FULL HOT BREAKFAST) _____

Please limit the total family number (including graduate) to 5 as there is limited space.

STUDENT NAME _____

Return to the office by WEDNESDAY April 26th



BACCALAUREATE LUNCHEON/ RECEPTION

FRIDAY, MAY 26, 2017

TIME: 11:30 AM - 1:30 PM

CHRISTIAN BROTHERS HIGH SCHOOL
MAIN LAWN

NUMBER ATTENDING (INCLUDING GRADUATE) _____

Please limit the total family number (including graduate) to 5 as there is limited space.

STUDENT NAME _____

(Return to the office by MONDAY, May 22nd)