

**Bethlehem Area School District
Freedom High School
Graduation Memorandum**

To: Graduating Seniors, Parents, Guests

From: Laurie Sage, Principal

Subject: Commencement Protocol

When: Wednesday, June 5, 2024

Where: Stabler Arena on the campus of Lehigh University

Protocol: In order to have a dignified, memorable ceremony for all parties involved, we are asking that everyone adheres to the following:

- A. Upon entering Stabler Arena, please present your commencement tickets at the front doors. No one will be admitted without an official ticket. Please note that graduation announcements do not serve as tickets.
- B. Each student will receive SIX (6) tickets. Parents can request additional tickets by contacting Freedom's Guidance Office at 610-867-5843 x53904 or x53907 no later than Friday, May 31, 2024. All tickets will be included in the cap/gown bags that seniors receive on Tuesday, June 4th after rehearsal.
- C. Parents or guests who are physically impaired and need special seating should also contact the Guidance Office at the number above by May 31st.
- D. Students will be instructed on behavioral expectations for the ceremony throughout the rehearsals. In order for everyone to hear the speakers, it is imperative that there is no talking by audience members.
 - a. The City of Bethlehem Police Department has been instructed to remove anyone who serves as a major distraction to the events of the evening.
- E. There will be concession stands open for the purchase of food and beverages within Stabler Arena.

Rehearsals: There will be THREE rehearsals to prepare our graduates for their ceremony. It is an expectation that all students attend all rehearsals so that they may be properly prepared. They are:

- A. Monday, June 3rd @ 8:30am (following Senior Breakfast) - Freedom Main Gym
 - a. Senior Breakfast - 7:30am in Freedom's Cafeteria
- B. Tuesday, June 4th @ 7:45am - Freedom Main Gym
- C. Wednesday, June 5th @ 8:30am - Stabler Arena

Attire: Commencement is a special event that requires a semi-formal attire. Please adhere to the following:

- A. Students are encouraged to dress professionally; for example, skirts/tops, dresses, collared shirts with ties, dark-colored pants, and dress shoes.
- B. Graduates should not be carrying anything during the processional, so valuables should be left with parents/guardians. There is NO secure area for belongings at Stabler Arena.
- C. Caps should be placed on the head with the deep part to the back. They should first be placed down over the forehead, then pulled firmly back. Caps should be level on the head, not worn at an angle.
- D. The cap should be worn throughout all academic exercises, except during the singing of the National Anthem and Alma Mater, when they should be removed by those identifying as male.
- E. The tassel is always draped over the left front quarter of the cap. It is not changed until after diplomas are presented at which time the Class President instructs all graduates to move tassels to the right, signifying their official graduation. Students may keep their cap, gown, and tassel as souvenirs.

