

## INSTRUCTIONS FOR GRADUATION CEREMONY

- Be in the holding area of the James Brown Arena by 4:00 p.m.
- Ladies should wear a dress or skirt/blouse combination that is not longer than their graduation gown. If the dress/skirt does hang below the gown, it must be black. Black shoes are required and it is recommended that you avoid extremely high heels. Hair should be styled so that the cap can sit flat on top of the head. Earrings, if worn, must be no larger than your thumbnail. Allowable jewelry includes class rings and a watch.
- Men must wear black dress pants, black dress shoes, black socks, a white dress shirt with a collar and a conservative tie. Men will not wear jewelry other than a class ring and a watch. Hair should be styled so that the cap can sit flat on top of the head.
- All graduates will wear Cap with tassel, Gown, ARC stole and any academic honor cords, ribbons, medals, and honor stoles that were awarded by ARC. ***DECORATION ON THE CAP IS NOT PERMITTED.*** The Jostens representative will be available to help before the ceremony.
- You will not carry any items with you into the ceremony. Make arrangements with family or friends to hold cell phones, purses, and personal items until after the ceremony.
- No gum during the ceremony.
- Talk with your family and friends about behavior during the ceremony. We want to be certain that everyone's name is heard.
- When you arrive at the James Brown Arena, there will be a ceremony in progress. You must remain quiet while in the holding area.
- You will receive a diploma cover as you walk across the stage. Following the ceremony, you will be led to the area where you will receive your diploma.
- **Diplomas will be withheld for students who:**
  - Have not returned all materials that belong to ARC,
  - Have not cleared all fines, including money owed to Jostens,
  - Have not completed the "SENIOR EXIT INTERVIEW"  
<http://goo.gl/forms/94XQJ3bUAb>
  - Do not behave in a mature and solemn manner during the ceremony.
- If a diploma is withheld, the student and parent(s) may report to ARC starting Friday to handle any outstanding concerns and subsequently pick up the diploma.

**If you have any questions, please speak with your Guidance Counselor, an Administrator, or Mrs. Hawthorne ASAP!**