



Norfolk Collegiate

May 1, 2018

Dear Families and Members of the Class of 2018,

Congratulations seniors! As the end of the year fast approaches, there are many exciting activities to attend. We would like to offer several reminders about upcoming events and expectations so that you and your family can fully prepare for graduation. Enclosed is the graduation seating chart for your convenience and your 2018 Graduation tickets.

SEATING LOTTERY

A lottery drawing was held in March for floor seats at graduation. Each senior drew a card with section and row number. This lottery designates reserved floor seating for you and your family. Each family has eight seats reserved for them. Additional non-ticketed seating is available in the bleachers of the Watt-Baker Gym.

SENIOR PROJECTS

Senior project exhibitions were due on April 27. The written reflective summary is due no later than May 4. Because completion of the senior project is a graduation requirement, seniors who have not completed their senior projects by these deadlines lose senior privileges until this is completed.

END OF YEAR ATTENDANCE

If the senior project is complete, attendance after May 7 is as follows: Advanced Placement classes for seniors will end on the day of that class's scheduled AP exam. Seniors in non-AP classes will continue their attendance in those classes. The last attendance day for seniors will be **May 16**. Senior Exams begin on May 17 and finish on May 22. Seniors need to be present only for their individual exams as scheduled. **PLEASE NOTE:** If the senior project is not completed by the May 4 deadline, seniors are required to remain at school for the academic day until all project requirements are fulfilled.

SENIOR EXAM POLICY:

Seniors will be exempt from end of the year examinations if they have a 92 average (based on 1st, 2nd, 3rd and 4th quarter grades) in that course. Advanced Placement courses have scheduled exams beginning on May 7 and concluding on May 18 and are a required component of each course. Advanced Placement classes for seniors will end on the day of that class's scheduled AP exam.

RETURN OF SCHOOL PROPERTY

NCS library books and any other school items must be returned by Thursday, May 17. All athletic uniforms and equipment must be returned within one week following the last game of the season.

CAP & GOWN DISTRIBUTION

Cap and gown packages will be available in the Upper School Office on Thursday, May 17 and Friday, May 18. Please bring your completed department clearance form (available from your advisor on May 10) to the office when you pick up your cap and gown. All library materials and

athletic items must be returned, Senior Projects complete and locker clean in order to receive your cap and gown.

SENIOR ATHLETE APPRECIATION DINNER- MAY 22- COLLEGIATE CAFE

On Tuesday, May 22 we honor our seniors and their parents for their athletic contributions to Norfolk Collegiate. This event is coordinated by the Athletic Department and begins at 6:30pm in Collegiate Cafe.

SENIOR RECOGNITION CEREMONY - MAY 23- HACKNEY THEATER

On Wednesday, May 23 we will honor our seniors at the Senior Recognition Ceremony. Please note that senior boys are expected to wear coats and ties, dress shoes and socks, and to be clean-shaven. Senior girls are expected to wear a dress or skirt of appropriate length (no shorter than four inches above the top of the knee) or dress pants, blouse or sweater and dress shoes. This program begins at 8:30 a.m. and will conclude at approximately 9:30 a.m. Parents are invited to attend this event.

GRADUATION REHEARSALS

There are two mandatory graduation rehearsals. The first will be held immediately following the Senior Recognition Ceremony on Wednesday, May 23. The second rehearsal will be held on Thursday, May 24 after the Senior Breakfast (about 9:00 a.m.). Formal graduation pictures will be taken with Hayne Photography on May 24. **All seniors must be dressed in their cap and gown for these pictures.**

SENIOR BREAKFAST - MAY 24

The annual Senior Breakfast is a wonderful celebration where we treat our seniors to breakfast served by faculty members. It's a memorable event and includes the distribution of yearbooks and a slide show prepared by the class officers. Breakfast begins at 7:45 a.m. and will be held in the Collegiate Café. Seniors should be prompt.

BACCALAUREATE SERVICE - MAY 24 (*Seniors need to arrive by 4:45pm*)- HACKNEY THEATER
Attendance is mandatory for seniors. Please note that coats and ties, dress shoes, and socks are required for all senior boys at Baccalaureate. Hair length and side-burns for senior boys must be according to school dress guidelines. Senior girls are required to wear a dress or skirt of appropriate length (no shorter than four inches above the top of the knee), or dress pants, blouse or sweater and dress shoes. **Caps and gowns are not worn to this event.** Parents and family members are encouraged to attend this ceremony with their son or daughter. Baccalaureate begins at 5:00 pm with a reception to follow in the Franklin Lobby.

GRADUATION DAY – MAY 25- WATT-BAKER GYMNASIUM

Graduation begins promptly at 4:00 p.m. Seniors need to arrive at 3:15 p.m. in cap and gown and report to the Hackney Theater. Senior boys are to be clean-shaven, wearing dress shirts and ties, dress pants, and dress shoes and socks. Senior girls are to dress appropriately in a dress and dress shoes or dress pants, blouse and dress shoes. All caps and gowns **MUST BE RETURNED** to the Hackney Theater before leaving campus on graduation day. Report cards will be issued after caps and gowns are returned. Reception to follow in the Harris Courtyard.

Please contact me with questions regarding Senior Projects, May attendance policies, exam exemption, or any other questions you may have. We look forward to celebrating with you and your family.

Best regards,

Nicole M. Weyer
Upper School Dean of Students