



NOTRE
DAME
SAN JOSE

Class of 2019 Senior Graduation Guidebook



Providing a
distinctive Catholic, college-
preparatory education for
young women in the heart
of downtown since 1851

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The Class of 2019 Graduation Book is provided to parents and students in preparation for the end-of-year graduation activities at Notre Dame High School. Please read through this document thoroughly and make note of important dates. Below we have provided a brief description of the various events to help you plan if you wish to have family and friends attend. Please note that the graduation ceremony at the California Theater is by ticket only.

Senior Recognition Night

Wednesday, May 22 - 6:45 to 8:15pm

Julie Billiard Hall

The seniors will be recognized for their academic and co-curricular achievements in this evening program held on campus. Following the ceremony a reception will be held in the Learning Commons. This evening event is open to all friends and family of our Class of 2019 Vipers. No ticket is required and seating is not limited.

Baccalaureate Mass

Thursday, May 30 - 7:00 - 8:30pm

Cathedral Basilica of St. Joseph

This evening event is a liturgical celebration of our graduates held at our beautiful downtown place of worship, St. Joseph's Cathedral. It is open to friends and family. No ticket is required. Seating is not assigned.

Graduation

Saturday, June 1 - 10:00 - 11:30am

California Theatre

This event, a traditional graduation ceremony, requires a ticket for admission. Ticket information can be found in this document. Seating is extremely limited at the California Theater.

General Announcements

NDSJ Email Accounts

Notre Dame email accounts for the Class of 2019 will remain active until Friday, August 30, 2019. Please notify all recipients of your new email address including the alumnae office at alumnae@ndsj.org by this date.

Graduation Activities

Senior Recognition Night, Senior Class Day, Baccalaureate Mass and Graduation are for all seniors. We ask that each of you follow all the guidelines given so that these four events will be beautiful and memorable for all of you.

Graduation Announcements

All graduation announcements and mementos ordered from Herff Jones will be distributed April 15th.

Tickets

Admission to graduation is by ticket only. Each seat is assigned and children need to have a ticket. Tickets are collected at the doors of the California Theater. Tickets are not needed for the Senior Recognition Night or Baccalaureate Mass.

- Each graduate will receive 6 tickets to graduation (4 on the lower floor and 2 in the balcony).
- Please contact the senior moderators via the [link \(https://goo.gl/guuYJN\)](https://goo.gl/guuYJN) by **Friday, April 26th** if:
 - you do not need all of your tickets so that they can be redistributed OR
 - you want to be put on a waiting list for additional tickets. IF you receive extra tickets, please be aware that they will most likely be in different sections of the theater.
 - you require handicapped accessible seating.
- Graduates **MUST** distribute the tickets before the day of graduation. Graduates will not have time to distribute the tickets once they have checked in at the California Theater.

If you have any questions about tickets, please contact the senior moderators, Ms. Elizabeth Milanovich [emilanovich@ndsj.org] or Ms. Ruth Burson [rburson@ndsj.org].

Financial & Other Obligations

All obligations (tuition, Learning Common fines, book fees, athletic bills, detentions) must be met before graduation gowns and tickets are distributed on May 20th.

Academic Requirements for Graduation

If a senior does not pass all of her required classes and complete her community service requirements, she is not permitted to participate in the graduation activities (Baccalaureate Mass, Class Day, Graduation). She will not receive a diploma until all academic obligations and community service requirements have been met (summer school, completion of final exams, etc.).

Practice Sessions

All practices are mandatory for the entire class. Attendance will be taken at all practices – you must arrive ON TIME and stay for the duration. If a student does not attend practices, their participation in graduation activities may be jeopardized. Detentions will be handed out for late arrivals.

Diploma & Case

Students will receive their diploma and case during the graduation ceremony. The school does not provide duplicate copies of diplomas. After the ceremony, it should be kept in a safe place.

Graduation Attire

Blue cap and gown with collar, white shoes and appropriate attire (see following section) are to be worn under the gown by all graduates. The gown is worn at mid-calf. If your gown is too long, it may be hemmed. The graduation gown should be pressed for all events.

Collar: Your gown comes with a crescent shaped white collar that will need to be pinned or sewn to the gown. Be sure not to discard the collar when you receive your cap and gown. You are supplied with tabs to attach the collar to the gown. Tuck jewelry inside your collar/gown. Collars are washable.

Garments Under Gown

Required Color: Solid white, light cream or light ivory with no embellishments

Style Options:

- A **dress** of appropriate length (no more than 4 inches above the knee) with straps at least one inch in width.
- **Tops:** Long-sleeve blouse; short-sleeve blouse; sleeveless blouse with straps at least one inch in width; Long-sleeve or short-sleeve dress shirt (with or without collar). All tops must be crew-neck, scoop-neck, or v-neck; no high collar, mock turtleneck or turtleneck styles.
- **Bottoms:** Skirt of appropriate length (no more than 4 inches above the knee); skorts of appropriate length; bermuda-length dressy shorts; capri-length dressy pants; ankle length dress slacks

Shoes

Required Color: Solid white, light cream or light ivory with **no embellishments**.

Style Options:

- Heels/pumps
- Wedges (plain cork or rattan heel is acceptable)
- Dressy loafers
- Ballet flats
- Wing-tip or oxford dress shoes

Please be sure that all shoes fit you comfortably and will stay on your feet. Heels must be white, wood/cork, or natural rattan (no other colors permitted). If you wear high heels, they need to be comfortable to walk/stand in for an extended period of time and safe for climbing stairs and navigating the graduation risers.

Shoes should be purchased, received and brought to campus by Tuesday, April 30th for the first line of march practice as the order of the line is based on height. A second line of march practice will be held on Wednesday, May 15th.

Hair & Accessories

Hair: Hair color must be naturally-occurring at the time of graduation; styles may not be extreme.

Piercings: Small earrings and discreet nose rings are the **ONLY** acceptable piercings allowed. **Any other piercings must be removed for all graduation activities.**

Tassel: Each Senior will receive two tassels:

- A light blue and white tassel for Baccalaureate Mass and Graduation - in your cap and gown package.
- A green and gold tassel will be given to you when you are dressing for Class Day, Thursday, May 23rd, 2019. You use this tassel for the class day assembly.

The tassel is worn on the right side of the cap and will be changed to the left side at graduation.

Mortar Board: The graduation cap (mortar board) is worn so that the flat part is on the top of your head. The top is parallel to the ground.

The following are presented at the Senior Recognition Night and are worn for the graduation ceremony:

- CSF life members will receive the gold cord
- National Honor Society members will receive a gold honor stole
- Math Honor Society members will receive a blue and gold cord
- Department and co-curricular program medals

Graduates' Responsibilities

Students are responsible for their own graduation attire. Extra caps, gowns, collars and tassels are not available if students have forgotten or lost them. Please take care to have the correct graduation attire with you for each specific event. Please note:

- Leis and any other celebratory items are not part of the graduation attire. These should be saved for after the graduation ceremony.
- For the safety of everyone attending graduation, graduation caps are not to be tossed in the air inside or outside of the theater.

Class of 2019 Calendar

Specific information for the Class of 2019:

March 20	Wednesday	Young Women’s Advocacy Summit Preview --All students will present their Senior Service Learning Projects to the student community at this event.
March 21	Thursday	Young Women’s Advocacy Summit -- All students will present their Senior Service Learning Projects to the wider community at this event. Formal uniform required. Students may not leave before the end of the ceremony.
April 10	Wednesday	Meet in Learning Commons – Announcements regarding graduation activities
April 15	Monday	Announcements will be given out during lunch in the Learning Commons to those who have ordered them and who have no outstanding Jostens’ bill
April 30	Tuesday	FIRST LINE OF MARCH (JB Hall) graduation shoes required – during mentoring
May 1	Wednesday	Free Dress for seniors (free dress policy is in place – see parent handbook / agenda for details)
May 2	Thursday	Ice Cream Social celebration during mentoring
May 6-17	Mon- Fri	AP Testing dates
May 15	Wednesday	SECOND LINE OF MARCH (JB Hall) graduation shoes required – during mentoring
May 15	Wednesday	College Sweatshirt Picture Day during mentoring
May 18	Saturday	Junior-Senior Prom at the Corinthian Grand Ballroom from 8pm-midnight
May 20-21	Mon-Tues	Book Buyback— FOR SENIORS ONLY - Sell back your old textbooks in the Learning Commons from 7:30am to 3:00pm on both days
May 20	Monday	Lunchtime distribution of caps, gowns and graduation tickets in the Learning Commons to seniors who have met all financial obligations
May 21	Tuesday	Vipers Day — recognizing class awards; Last day of classes for seniors
May 22	Wednesday	All seniors must attend these events <ul style="list-style-type: none">• 9:00am Practice for Senior Recognition Night in JB Hall - Must have heels for practice• 11:45am SENIOR BRUNCH JB Hall Appropriate dressy dress• 6:15pm Senior Recognition Event. Seniors must be on senior floor by 6:15pm. Line of march begins promptly at 6:45. Program begins at 7:00pm. Attire for the evening is gown, collar and heels (no cap or tassels).
May 23	Thursday	Senior Class Day assembly – All seniors must attend this event - arrive at Learning Commons by 8:15am

Graduation Week Activities

PRACTICE SESSIONS are mandatory for the entire class. Attendance will be taken – you must arrive ON TIME for all practices and stay for the entire practice.

May 29	Wednesday	Practice for Baccalaureate Mass
	11:30am	End of year barbecue - check in with mentor/moderator.
	12:30pm	Leave as a group to Cathedral Basilica of St. Joseph Students serving as liturgical ministers may have additional practice requirements.
	1:00-3:00pm	Practice for Baccalaureate Mass at the Cathedral Basilica of St. Joseph* You must have your graduation shoes for the practice. * 80 South Market Street , San Jose, CA 95113
May 30	Thursday	Baccalaureate Mass
	6:15pm	Report to Cathedral for Baccalaureate Mass Complete graduation attire with blue/white tassel is to be worn. Students serving as liturgical ministers may have earlier arrival times.
	7:00pm	Cathedral Basilica of St. Joseph's Parents, friends, family and Notre Dame students are invited. No ticket needed.
May 31	Friday	Practice for Graduation 9:30–12:00 noon at the California Theater. Plan to walk because parking is scarce. Please be prompt. Graduation shoes must be worn. This is a rehearsal of the entire program. Speakers must be prepared.
June 1	Saturday	Graduation!
	9:00am	Meet at the California Theater. Graduates MUST be on time. Meet in the designated area at the California Theater. Enter at the stage entrance on Market Street Dressing rooms will be available by homeroom.
	10:00am	Graduation begins

In case of an emergency that would prevent you from being at any practice, your parents must contact Mrs. Tiftt at 408-294-1113 extension 2102

Practice Sessions & Graduation Events

Event	Date	When to arrive	Where	Time	What to bring
1st Line of March and practice	Tuesday, April 30th	Mentoring	Homeroom		Graduation shoes
2nd Line of March and practice	Wednesday, May 15th	Mentoring	Homeroom		Graduation shoes
Practice for senior recognition night	Wednesday, May 22nd	No later than 9:00am	JB Hall	9:00-11:00am	Graduation shoes
Senior brunch	Wednesday, May 22nd	11:45am	JB Hall	11:45am-1:30pm	Appropriate dressy outfit
Senior recognition night	Wednesday, May 22nd	No later than 6:15pm	Senior floor	6:45-8:00 with reception afterwards	White attire, graduation gown, collar, graduation shoes
Class Day Assembly	Thursday, May 23rd	No later than 8:15am	Learning Commons	9:00-11:00am	White attire, graduation gown, collar, graduation shoes, cap – no cords, awards or medals. You will be given class color tassel in the library.
Baccalaureate Mass Practice	Wednesday, May 29th	No later than 12:15pm – check in with your mentor	Pardini Park – we will walk over to the Cathedral as a class	1:00-3:00pm	Graduation shoes
Baccalaureate Mass	Thursday, May 30th	No later than 6:15pm	Cathedral Basilica of St. Joseph	7:00 – 8:30pm	White attire, graduation gown, collar, graduation shoes, cap and white/blue tassel.
Graduation Practice	Friday, May 31st	No later than 9:30am	California Theater	9:30am – 12:00 noon	Graduation shoes
Graduation	Saturday, June 1st	No later than 9:00am	California theater – use entrance on Market Street and check into dressing rooms	10:00am – 11:00am	White attire, graduation gown, collar, graduation shoes, cap and white/blue tassel. Cords, awards and medals should be worn.

Thank you for your cooperation with all of the graduation practices and expectations. The graduation events, which will honor each of you, reflect the hard work and dedication of many people. In a special way, each of the following people and groups has helped to make your final days at Notre Dame memorable and, without them, none of this would be possible.

- Senior mentors
 - Ms. Carmen Barcena Barba
 - Ms. Charlotte Carlson
 - Ms. Kari Climer
 - Mr. Chris Johnson
 - Ms. Sarah Kane
 - Ms. Hilary Orr
 - Mr. Guillermo Portillo
 - Ms. Karen Yavorsky
- Ms. Ruth Burson and Ms. Elizabeth Milanovich, Senior Class Moderators
- Senior class officers and representatives: Zainab Khan, president; Kelli Pang, vice president; Alekhya Gurram, secretary; Angelica Liwanag, big/little sister coordinator; Anissa Kumar, athletics/spirit; Student Life Commissioner, Maria Mavrogenes
- Class cheerleaders: Emmanuelle Boucicaut, Ria Dinesh, Emma Everett, Anumita Nag, Sabrina Naguib, Sonya Shankar, Alvina Tran
- Mascot/Hype crew: Elia Duenas, Homeroom reps – Courtney Frye, Abby Pacheco, Sophie Davidson, Taylor Humphreys, Riya Shrivastava, Sravya Dandamudi, Erika Morales
- Campus Ministry reps: Chiara Cantos, Nadia Truong, Astrid Dominguez, Lily Johnson, Angelica Santos, Tiffanie-Lynn Ly, Genevieve Richards
- Ms. Kathleen Quiazon and Ms. Karen Yavorsky, campus ministry and the Baccalaureate mass planning committee.
- Ms. Mary Beth Riley and the Notre Dame High School administration, faculty and staff.
- Mrs. Gail Tifft and Mrs. Emilia Peña-Bobst for all the finishing touches.
- The Notre Dame alumnae relations staff and committee.

And, most of all, the parents of the Class of 2019 for their love and support!

