

April 2, 2025

Dear Class of 2025 Families,

The Charter Arts community is excited to celebrate the graduating class of 2025 on June 9th, 2025! The following contains information and reminders for families and graduates for the upcoming graduation ceremony and important dates for the remainder of the year.

Location: [ArtsQuest](#)

Address: 101 Founders Way, Bethlehem, PA 18015

Time: Processional starts at 6:00 pm

Graduation Practice:

- **ATTENDANCE REQUIRED:** All graduates must arrive at Charter Arts by 8:00 am on Monday, June 9, 2025, for breakfast and practice.
- Students will be dismissed from graduation practice at ArtsQuest after receiving their caps, gowns, and tickets at 11:00 am.

Graduation Ceremony:

- Students must return to ArtsQuest, Blast Furnace Room on the 2nd Floor, by 5:00 pm on June 9th to line up for the processional. The doors will open at 5:30 for guests.
- Only guests with tickets will be permitted to enter.
- Seniors should remember to bring or wear their cap, tassel, gown, any cords they have earned, and tickets for their guests.

Tickets (Max of 4 Tickets per Family): Families will receive four tickets for graduation. Due to space restrictions, this is the maximum number of tickets per student. Students do not need a ticket to attend their graduation; tickets are for their guests only.

Student Attire: Students may decorate their graduation caps. School administration will check students' caps upon arriving at graduation; if the decorations are deemed inappropriate, students will not be permitted to wear them during the ceremony. Students should be mindful of their shoe choices, as there are steps and ramps to get on and off the stage. Charter Arts recommends that students do not wear stiletto heels.

Parking: Charter Arts will utilize the event parking lots for ArtsQuest. The parking garage at Polk and 2nd Street is also available. This is a credit card-only garage; no cash is accepted.

Media: Please be advised that, like in past years, some local media outlets will be covering arrivals to Charter Arts' 2025 Graduation Ceremony and will also cover the ceremony. Please note that anyone attending this event, students & guests, may have their name and/or image published in various print or broadcast media. Charter Arts may provide information to the media, if requested, in accordance with the school's image release policy. For ceremony coverage, the media will use the information provided in the event program, including the names of the graduates, precisely as they are listed in the program. A complete list of graduate names may be published. Charter Arts is not responsible for information provided directly by graduates or attendees to the media.

Account Balances: In order to pick up your student's diploma, all outstanding fees on student accounts must be resolved. Payment may be brought to Ms. Strassburg, room 220, 2nd Floor Administrative Suite, and settled by cash, money order, check, or credit card. A 3.5% processing fee will be applied if paying by credit card.

Senior Materials Turn In: All school-issued materials must be turned in after your student's last scheduled final exam. These include books, Chromebooks and chargers, calculators, Wi-Fi hotspots, elevator fobs, and any other item signed out to you. If the item is lost or damaged, the accompanying fee must be paid at that time.

Cap And Gown Distribution: After graduation rehearsal, caps and gowns will be distributed to the seniors on Monday, June 9th. Graduation caps and gowns do not need to be returned and are yours as a personal memento of this special day.

Program Reminders: As a reminder, high school graduation is a very special, once-in-a-lifetime event. Families and friends have come to see their loved ones graduate and to listen to the program. They have the right to expect respectful attention during the ceremony. Please silence your cell phones and be courteous to those around you. Please note that no balloons, alcoholic beverages, or pets will be allowed in the graduation ceremony. Also, please note that students must be in good standing with the school to walk on graduation day; this includes ensuring that any outstanding discipline is settled.

Charter Arts faculty and staff look forward to celebrating the 2025 graduating class's achievements. We are proud of their artistic and academic accomplishments and know they will make a unique impact on the world!

Christmas City Studio is photographing this memorable event. You can view and purchase these photos online at <https://www.christmascitystudio.com/> Go to Sports and Events, click "find your school", and enter Charter Arts.

Sincerely,
Charter Arts Administrative Team

Important End-of-the-Year Information 2024-2025

March 31-April 30 - Prom Ticket Sales

- Any student owing a book(s) or fees will not be permitted to purchase tickets or attend prom on May 23rd until the fines are paid. Fines can be viewed in PowerSchool under “Fee Transactions” and paid in the main office by cash, check, or money order. Credit cards can be used for fines exceeding \$20, including a 3.5% processing fee.

May 23rd - Senior Breakfast/Alumni Panel/Senior Awards

- 8:25 Students attend 1st period for attendance
- 9:00 Senior Breakfast
- 9:30 Alumni Panel Discussion
- 10:15-11:45 Senior Awards

May 23rd - Prom

- Students **must** attend school to attend Prom. There will be an 11:45 a.m. dismissal. The prom will be held at the Americus Hotel, 555 Hamilton Street, Allentown, PA, and will begin at 6:00 p.m.
- **MEDIA NOTICE:** In past years, some local media outlets have covered arrivals to Charter Arts prom events. Therefore, it is possible that the media will attend this year's prom. Please note that anyone participating in this event could have their name and/or image published in various print or broadcast media. Charter Arts may provide information to the media, if requested, in accordance with the school's image release policy. Charter Arts is not responsible for information provided directly to the media by attendees.

June 2nd -6th - Senior textbook collection

- All books must be returned or paid for at the time of the final exam.
- All fines must be paid at the time of the final exam.
- Any student owing a book(s) or fees will be notified; fines can be viewed in PowerSchool under “Fee Transactions.”
- Student diplomas and records/transcripts may be held until all book fines and fees are resolved. Please see Ms. Strassburg with questions.

June 4th-7th

- All students must report to school on exam days whether or not they have a scheduled final. Classes will be running on a full-day schedule. Students who miss a school day this week will need an absence note from a parent/guardian to be excused.

June 9th - Final Exam Make-up Day

- Seniors needing to make up an exam can make arrangements with Ms. Strassburg to stay at the school after graduation practice.

June 9th - Graduation Practice, 8:00 am - 11:00 am at Charter Arts

- Meet at Charter Arts for a senior breakfast from 8:00 am to 8:30 am.

- Any student not participating in graduation practice will not be allowed to participate in the graduation ceremony (any student who does not plan to participate in the graduation ceremony must inform the school counseling department by June 1st).
- Students will walk with staff to ArtsQuest.
- Students are dismissed after they receive their cap and gown.
- Students must provide their own transportation to the school for graduation practice.
- Students must provide their own transportation home.

June 9th – **Graduation at ArtsQuest**, Students arrive at 5:00 pm; the ceremony begins at 6:00 pm

- Parking is available in the event parking lots for Artsquest. Additionally, the parking garage at Polk and 2nd is available. This is a credit card-only garage; no cash is accepted.

June 12th-13th – **Diploma Pick Up**, 9:00 am – 11:00 am & 1:00 – 2:00 pm

- Students report to the school at their convenience to receive their diplomas on the dates and times indicated.
- In order to receive your diploma, the following must be met:
 - books returned or paid for, all fines and fees paid.
- Anything outstanding must be completed prior to receiving the diploma.

Tickets for Graduation

- Every student will receive four tickets for graduation.
- **ONLY** ticket holders will be admitted to the graduation ceremony.
- Every person, including children, must have a ticket (with the exception of the graduate).