

COMMENCEMENT CEREMONY FOR THE CLASS OF 2018

Monday, May 21, 2018 at 9:00 a.m.

Daniel L. Ritchie Center – University of Denver

2240 Buchtel Boulevard S, Denver, CO 80210

Please remember that all school rules and expectations apply at this function. Parents and other non-participants are expected to stay in their seats at all times during the ceremony. They should not come out of the stands for any reason during the ceremony. A professional photographer will be taking a picture of each graduate receiving his/her diploma and this picture may be purchased.

1. Graduating seniors must be in the Hamilton gymnasium in caps and gowns no later than 7:30 a.m. on Monday, May 21. You will be seated at this time. Graduates will be assigned a Junior Escort who will lead them to their seats in the Magness Arena. Graduates who arrive to the Hamilton gymnasium later than 7:30 a.m. may not be seated alphabetically in their assigned row. Late arriving graduates could be excluded from the ceremony altogether; however, we will try to assign late arrivals a new seat and will try to announce those names after the alphabetical listing of senior names is read.
2. You will be asked to stand and remain standing during the presentation of colors and the Star Spangled Banner. Gentlemen will remove their caps.
3. You will be seated during the introduction of the platform guests and the Top Ten Presentation.
4. Students graduating with honors and/or scholarships should stand when the group they belong to is announced.
5. Mr. Fay will present the class to the Superintendent of Schools. Graduates will remain seated during the presentation.
6. Superintendent Munn will accept the class for the school board. Students will remain seated during his acceptance. At the conclusion of his remarks, he will call on a member of the APS Board of Education to recognize the class. After the recognition, Mr. Fay will explain the diploma cover distribution procedures and presentation of diplomas will begin.
7. The first row of graduates in Section A will be directed to stand by their Junior Escort. They will move to the side of the platform following their Junior Escort for the presentation of diploma covers. Other rows and sections will follow in order. Actual diplomas are distributed AFTER the ceremony.

8. For the presentation of diploma covers, the graduate will hand the Faculty Herald, at the side of the platform, a printed card with the graduate's name. The Faculty Herald will read the graduate's name. After the graduate's name is announced, the graduate will enter the platform, cross to the center, receive a diploma cover with their left hand, and shake the hand of the school board member with their right hand. After shaking the board member's hand, shake hands with Mr. Fay, exit from the platform, return to your seat, and remain standing until all members of your row have returned. **DO NOT** move your tassel at this time. After leaving the platform, graduates will receive a flower they can give to a parent or other important person after the ceremony. A professional photograph of each graduate will be taken as they shake hands with Mr. Fay.
9. When all the graduates have received their diploma covers, closing remarks will be given. At the end of Commencement, the direction will be given that all graduates should move their tassels to the left side. Don't throw your cap as you will need it again shortly to get your diploma.
10. Graduates will follow their Junior Escort out of the stadium back to the Hamilton gymnasium. Counselors will issue the official diploma after the gown has been turned in to the representative from Unique Recognition. Counselors will be available for **thirty (30) minutes** following the ceremony. After that time diplomas will not be available until the morning of Wednesday, May 23, 2018.
11. **Parents will not be allowed in Hamilton gymnasium to take photos. We suggest that you take photographs of your graduate before you arrive.** Students will be allowed to meet parents outside the Hamilton gym for a cap and gown photo opportunity with their diploma cover. **However, graduates will not receive their official diploma until they have gone back into Hamilton gymnasium and turned in their gown. Diplomas will be distributed by counselors for only 30 minutes after the ceremony.**

GENERAL INFORMATION

A. Appropriate dress is required for graduates to be allowed into the line of march for Honors Convocation and Graduation. Caps and gowns are not to be altered or adorned. The only insignia, medals, and cords which may be worn are the following:

- * Valedictorian/Salutatorian medals
- * Gold, silver, and white Honors cords
- * National Honor Society cords
- * National Art Honor Society cords
- * Student Leadership cords
- * International Thespian Society cords
- * Tri-M Music Honor Society cords
- * National Technical Honor Society cords
- * National Speech and Debate Association cords
- * National Spanish Honor Society cords
- * Quill & Scroll National Honor Society cords
- * College Track medals
- * Gear-Up cords

* The **required dress** for female graduates:

1. Dresses that do not hang below the gown.
2. No athletic shoes, white socks or flip flops.
3. Inconspicuous jewelry, if any. No jewelry on the gown.
4. No corsages or leis.
5. Place caps flat so the fabric point touches the middle of your forehead and the top is parallel with the ground. You may need a couple of bobby pins to hold your cap on your head.
6. DO NOT bring purses and other valuables.
7. No chewing gum...or anything else!

* The **required dress** for male graduates:

1. Light colored shirts with collars, but NO jacket.
2. Dress trousers (no jeans or shorts).
3. Dark shoes and dark socks (no white socks, athletic shoes or flip-flops).
4. Place caps flat so the fabric point touches the middle of your forehead and the top is parallel with the ground. You may need a couple of bobby pins, too.
5. No chewing gum...or anything else!

- B. Care of Caps and Gowns required before the ceremonies:
1. Gowns will be wrinkled. Please steam them or press them with a cool iron and hang them on a hanger after pressing.
 2. Caps should be placed on the head so the top of the mortarboard is flat with the fabric point of the cap touching the middle of your forehead.
 3. Caps and gowns are worn for both Honors Convocation and Commencement.
 4. Tassels are to be placed on the right side and moved to the left side as a total class when directed at the conclusion of Commencement.
- C. Disabled Provisions: A special seating area and parking facilities will be provided for the disabled. See Mr. Strouse if you have any questions.
- D. A map showing parking options is enclosed with this packet.
- E. Tickets are not needed for admission to the graduation ceremony.
- F. GradImages® is the official commencement photographer for our school. Your proofs will be ready to view online as early as 48 hours of the ceremony. In order to notify you when your images are available, GradImages sends emails and mails paper proofs, along with optional text message notifications. Your information is never shared and privacy is guaranteed. Pre-registering is simply a way to make sure your contact information is up-to-date with GradImages, so they can provide your complimentary proofs as quickly as possible. To pre-register for your commencement proofs, please visit <http://GradImages.com/Preregistration>.

Graduates having any questions about the ceremonies should see Mr. Strouse.

The administration, faculty, and staff of Rangeview High School would like to offer you congratulations on your accomplishments in earning your diploma. We wish you the best of luck in the future.

**CONGRATULATIONS GRADUATES
OF THE
CLASS OF 2018!**