Dear Rangeview Graduating Senior and Parents/Guardians,

Although it may seem difficult to believe, the high school journey for our seniors is rapidly drawing to a close. Congratulations from the entire Rangeview High School staff on the successful completion of your senior year and of your high school experience! Our upcoming graduation ceremony is the culminating event to recognize the commitment, focus, hard work, and success of each Rangeview graduate and to celebrate your next steps into a bright future. We are proud of you, and this moment is not only a proud moment for you as a student, but also for your parents, guardians, siblings, relatives, staff, and RHS community. Well done!

Our hope is that all graduating students will have a strong and enjoyable finish to their time as students at Rangeview High School. Please carefully review the following information to ensure a smooth finish to the 2020 school year. This packet contains specific information regarding the end of the year events. I hope this information will answer many of your questions.

Rangeview High School and the Aurora Public School's Board of Education are pleased to invite all graduates to participate in the 2020 Graduation (Commencement) Ceremony. Students who have earned academic honors while at Rangeview, and those students who have achieved scholastic prominence outside of Rangeview, will also receive an invitation to the Honors Convocation ceremony. Please understand that these two ceremonies are formal events. Participation in these activities is a privilege and is voluntary. If your student chooses not to participate in the graduation ceremony, they may pick up their diploma in the counseling office any day after Thursday, May 21, 2020. Please review the expectations for dress and behavior and commit to adhering to these expectations before deciding whether to attend these senior activities.

Cap and gown are mandatory dress for graduates at both the Honors Convocation and Graduation ceremonies. **Graduation caps may NOT be written on or decorated in any way other than the with the Rangeview High School tassel students receive with their cap.**

**Only the following authorized insignia, medals, decorations or cords may be worn with the Rangeview High School graduation gown:**

- 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 Speech and Debate Association cords
- Quill & Scroll National Honor Society cords
- RHS Academic Award Ceremony, Student Of the Year medal
- College Track medals
Rangeview graduating students seated on the floor of the Ritchie Center and their guests in the auditorium are expected to demonstrate appropriate behavior in a formal setting. Each student will have an opportunity to be individually recognized on the stage. We have worked with the senior class officers and sponsors to design a short program with special messages and recognitions for this year’s class. We feel strongly that no one should disrupt or distract from any student's recognition or the honors accorded to the class as a whole. We prepare for this wonderful event to be a positive, cherished memory for ALL of our students. A good rule of thumb, if any action takes attention away from the ceremony and directs the focus away from our graduates, then it is inappropriate and unacceptable. Security will remove any individuals behaving inappropriately. This includes graduates seated on the floor of the Ritchie Center. Thank you in advance for your understanding and cooperation to make this event special for our students.

Understanding the expectations at our Honors Convocation and Graduation Ceremony should help students and families decide if they wish to participate. Please indicate your choice on the enclosed contract. Seniors must return a signed contract to participate in the Honors Convocation (Invitation-Only) or Graduation Ceremonies.

The 2020 Honors Convocation Ceremony is scheduled for 7:00 p.m. on Thursday, May 14, 2020, in the Rangeview Gymnasium. Please check in with Mrs. Strouse or her designee in the small gym no later than 6:00 p.m. Due to the high number of awards presented, this is an invitation-only event.

The 2020 Graduation Ceremony is scheduled for 9:00 a.m. on Monday, May 18, 2020, at the Daniel L. Ritchie Center on the University of Denver campus. Graduates need to allow ample time to arrive at the Ritchie Center by 7:30 a.m., and take their place in the gym to prepare for the Processional.

This year’s graduates have provided strong leadership and have contributed to a positive climate at Rangeview High School. Their final ceremonies and celebrations should match their excellent level of achievement. We look forward to seeing you at the Honors Convocation and Graduation ceremonies.

Very Truly Yours,

Lisa M. Grosz, Principal and the Staff of Rangeview High School
CHECKOUT SHEETS will be distributed to seniors at the entrance to the commons before school and during 1st period on Wednesday, May 6th and Thursday May 7th. If you cannot pick up your form at these times, please see Mrs. Hoffer in the main office, next to the Bookkeeper’s office, to receive your form.

COUNSELING AND TRANSCRIPTS
- Graduation Survey, Resume, and Financial Planning assignment must be completed prior to checkout.
- All colleges and universities require a final transcript to be sent in June.
- Students will identify one college/university to receive a final transcript whey they complete the Graduation Survey in Naviance.
- Update all college and scholarship information in Naviance prior to checkout even if you are not accepting admittance to the college or accepting the scholarship.
- After June 4th, 2020, final transcripts will be available through APS Student Records at www.aurorak12.org for a nominal fee.

CLASSROOM CHECKOUT
- Last day of regular schedule for graduating seniors Tuesday, May 8th.
- Attend each class and complete all assignments and assessments
- Complete the classroom checkout form
- Obtain teacher signatures and clearance from the library

LIBRARY, ATHLETICS, NURSE
- Return all library materials by Tuesday, April 28th
- Return all athletic equipment to your coach
- If you have an elevator key, return it to the bookkeeper
- Pick up all medication from the nurse

BOOKKEEPER
- All fees and fines including, but not limited to balances due, parking fines, ID fines, or items not turned in will be paid to the Bookkeeper
- Cap and Gown will NOT be issued until ALL fees/fines have be cleared with the Bookkeeper.
- Starting April 1, 2020, all payments for fees/fines will be accepted in the form of cash, money order, or credit card only. CHECKS WILL NOT BE ACCEPTED AFTER April 1, 2020.
FINAL CHECKOUT AND CAP & GOWN DISTRIBUTION

- Checkout in the small gym on Monday, May 11th starting at 7:30 a.m. until 9:30 a.m.
- Seniors must check out with the bookkeeper first, then counselor signature may be obtained.
- Mid-term graduates should report to the small gym to pick up their checkout sheet and finish checkout with the other seniors.
- Completed checkout forms and signed graduation contract (enclosed) for all graduates will be collected at checkout
- Bookkeeper and counselors will not be available after 9:30 a.m. for checkout due to the Advancement Assembly.
- **Seniors will be issued their cap and gown if there are no outstanding fines or fees and the checkout form and signed contract are completed and turned in.**
- All seniors participating in the commencement ceremony must be in Rangeview issued cap, gown, and tassel.
- If you need to order cap, gown, and tassel, do so through Herff Jones at www.herffjones.com.

ADVANCEMENT ASSEMBLY

- After checkout on May 11th, all seniors should report to the large gym at 10:15 a.m. for the Advancement Assembly.

SENIOR LUNCHEON

- Seniors will leave the Advancement Assembly and campus.
- The Senior Luncheon is Monday, May 11th time and place TBD

SENIOR SPLIT

- Senior Split is Wednesday, May 13th from 9:00 a.m. – 2:00 p.m.
- This is a required student attendance day.
- Senior Split is a safe, school-sponsored alternative to “ditch day”. Class sponsors, student leadership, faculty, staff, parents, and administration go “all out” in planning this event.
- Check-in for Split begins at 9:00 a.m. Please bring your school Id.

HONORS CONVOCATION – Invitation Only

- Thursday, May 14th, 2020 @ 7:00 p.m. RHS Large Gym
- Graduates should arrive no later than 6:00 p.m. to line up.
- **CAP AND GOWN ARE REQUIRED TO PARTICIPATE IN THIS EVENT.**
- Honors, awards, and scholarships received and accepted by members of the class will be announced.
- Due to the high number of awards presented, this is an invitation only event.
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 unaltered caps and pressed or steamed gowns no later than 7:30 a.m. on Monday, May 18th. 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. 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. Do not throw your cap as you will need it again shortly to pick up your diploma.

4. 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 Herff Jones. Counselors will be available for thirty (30) minutes following the ceremony. After that time diplomas will not be available until the morning of Thursday, May 21, 2020.

5. Parents will not be allowed in Hamilton gymnasium to take photos. We suggest that you take photographs of your graduate before you arrive. 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 as another APS school will need to set up for their graduation immediately following ours.
RANGEVIEW HIGH SCHOOL
GENERAL GRADUATION INFORMATION

Appropriate dress is required for graduates to be allowed into the line 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 Speech and Debate Association cords
- Quill & Scroll National Honor Society cords
- RHS Academic Award Ceremony, Student Of the Year medal
- College Track cords

The **required dress** for female graduates:
- Dresses that do not hang below the gown.
- No athletic shoes, white socks or flip flops.
- Inconspicuous jewelry, if any. No jewelry on the gown.
- No corsages or leis.
- 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.
- DO NOT bring purses and other valuables.
- No chewing gum...or anything else!

The **required dress** for male graduates:
- Light colored shirts with collars, but NO jacket.
- Dress trousers (no jeans or shorts).
- Dark shoes and dark socks (no white socks, athletic shoes or flip-flops).
- 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.
- No chewing gum...or anything else!

Care of Caps and Gowns required BEFORE the ceremonies:
- Gowns will be wrinkled. Please steam them or press them with a cool iron and hang them on a hanger after pressing.
- 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.
- Caps and gowns are worn for both Honors Convocation and Commencement.
- 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.
Disability Provisions
• A special seating area and parking facilities will be provided for persons with disabilities. See Mrs. Strouse if you have any questions.

Parking at DU
• A map showing parking options is enclosed with this packet.

Tickets for Graduation
• Tickets are not needed for admission to the graduation ceremony.

Professional Photography
• GradImages® is the official commencement photographer for our school.
• Your proofs will be ready to view online as early as 48 hours after the ceremony.
• GradImages sends email notification along with an optional text message. 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 Mrs. 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 2020!
RANGEVIEW HIGH SCHOOL
CONTRACT

Graduation 2020

I understand the formal nature of the Rangeview High School Honors Convocation and Graduation ceremonies and the consequences of any disruptive behavior. Only the authorized insignia, medals, decorations or cords may be worn with the Rangeview High School graduation gown.

___ Yes I do choose to participate.

___ No I do not choose to participate.

_______________________________________
Parent Signature

_______________________________________
Print Student Name

Return this form with signatures at Senior Checkout on May 11.

_______________________________________
Student Signature (To be signed at check out)
University of Denver
Division of Athletics and Recreation
DVD Request Form

DVD copies of High School Graduations are $30. Please fill out and print the form below. Make sure to include your contact information.

Name
Address
City       State       Zip
Phone #            E-Mail
Name on check
Date & School
Number of DVDs

Please make checks or money orders payable to the University of Denver Athletics

Amount enclosed $ 
Check or Money Order Number 
Name on Check 

Mail order form and check or money order to:

University of Denver- Athletics / Recreation
ATTN: Technical Services
2201 East Asbury Avenue
RM 3736, Control Room
Denver, CO 80208

For more information, please call 303-871-4590
RITCHIE CENTER EVENT PARKING

Park in lot 302 first. If it fills up, you will have to use the lot across the street.