

March 2017

Dear Rangeview Graduating Senior and Parents,

Congratulations from myself and the entire staff of Rangeview High School for the successful completion of your senior year and high school experience!

Rangeview High School and the Aurora Public School's Board of Education are pleased to invite all graduates to participate in the 2017 Graduation (Commencement) ceremony. Also, select students and their guests will receive an invitation from Rangeview High School to the Honors Convocation ceremony. At this ceremony students will be recognized for high academic honors and other scholastic achievements. Please understand that these 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 my office on or after Wednesday, May 24, 2017. Please review the expectations for dress and behavior and the consequences for not 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. Only the following authorized insignia, medals, decorations or cords may be worn:

- * 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
- * College Track medals
- * Gear-Up cords

Rangeview students 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. I feel strongly that no one should be allowed to disrupt

or distract from any student's recognition or the honors accorded to the class as a whole. Any student causing a disruption or behaving inappropriately will be removed from the ceremony.

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 2017 Graduation Ceremony is scheduled for 9:00 a.m. on Monday, May 22, 2017 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 7:30am, and take their place in the gym to prepare for the Processional.

The 2017 Honors Convocation Ceremony is scheduled for 7:00 p.m. on Wednesday, May 17, 2017 in the Rangeview Gym. Please check in with Mrs. Strouse or her designee in the commons no later than 6:00 p.m. Due to the high number of awards presented, this is an invitation only event.

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. I look forward to seeing you at the Honors Convocation and Graduation ceremonies.

Take care of one another!

Sincerely,

Ronald M. Fay
Principal

Enclosures

CHECKOUT PROCEDURES

Return all library materials by Monday, April 24, 2017. All books and equipment are to be returned to either the bookkeeper or the media center. All athletic equipment should be returned to coaches. If you have been assigned an elevator key, return it to the bookkeeper. Assessment forms for balances due, parking fines, or items not turned in will be given to the bookkeeper. A cap and gown **will not** be issued until **all** fees/fines have been cleared with the bookkeeper. ***As of April 1, 2017 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.***

Reminder: All colleges and universities require a final transcript to be sent in June. Students will identify one college/university to receive a final transcript when they complete the Senior Checkout Counselor Feedback Survey in Naviance. This task as well as all other 12th Grade ICAP tasks must be completed prior to checkout. If you have any questions about the tasks, please see the counseling department. Students must also update all college and scholarship information in Naviance as it becomes available. After June 15, 2017 final transcripts will be available through APS Student Records at www.aurorak12.org for a nominal fee.

Checkout sheets will be distributed to seniors at the entrance to the commons during 1st and 7th periods and lunches on Thursday, May 11 and Friday, May 12. If you cannot pick up your form on these dates please see Mrs. Hoffer in the main office next to the bookkeeper.

CLASSROOM CHECKOUT

Rangeview will be on a regular schedule Monday, May 15 and Tuesday, May 16. Seniors will attend each of their classes, complete all required classroom assignments and assessments and complete the classroom checkout form. Seniors must obtain a teacher signature for each of their classes and clearance from the Media Center.

FINAL CHECKOUT AND CAP & GOWN DISTRIBUTION

Doors to the small gym will open at 7:30 a.m. on Wednesday, May 17 for final checkout for graduating seniors. Seniors must check out with the bookkeeper first, and then their counselors 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 the signed graduation contract (enclosed) for all graduates will be collected. This process must be completed by 10:00 a.m. It is important for **all** seniors to check out during this time as the bookkeeper and counselors may not be available later. **You will be issued your cap and gown if there are no outstanding fines or fees and the checkout form is completed and turned in.** All seniors participating in the commencement ceremony must have a cap, gown and tassel ordered from Unique Recognition/Herff Jones. Please go to www.uniquerecognition.com to order your cap and gown if you have not done so already.

ADVANCEMENT ASSEMBLY, SENIOR LUNCHEON, AND SENIOR SPLIT

After checkout on May 17, all seniors should report to the large gym at 10:30 a.m. for the Advancement Assembly. Seniors should come to school dressed for the luncheon, as there will not be time to go home after the assembly. Mr. Fay will address the senior class, and then all other students will report to the gym at 10:35 a.m. to begin the assembly. Seniors will leave for the Senior Luncheon at the close of the Advancement Assembly. The Senior Split is scheduled for Thursday, May 18, from 9:00 a.m. to 2:00 p.m. Senior Split is a required student attendance day. The intent and tradition of Senior Split is to provide a safe, school-sponsored alternative to “ditch day”. Your class sponsors, student leadership, faculty, staff, parents and administration go “all out” in planning this event. Check-in is at 9:00 a.m. and students are expected to stay for the duration of Senior Split.

HONORS CONVOCATION

Wednesday, May 17, 2017 at 6:00 p.m.
Rangeview High School Gymnasium


Graduates should arrive in the commons no later than 6:00 p.m. to line up. CAP AND GOWN ARE REQUIRED TO PARTICIPATE IN THIS CEREMONY. The graduating class enters the auditorium and is seated in front of the community to be recognized. Honors, awards, and scholarships that have been received and accepted by members of the class will be announced. The program also includes senior talent selections and brief messages to the graduates. Due to the high number of awards presented, this is an invitation only event. Graduates involved in Convocation will receive an invitation to attend. Award winners must check in with Mrs. Strouse or her designee before the ceremony begins.

Beginning April 1, 2017 payment from seniors must be made with credit card, debit card, cash, or money order.
No Checks.



SENIOR CALENDAR OF EVENTS RANGEVIEW HIGH SCHOOL

Updated – March 6, 2017

Date, Time & Location	Activity
May 9, Tuesday, 8:33 am – 9:31 am (Period 2)	Senior Class Meeting – Auditorium
May 13, Saturday, 8:00 pm – 11:00 pm <u>Infinity Park at Glendale</u> 4400 E Kentucky Ave Glendale, Colorado 80246 303-639-4711 12:30 am – 4:00 am <u>Boondocks Northglenn</u> 11428 Community Center Drive Northglenn, Colorado 80233 720-977-8000	Prom April 4 – 6 = \$40 each April 7 – May 12 = \$55 each May 13 \$75 each at the door Prom & After Prom (purchased at the same time) April 4 – 6 = \$55 each April 7 – May 12 = \$70 each After Prom (Prom not included) April 4 – 6 = \$15 each April 7 – May 12 = \$20 each May 13 th \$30 each at the door
May 11 and 12, Thursday & Friday	Check out sheets distributed
May 16, Tuesday	Last day of classes for Seniors
May 17, Wednesday, 7:30 – 10:00 am Small Gym May 17, Wednesday, 10:30 am Large Gym May 17, Wednesday, 12:30 pm – 2:30pm <u>Upper Room</u> 15445 E Iliff Ave Unit B Aurora, CO 80013	Final Checkout Final Transcript Request returned, Cap and Gown issued Advancement Assembly Senior Luncheon April 1 - 30 = \$20 each May 1 – May 12 = \$25 each
May 17, Wednesday, 6:00 pm, Gymnasium	Honors Convocation
May 18, Thursday, 9:00 am – 2:00 pm Rangeview baseball field / Inside RHS	Senior Split
May 22, Monday, 9:00 am, Ritchie Center <i>Please arrive no later than 7:30 am</i>	Graduation 

COMMENCEMENT CEREMONY FOR THE CLASS OF 2017
Monday, May 22, 2017 at 9:00 a.m.
Daniel L. Ritchie Center – University of Denver
2240 East Buchtel Boulevard

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 22. 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 24, 2017.
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 or Salutatorian medals
- * Gold, Silver, or 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
- * College Track medals
- * Gear-Up cords

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

1. Dresses that do not hang below the gown. (Flat collars, not a turtleneck style, are suggested.)
2. White, black or red shoes (no socks, athletic shoes 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. Please do not attach the enclosed white collars.
 3. 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.
 4. Caps and gowns are worn for both Honors Convocation and Commencement.
 5. 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 2017!**

RANGEVIEW HIGH SCHOOL

CONTRACT

Graduation 2017

_____ I understand the formal nature of the Rangeview High School Honors Convocation and Graduation ceremonies and the consequences of any disruptive behavior. I choose to participate.

_____ I choose not to participate.

Parent Signature

Student Signature

Print Student Name

**Return this form with signatures at Senior Checkout
on *May 17*.**

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	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Phone #	<input type="text"/>	E-Mail	<input type="text"/>		
Name on check	<input type="text"/>				
Date & School	<input type="text"/>				
Number of DVDs	<input type="text"/>				

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

Amount enclosed	\$	<input type="text"/>
Check or Money Order Number	<input type="text"/>	
Name on Check	<input type="text"/>	

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.