

Erie High School

Class of 2017

Graduation Packet



Senior Class Officers:

Jonathan Phouminh, *Student Body President*
Keegan Anderson, *Student Body Vice President*
Kelsi McDonald, *Senior Class President*

Erie High School

303-828-4213

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Doug Kudrna, Assistant Principal: kudrna_doug@svvsd.org
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Leticia Tapia, Counseling Office/Registrar: tapia_leticia@svvsd.org; 720-494-3865
Amber Cowley, Counseling Office: cowley_amber@svvsd.org

Important Dates for EHS Seniors & Families

February 22nd, Wednesday, 6:00pm	Graduation Meeting - EHS Auditorium: Review graduation packet of dates, guidelines, expectations and agreement survey. Q & A with admin & counseling.
March 1, Wednesday ***This is a normal Late Start Schedule***	Senior Class Events: A) Assembly - Block 1 in EHS Auditorium: To determine class song & parent song; to receive & review Graduation packet and discuss speakers for <i>Night of Reflection</i> and Graduation Ceremony. B) Senior Sessions - Block 2 & 3. <u>Lunch provided for Seniors :-)</u>
March 15, Wednesday	Due Date for Baby Pictures for Senior Slide Show: Digital .jpps/pictures to Mrs. Singh at singh_julie@svvsd.org labeled: "Doe-Jane"
April 10-14	Speaker Audition Sign Up - Sign up for audition spot to speak at <i>Night of Reflection</i> and Graduation Ceremony. Schedule in the EHS Counseling Office.
April 14, Friday	Deadline for Students and Parents to complete Graduation Participation Agreement. Links provided in this packet and EHS website
April 18, Tuesday 2:35 p.m. - 4 p.m.	Auditions for Speakers for <i>Night of Reflection</i> and Graduation Ceremony - EHS Auditorium.
April 21, Friday	Final Speakers Notified: Mr. Kudrna will contact all students who auditioned.
April 22, Saturday 8:00 - 11:00 pm	Prom at Brookside Gardens, 619 East County Road 8, Berthoud, CO. Details available at http://eriehighprom2017.weebly.com/
April 27, Thursday	Speaker Final Presentations Due: to Mr. Buchler.
May 1, Monday	Payment Due for all Fees and Fines: Pay with credit card on Infinite Campus/Revtrak or cash & check only to Mrs. Hardin in the front office.
May 2, Tuesday	Deadline for Arranging Handicapped Seating: Contact Mrs. Hardin in the front office or enter information in the Parent Survey
May 8, Monday	Pickup Senior Check Out List in the front office.
May 11, Thursday	Estimated deadline for turning in iPads & charging blocks
May 12, Friday	Deadline for entering college & scholarship information into Naviance. Final NEW transcript requests for college entrance: to Mrs. Cowley
May 15, Monday	Deadline for Final Copy of Speeches Due to Mr. Buchler
May 17, Wednesday	Last Day of School for Seniors: Seniors attend Blocks 5 & 6. <ul style="list-style-type: none"> ● 10:00 a.m. - Deadline for Senior Check Out List turned into Mrs. Tapia ● 10:30 a.m. - Graduation practice from main gym to the football field ● 11:30 a.m. - Senior BBQ. Parents: the Booster Club will need assistance ● 12:30 p.m. - Cap, gown & envelope distribution in the front office
May 18, Thursday	Memory Boards due. To the front office (see details attached).
May 22, Monday, 7:00 pm	<i>Night of Reflection</i> - EHS Main Gym: This is a formal event.
May 27, Saturday	Graduation Ceremony, 10:00am - Tiger Stadium: This is a formal event. <ul style="list-style-type: none"> ● 8:00 a.m. - Breakfast in the Commons. Pickup cords, stoles, etc in gym ● 8:30 a.m. - Professional photographer available in the main gym ● 9:15 a.m. - Seniors group photo - main gym ● 9:30 a.m. - Seniors line up for procession in the main gym

From the EHS Graduation Committee - Class of 2017

Dear Parents & Students:

High school graduation marks the culmination of each student's journey from kindergarten to their senior year of high school. To honor this auspicious occasion, we strive to produce a meaningful, memorable and dignified ceremony which will commemorate EHS's outstanding Class of 2017.

This packet highlights important details, expectations and dates that lead up to and include the Graduation Ceremony. Please read through these materials carefully. If you have questions regarding graduation or other senior activities, contact your counselor or a school administrator.

St. Vrain high schools recognize one student who has achieved the distinction of Valedictorian and one student who has achieved the distinction of Salutatorian. The Valedictorian and Salutatorian will be recognized at the Graduation Ceremony.

The Valedictorian is the highest ranking student, and the Salutatorian is the second highest ranking student in the graduating class. The rank-in-class is determined using all grades and weight adjustments through the third quarter of senior year as outlined below:

- Students must maintain full-time academic status their senior year as defined by Board Policy.
- Twelve or more credits must be completed at the current school.
- No more than 2.0 credits of Passing "P" or Satisfactory "S" may be used for GPA calculation.
 - Of those two credits, no more than 0.5 may be from a core subject (English, Math, Social Studies, Science)
- Modified grades are not considered in determining Valedictorian/Salutatorian status.

Note: The high school principal reserves the right to award more than one Valedictorian or Salutatorian for each program depending on extraordinary circumstances. Erie High School does recognize other students with high academic performance, including students who have achieved a 4.0 or higher cumulative G.P.A.

Senior Check Out List

This list can be picked up in the front office starting on Monday, May 8th. Seniors will take this around to all their classes so teachers can sign off that textbooks & other class materials have been returned and that their iPad and charging block have been returned to the library. Seniors can turn their completed form in to Mrs. Tapia as soon as all signatures have been received, no later than 10:00am on the last day of school. This form must be turned in for students to receive their cap & gown and graduation envelope.

Student Memory Boards

It's been an endearing and timeless tradition for EHS parents to create a scrapbook-type memory board with their student's name and childhood photos - to be hung in the main hall to the gym at Night of Reflection. This poster is due to the front office by Thursday, May 18th. Please use no larger than a regular sized 22x28 Poster Board, as these will be taped to the walls, windows and/or set on the benches. The boards should be taken home at the end of Night of Reflection.

Senior Slide Show at *Night of Reflection*, Monday, May 22 at 7:00pm, Main Gym

Seniors may email no more than two pictures in a .jpg format to Mrs. Singh at singh_julie@svvsd.org by **Wednesday, March 15**. Photos submitted in any other format or without a proper name will not be used in the slide show. One photo will be the photo that was submitted to the yearbook; however, a different senior photo may be submitted for use in the slide show. Please make sure that the photos are labeled with the senior's full name only, i.e. doe-jane.jpg (not the camera doc number or any other designation). Group photos may also be emailed but are NOT guaranteed to be included in the slide show.

Night of Reflection and Graduation Ceremony Speakers

The audition process for determining speakers for the *Night of Reflection* and the Graduation Ceremony will be determined by a committee of Erie High School teachers, at least one counselor, and Mr. Kudrna. Please note that the Valedictorian and Salutatorian are not guaranteed a speaking role at either *Night of Reflection* or the Graduation Ceremony; all students must audition for a speaking role. Seniors who wish to audition for speaking at either event must sign up between Monday, April 10th - Friday, April 14th for an audition spot on Tuesday, April 18th @ 2:35 p.m. in the EHS Auditorium. Seniors need to bring a hard copy of their speech to the audition and be prepared to speak on stage in front of the selection committee. Below are the various speaker roles:

Night of Reflection

1. Welcome Speaker (2-3 minutes)
2. Speaker Introduction (1-2 minutes)
3. Farewell Speaker (2-3 minutes)

Graduation:

1. Welcome Speaker (2-3 minutes)
2. Speaker Introduction (1-2 minutes)
3. Parent Recognition Speech (2-3 minutes)
4. Farewell Speaker (2-3 minutes)

Those auditioning will report to the auditorium five minutes before their assigned time and present their speeches to the committee. The committee will assign the best match to the speaking role. Mr. Kudrna will call in students and let them know of the committee's decision by Friday, April 21st. All speakers will be referred to the English teacher on the committee for help in refining their speeches. Seniors who are selected for speaking are required to make an appointment with Mr. Buchler by April 27th to present their refined speech for final approval. A final copy of the speech must be submitted to Mr. Buchler by May 15th to be formatted and placed in the graduation book that is placed on the podium.

From the Counseling Office

Seniors will not be permitted to participate in the Graduation Ceremony if they fail to complete St. Vrain's graduation credit requirements by Wednesday, May 17th. Grades for online courses outside of St. Vrain and all work-study requirements need to be turned in to Mrs. Tapia by Monday, May 15th.

Colleges and universities will require graduates' final high school transcript, even if the students have already been accepted. Those who already paid for a transcript when they first applied will incur no charge for the final senior transcript. Each NEW transcript request received will require a \$2.00 transcript fee (cash or check only). Make final transcript requests by May 12th with Mrs. Cowley in the front office.

Seniors' FINAL high school transcripts will be sent out the week of June 5th.

To get college class credit for FRCC and CU Succeed classes, students are responsible for requesting transcripts directly from those 2 colleges to be sent to the college the student will be attending in the fall.

Graduation Participation Agreements

complete by Friday, April 14th

Student Agreement: <https://goo.gl/forms/34rVO9epDhdUsJ3m1>

Parent Agreement: <https://goo.gl/forms/hoRdoYOCi8sEQXzz1>

Graduation Practice - Wednesday, May 17th at 10:30 a.m.

If students wish to participate in the graduation practice and ceremony, parents and students need to complete the Graduation Participation Survey online by Friday, May 12th.

Under extreme circumstances, a Senior may be excused from graduation practice. ***Absences must be pre-arranged by Friday, May 12th.*** Mr. Buchler or Mr. Kudrna are the only individuals who can excuse a Senior from graduation practice. It will be assumed of those who do not show up for graduation practice that they **do not** plan to participate in the Graduation Ceremony. If this is the case, please be courteous and let Mr. Buchler or Mr. Kudrna know in advance so that the seat count on the field can be adjusted.

Graduation Field Seats

Seniors will receive an envelope when they pick up their cap & gown on their last day of school. In it, each senior will receive four (4) wristbands for four (4) seats on the field for family and/or friends, their immunization record, and possibly teacher papers, awards certificates & scholarship letters.

Any number of additional family and friends can attend the ceremony by sitting in the stands, seats will be filled on a first-come, first-served basis.

Inclement Weather Plan (Indoor Graduation)

In the event of inclement weather, graduation will be moved to the main gym. Due to limited space in the main gym, all attendees will be required to have the wristband for admittance. Graduation will also be broadcast in the auditorium in the event of an indoor graduation. Wristbands will not be required for seating in the auditorium, but seats will be filled on a first-come, first-served basis.

In the case of inclement weather, the decision will be made to hold the ceremony indoors by 8:00 a.m. Saturday morning. The message will be sent using Infinite Campus and social media outlets. Please be sure Infinite Campus is updated with current phone numbers.

Graduation Photographs

As a special service for seniors and parents, a professional will take photos of Seniors 1) individually, prior to the senior group photo and 2) as they receive their diploma cover on stage during the Graduation Ceremony. Legacy School Pictures is Erie High School's official photographer for the 2017 graduation ceremony. Proofs of photos are typically online a few days after the Graduation Ceremony. Ordering information will be provided in the graduation envelope received on May 17th. EHS is not responsible for the quality of the photos.

Graduates: To make the most of your photo, pause and smile as you receive your diploma. Keep your tassel to the right side of your cap.

Night of Reflection & Graduation Apparel Guidelines

Seniors are required to dress formally for these two events. T-shirts, shorts, and jeans are not allowed. Students should wear comfortable dress shoes. Casual footwear, like flip flops, tennis shoes, sneakers and slippers are inappropriate attire for graduates. Students dressed inappropriately may be denied the opportunity to participate in the Graduation Ceremony.

Graduation Gowns:

The gowns are black for males and white for females. Gowns will be delivered folded up in a plastic bag along with the cap and tassel. Only district approved caps, gowns and cords may be worn at graduation. There will be noticeable wrinkles and creases in the gowns when they are received. Hanging the gown in a steaming room (the bathroom when the shower is running) often removes small wrinkles.

- Maintaining the look and standardization of gowns, stoles, and cords maintains the pride and dignity of the graduation. Graduation robes for students are ordered through Jostens.
- Robes must be worn as issued. They will be zipped up the front for the ceremony and may not be modified in any way.
- Ropes, cords, stoles, pins and medals worn over the gown will be school-issued only, and represent achievement. These will be distributed the morning of graduation.

Late Cap & Gown Orders:

You can contact Lindsay Bellus with Jostens at **970-223-7119** or you can place your order online to purchase your cap & gown "unit" which includes a cap, gown, 2017 EHS stole and tassel.

> Jostens.com > Graduation > In the "Get Started Now" box, enter & choose Erie HS > See all products
The cap & gown unit is approximately \$59. If you choose to purchase your cap & gown elsewhere, EHS stoles, tassels and charms will be available for purchase in May. Please contact Mrs. Tapia ASAP if you will need to purchase these single items from Erie High School.

Decorated Caps:

Students are allowed to decorate their graduation caps for the graduation ceremony. Only the flat, top area of the mortar board may be decorated. There may be nothing hanging down from any of the sides of the cap. Decorations must be flat on the surface of the cap - 3-D creations are not allowed.

Graduation caps will be reviewed and approved in advance of the ceremony. If a cap is deemed inappropriate, a new cap will be issued to the student for the ceremony.

Caps may not contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs or controlled substances, tobacco, alcohol, or weapons.
- Are of sexual nature.
- By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students.
- Are obscene, profane, vulgar, lewd, or legally libelous.
- Threaten the safety and welfare of any person.

Caps should be placed on the head so that the mortarboard is level, with the long point of the crown to the back. The front point should be worn down on the forehead. Do not tilt the cap backward or forward. Some students may need bobby pins to hold the cap in place.

Tassels

- EHS tassels are orange & black with a 2017 charm. The tassel is to be worn over the right temple.
- Tassels should not be pinned or sewn; they should be permitted to hang naturally.
- After the closing remarks, graduates will be instructed to move their tassel from the right to left. Wait for the announcement so that everyone is moving their tassel at the same time.

Honor Cords/Tassels

Based on their accomplishments, students will receive cords, special regalia or additional tassels the morning of graduation in the main gym. The following items will be issued to students who qualify to wear them during graduation:

- National Honor Society students wear gold cords.
- Lifetime Erie students wear black cords.
- Students entering the Armed Forces wear red, white, and blue cords.
- Choir students who have participated for four years wear a pink & black cord.
- Advanced Placement Scholars wear a gold stole.
- Students who have earned a cumulative 4.0 or greater G.P.A. wear a medallion.
- Students who have earned a cumulative G.P.A. of 3.75 or higher will receive a gold tassel.

Final Important Details

- Seniors who have achieved 4.0 GPA or higher will be recognized at the Graduation Ceremony.
- **Graduation practice and the ceremony will begin on time.** The Graduation Ceremony and *Night of Reflection* are formal events and formal dress is expected.
- Graduation guests in need of handicapped seating should contact Loretta Hardin by Tuesday, May 2, to make arrangements. Email: hardin_loretta@svvsd.org or call 303-828-4213 or enter information in the Parent Graduation Participating Agreement.
- **These items are not allowed during the Graduation Ceremony:** air horns, beach balls, noisemakers, cow bells, whistles, etc. Please respect the decorum of the event and allow all families the opportunity to hear their graduate's name announced.
- During the Graduation Ceremony, students will receive a black EMPTY diploma cover. The diploma will NOT be inside the cover. Diplomas are to be picked up in the main gym immediately following the graduation ceremony. Graduates who do not pick up their diplomas right after graduation can pick them up at the front office during limited summer hours. Please call the office to confirm hours (303) 828-4213. Note that the office is closed for the summer for the whole month of July.
- Student purses, bags or backpacks are not allowed in the gym or on the field. Please leave these items in your car or at home during graduation practice, *Night of Reflection* and at the Graduation Ceremony. Items left in the gym will not be supervised.
- Access to seniors' IC and Google accounts will close by mid-June. Please be sure to get all the information you need prior to this date. This would include printing an unofficial transcript for your own file and saving class work onto a personal device.
- **Seniors who violate the St. Vrain Valley Schools Code of Conduct may, in certain circumstances, be denied participation in end of the year activities, including *Night of Reflection* and the Graduation Ceremony.**