

# CLASS OF 2017

## IMPORTANT INFORMATION FOR SENIORS AND PARENTS

<b><i>When</i></b>	<b><i>What</i></b>	<b><i>Location &amp; Time</i></b>
<b><u>April 4, 2017</u></b>	<b>Senior Class Meeting</b>	GHS Center for the Performing Arts (10am During Academic Access Time)
<b><u>April 11, 2017</u></b>	<b>Future Fair</b>	Gateway Christian Church 8am—12:00pm
<b><u>April 15, 2017</u></b>	<b>Junior/Senior Prom</b>	Vehicle Vault 7:00pm-11:00pm 18301 Lincoln Meadows Parkway Parker, CO 80134
<b><u>April 15, 2017</u></b>	<b>After Prom</b>	TBA
<b><u>April 19, 2017</u></b>	<b>Lifetouch Cap and Gown Photos</b> Anyone wishing to get an early graduation photo taken. Sign up sheet & fliers will be available in the main office. Sign up times will be from 8am-3:30pm. Lifetouch Photography will have a cap and gown for students to use for their pictures. Prices vary according to size and amount of photos ordered	Auditorium Lobby
<b><u>May 5, 2017</u></b>	<b>Top Ten Ceremony</b> Top Ten Students/Parents will receive information and more details	Aurora Municipal Center 6pm- 7:30pm 15151 E Alameda Parkway Aurora, CO 80012
<b><u>May 12, 2017</u></b>	All Senior Work Due for final grades	
<b><u>May 16, 2017</u></b>	Senior's Last Day	
<b><u>May 17, 2017</u></b>	Senior Checkout (Check the Website for your check-out time)	Start in the Counseling Center
<b><u>May 17, 2017</u></b>	Mandatory Graduation Practice	GHS Large Gym 1:30pm-2:30pm
<b><u>May 18, 2017</u></b>	Honors Convocation Ceremony	GHS Center for the Performing Arts 6:30pm
<b><u>May 19, 2017</u></b>	Senior Breakfast & Celebration	TBA
<b><u>May 23, 2017</u></b>	Graduation (No parking permit or tickets required)	Denver University Ritchie Center Graduates must arrive by 6pm Ceremony begins at 7pm

## **Have you double checked your fees?**

Stop by the Bookkeeper's Office to check your fees...

Acceptable forms of payment

- *Personal Checks will not be accepted after March 24, 2017*
- Cash
- Money Orders
- Credit Cards- Cardholder must come in person. Payments are not available online & cannot be processed over the phone
- Return your Parking Pass
- Return all Textbooks and Library books to the Media Center

If you attend Pickens Technical College-you will need to clear any fees there and return textbooks to your instructors there.

## **Do you still need to order your cap and gown?**

It's not too late. On-Line ordering ONLY – [www.highschool.herffjones.com](http://www.highschool.herffjones.com) (Deadline: April 21, 2017)

Ordering by phone is not available.

### **Herff Jones Company – Questions/Inquiries**

Cap & Gown, Announcements, and Class Rings

Mon-Fri 10:00am-4:00pm; Sat. 9:00am-Noon

333 E. 4<sup>th</sup> St., #102; Loveland, CO 80537

Phone (970) 663-2668

## **I'm not participating in the graduation ceremony, when can I pick up my diploma?**

Any students who have chosen not to participate in the ceremony may pick up their diplomas Thursday May 25<sup>th</sup> after 10am. If you did not complete senior checkout, you will need to complete your check-out before receiving your diploma.

## **Do you need a final transcript sent to your college?**

Please make sure that you have completed the section on your Naviance account or advise your Counselor **before May 24, 2017**. Please advise if a paper copy needs to be mailed to your college.

**After June 22, 2017-All graduate records are sent to the Aurora Public Schools District Records Office.** You must submit your request online for your official transcript, and there is a processing fee.

Go to the Gateway website [gateway.aurorak12.org](http://gateway.aurorak12.org), under “**Contact Us**” Click on the blue box that says **Request Student Records**.

## **Coming back to visit next year?**

We are always anxious to catch up with you! Please be sure to stop by at the end of the school day, sign in, and get a visitors pass.

# **IMPORTANT INFORMATION FOR SENIORS AND PARENTS**

## **Senior Check-Out Procedures:**

Wednesday May 17, 2017 -Check out times will be set up alphabetically. Check the senior section of the website after April 3, 2017. Seniors will begin their check out starting with their Counselors in the Counseling Center. Prior to Check-out, all textbooks, library books, and equipment must be returned- this includes athletic equipment to coaches as well. All financial obligations must be paid by cash, money order, or by credit card to the bookkeeper in order to complete check-out.

**No checks accepted!**

## **Mandatory Graduation Practice**

Wednesday May 17, 2017 at 1:30pm in the large gym at Gateway-after you've completed your check-out.

## **Graduation Contract:**

Aurora Public Schools requires both parent and student to sign the graduation contract stating that they agree to the behavioral expectations and consequences. Seniors who do not return a signed contract will not be allowed to participate in either the Honors Convocation or Graduation Ceremonies. Included in this packet.

## **Honors Convocation:**

Thursday May 18, 2017 at 6:30pm in the Gateway Center for the Performing Arts:

The Honors Convocation Ceremony honors students who are graduating with academic honors due to their cumulative grade point averages, school and community awards, honor society participation, scholarship officers, etc. Attendance at Honors Convocation is not required, but is encouraged for all eligible seniors. If you have not provided your Counselor with your information, please see them ASAP so that you can be recognized at Convocation. Those participating in the ceremony should arrive no later than 6:00pm in their cap and gown to prepare for the processional into the ceremony.

**Graduation Day:** Tuesday May 23, 2017, Graduates must arrive at **6:00pm**

**Location:** Denver University Ritchie Center, 2240 E Buchtel Boulevard, Denver, CO

**Admission:** No tickets required

Doors to the Ritchie Center will open one hour prior to the ceremony. Ceremony begins at **7:00 pm** sharp

## **Conduct:**

Gateway's Staff and Aurora Public Schools feel strongly that the Commencement Ceremony requires dignified behavior from both graduates and their guests. Disruptive and distractive behavior will not be tolerated.

## **Parking Options:**

All parking lots around the Ritchie Center will be available. See enclosed map. However, carpooling or use of Light Rail is strongly recommended. You are encouraged to give yourself ample time to reach the Denver University Campus, park, and make your way from the Light Rail Station, or parking areas to the Ritchie Center.

## **ADA Assistance:**

The Ritchie Center will provide designated seating for persons in need of assistance. ADA (handicapped) parking will also be available on the north side of the Ritchie Center.

### **Access to the Ritchie Center:**

Graduates must enter through the West side of the Ritchie Center directly into the staging area (Hamilton Gym). Only graduates will be permitted to the staging area before or after the ceremony. Graduates are expected to arrive no later than **6:00pm**, dressed in their cap and gown for the ceremony. Graduates should not bring any personal belongings with them to the staging area, i.e., purses, phones, etc.

**–THERE IS NO SECURITY for your belongings!**

Spectators will enter the Ritchie Center on the north side of the facility and through the main entrance.

Doors for spectators will open at **6:00 pm**.

### **Care of Cap and Gown:**

Gown will be wrinkled. Press with a cool iron and hang after pressing.

### **Cap and Tassel:**

Cap and Gown are worn for Honors Convocation and Commencement Ceremonies. Place the cap so the front point of the fabric touches the middle of your forehead and the top of the hat is parallel with the ground. Hats should not be tipping or tilting off the head. Tassels are on the LEFT side of the hat. Towards the end of the ceremony, when directed to do so, the entire senior class will move their tassels from the left to the right side of the hat.

Graduates keep their cap and tassel.

### **Graduation Dress Code:**

**Female Graduates:** Dresses that do not hang below the gown or nice slacks, white or black shoes and inconspicuous jewelry. Please no socks, flip flops, athletic shoes, no corsages on the gown, and no chewing gum.

**Male Graduates:** Light colored shirts with or without ties, dark dress pants, dark dress shoes and dark socks-dress jacket not needed. Please no jeans, shorts, white socks, sandals, flip flops, athletic shoes, and no chewing gum.

### **After the Ceremony:**

Family and friends should meet their graduate outside by the northwest doors of the Hamilton gym (same doors used for Graduate's entrance). **Graduates must return their gowns and pick up their diplomas before exiting the staging area.** Graduates will have within 30 minutes of the recessional to pick up their diplomas. Personal photos on the grounds of the Ritchie Center must be completed before the ceremony if you wish to have a photo of your graduate in their Cap and Gown. No Graduation Gowns will leave the staging area.

### **Professional Photographers:**

A professional photographer will take photos of each graduate during the ceremony. A photo will be taken as they leave their seat and row on the way to the stage and when they receive their diploma. A thumbprint of the photo will be mailed or e-mailed to each graduate as recorded on the name card that is handed to the herald.

**Ritchie Center Parking Map & General driving directions**  
Denver University Ritchie Center, 2240 E Buchtel Boulevard, Denver, CO

From North Denver

1. Take I-25 south toward Colorado Springs.
2. Take the University Boulevard exit (Exit 205).
3. Turn right onto South University Boulevard and drive south approximately 0.1 miles.

From South Denver

1. Take I-25 north.
2. Take the University Boulevard exit (Exit 205).
3. Turn left onto South University Boulevard and drive south approximately 0.1 miles.



**SENIOR CHECKOUT is**  
**Wednesday May 17<sup>th</sup>, 2017**

**START IN THE**  
**COUNSELING CENTER**

(Alphabetical by your last name)

9:45a-10:30a	A-B	H-J	O-P	U
10:30a-11:15a	C	K-L	Q-R	V
11:15a-12:00p	D	M	S	W
12:00p-1:15p	E-G	N	T	X-Z

**\*1:30-2:30 Graduation Practice Large Gym**

**-You must complete your check out first!**

**\*If you cannot make your scheduled time please  
come Thursday May 18<sup>th</sup> from 8:00a-11:00a or  
from 12:00p-2:00p**

**GATEWAY HIGH SCHOOL FACULTY LISTING 2017**  
**VOTE FOR TWO FACULTY MEMBERS TO BE YOUR FACULTY HERALDS**

Place a check mark in the box to the left of the staff member you have chosen

(not listed? use the last two spaces to write in a staff member's name-print clearly)

✓	Faculty Member	✓	Faculty Member	✓	Faculty Member
	Ambruso		Jorden		Rose
	Andersen		Keldsen		Rowe
	Aponte		Keppler		Rubaii
	Babcock		Koehler		Schmale
	Bichler		Krieger		Schultz
	Blackie		Lane		Sebold
	Bonewell		LeMahieu		Sharp
	Breiding		Mack		Siverson
	Bullock		Mainger		Slusarski
	Gordon		Matthews		Sorensen, A
	Cast		McFarland		Sorensen, R
	Cullis		Mejia Calix		Steensen
	Dossey		Metzler		Thompson
	Dudley		Mills		Tobin
	Fertgus		Mondragon		Todd
	Dunn		Moss, C		Wagner
	Gillespie		Moss, M		Walton
	Gallegos, A		Mostek		Ward
	Hagerman		Newman		Wilkins
	Gilman		Nemenoff		Wittmer
	Eifler		Reilly		Woods, A
	Hamman		Pope		Woods, T
	Fleming		Nice		Wright
	Gagnon		Rivera		Wysocki
	Goldson		Oates		
	Glunz		Nunez		
	Golston		Parsons		
	Golt		Poling		
	Heinrich		Robinson		
Write in Vote please print clearly					
Write in Vote please print clearly					

**\*RETURN COMPLETED FORM TO MS GARCIA IN**  
**THE MAIN OFFICE BY APRIL14,**  
**2017**

# Gateway High School Code of Conduct Contract

The Gateway High School Honors convocation and Graduation Ceremonies are formal academic events that are intended as recognition for all graduates and their families. The use of mechanical noise devices or excessive applause and cheering for a specific student diminishes the experience for the next graduate and their families and will be prohibited. Due to the formal academic nature of these events, the staffs of Aurora Public Schools, Gateway High School, and Denver University Ritchie Center, reserve the right to remove from graduation any individual (student or spectator) whose behavior or appearance serves to detract from the dignity of the occasion. The administration and faculty of GHS expect each graduate and guest to participate in a dignified manner.

**Dress Requirements for Graduates:** No logos, emblems on robes or hats, no writing on hats, etc.

**Female Graduates** Appropriate attire includes: dresses that do not hang below the gown, or nice slacks, white or black shoes and inconspicuous jewelry.

*Please NO* socks, flip flops, or athletic shoes, no corsages on the gown, or chewing gum.

**Male Graduates** Appropriate attire includes: light colored shirts with or without ties, dark dress pants, dark dress shoes, and dark socks. A dress jacket is not needed

*Please NO* jeans or shorts, white socks, sandals, athletic shoes, flip flops or chewing gum.

We ask that both parent and student indicate their choice for Convocation and Graduation participation at the bottom of this contract. Any student causing a disruption or behaving inappropriately will be removed from the ceremony and will not be able to pick up their diploma until the start of the summer session.

***Students who choose not to participate in the ceremonies can pick up their diploma on May 25<sup>th</sup> after 10:00 am.*** Any student not returning a signed contract will not be able to participate in the Honors Convocation or Graduation Ceremonies.

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Please check one option below

\_\_\_\_\_ I understand the behavioral and dress requirements of the ceremonies and by my signature, I choose to participate and will follow standards appropriate for both formal occasions.

\_\_\_\_\_ I choose not to participate

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**Printed Student Name**

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**Student Signature**

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**Printed Parent/Guardian Name**

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**Parent/Guardian Signature**

**RETURN COMPLETED FORM TO THE MAIN OFFICE**