

Castle View High School Graduation Information A Reference Guide for the Class of 2019 & Families

There are times we have to change the date of these meetings. Please go to castleviewhs.com and click on the academic calendar. That will take you to the most recent monthly calendar.

January 15th – Senior Parent Meeting

This meeting is for senior parents who have questions about graduation or events leading up to graduation. The meeting is in the auditorium, 6:30 p.m. This is not a requirement but will be a question and answer time for you.

March 4th (tentative) – Graduation Entertainment Tryouts

Students wanting to be considered for the national anthem or entertainment during graduation will have an opportunity to tryout after school. Songs and material must be graduation appropriate.

March 11th (tentative) – Graduation Speech Tryouts

Students from all academies will have the opportunity to try out to give a speech at graduation. We video tape the speeches and academy teachers will make the decision who will give the speech for their academy.

April 5th – Community Service

We would like to have community service hours in by April 5th. The last date graduates may turn in hours is no later than 2:00 p.m. on May 20th. Twenty hours are required and the student's diploma will be held until service hours are completed per district policy.

May 6th – Transcript Online Course Completion Deadline

To receive online credit on your transcript, the class needs to be completed and submitted to the registrar by 2:00 p.m. These include online, Odysseyware and BYU classes.

May 9th – Checkout Sheets & Locker Cleanout

On Thursday, May 9th during advisement, each senior will pick up a check-out sheet from their advisement teacher. Seniors must complete these steps themselves and cannot have a parent complete the form. At this time, seniors should clean out their locker or have their advisement teacher sign off if not used. **Early grads have already completed this step.**

May 14th-15th – Senior Finals

Students will attend their full schedule on Monday, May 13th.

May 14th, seniors go to all their classes and take finals during 2B, 3rd and 4th.

- ❖ 9:45-11:10 Period 2B Final
- ❖ 11:15-1:25 Period 3 Final
- ❖ 1:30-2:55 Period 4 Final

May 15th, seniors only have 1st, advisement and 2nd periods. Schedule is a long assembly schedule:

- ❖ 7:40-8:50 Period 1 Final
- ❖ 8:55-9:25 Advisement
- ❖ 9:30-10:40 Period 2 Final – this will also be the final for 2A

Students will be done with classes after the 2nd period final.

May 15th – Senior Check-out (Required)

The final check-out process is very important. We use this information to determine that the graduate has fulfilled all requirements and can graduate with his/her class on May 22nd. As your student completes final examinations and other obligations for each class (paying fines, turning in books, materials, turning in athletic uniforms, etc.) each teacher will signify the fulfillment of these obligations by signing the check-out sheet in the appropriate space provided. Signatures on the check-out sheet are required from the counseling secretary, post grad, library and athletic secretary. These signatures can be obtained throughout the week. Students will obtain the bookkeeper's signature AFTER they have all teacher's signatures. **(Participation in the graduation ceremony will be denied unless ALL outstanding fees or fines are paid by cash or credit card.)** The counselors are the last to sign and will keep the form.

- ❖ 10:45-12:00 Check-out in the gym – Counselors, post-grad, counseling secretary, athletic secretary and bookkeeper will be available.
- ❖ **Cap & Gown Pick-up** – Graduates who have completed the check-out process can pick up their cap and gown in the gym.
- ❖ 2:00-2:55 Senior Farewell Assembly in the gym.
- ❖ Sunset Activities will begin at sunset. Student Government has planned a full evening of events on the upper athletic fields (or gym if inclement weather).

Failure to complete the check-out procedure will jeopardize the senior's participation in the graduation ceremony. Please be aware that by the Board of Education policy, all graduation requirements must be met 48 hours prior to the graduation ceremony. **The deadline to meet requirements for the Class of 2019 is 2:00 p.m. on Monday, May 20, 2019. Board of Education requirements include: academic requirements (including 20 hours documented community service); monetary (no outstanding fines or monies owed); attendance at graduation practice on May 21st.**

May 21st

- ❖ **Senior Breakfast** – 7:30 a.m. in the commons
- ❖ **Senior Meeting (REQUIRED)** – 8:30 a.m. in the auditorium
- ❖ **Graduation Rehearsal (REQUIRED)** – (approximately 1.5 hours) Graduation rehearsal will be after the senior meeting on the CVHS football field. Rehearsal will last approximately 1 hour. **Graduation rehearsal is mandatory for all graduates participating in the graduation ceremony on May 22nd.** (A suggestion: After rehearsal, ask your student where he/she is sitting. This information will allow you to seat yourself in a position at Red Rocks where you can best see your graduate.)

May 21st – Senior Awards

- ❖ 6:00 p.m., in the CV gym. Honor cords will be awarded at that time.
- ❖ If you have a senior who will be receiving an award, you will receive an e-mail to attend this ceremony.
- ❖ If you have received any scholarships or awards as a senior, please let Ms. Gentry in post grad know.

May 22nd – Graduation – 7:00 p.m. Red Rocks Amphitheatre

Location/Directions/Time – Graduation will be held at Red Rocks Amphitheatre on May 22, 2019, at 7:00 p.m. Gates will open at 5:00 p.m. Red Rocks seats 9,000 therefore, **NO TICKETS ARE REQUIRED**, except for special needs seating (please see below). Red Rocks is an outdoor amphitheater with bench seating and many stairs. The ceremony should last approximately 2 hours. The Class of 2019 will be transported as a group to Red Rocks on school buses. **All graduates are required to ride the bus and must be at CVHS by 4:30 p.m.**

- ❖ **Graduate Attire** – Females will wear dresses or nice slacks, according to the weather. Because of the amount of walking and climbing, shoes should be low-heeled or flat and **no flip flops**. Males will wear slacks with a dress shirt, tie and dress shoes. Shorts, blue jeans, tennis shoes and sandals are not appropriate. Any graduate found to be inappropriately dressed will not be allowed to participate in the ceremony. Graduates may not wear any item (other than honor cords or stoles) with, or on their gown, nor may they decorate their mortarboard.
- ❖ **Facilities at Red Rocks** – The seats are wooden benches on concrete. Guests should bring something to sit on (blanket, pad, etc.) if concerned about clothing. Please plan for a variety of weather conditions. Remember we are in the mountains in the spring and it gets cold in the evening. Red Rocks has numerous restrooms, as well as a visitor center. **Alcohol is not allowed during the school event.**
- ❖ **Parking at Red Rocks** – Red Rocks parking staff will direct you to the nearest available lot. Be prepared to walk a distance to access the seating area. **The charge for parking is \$10.00.** If you need to access the shuttle for special needs guests, please inform the attendant.
- ❖ **Special Needs Seating** – Handicapped Parking is available at the top of the park, in the Upper South Lot, for those with official state issued handicapped parking tags/plates. We have made arrangements for shuttle buses to pick up elderly/disabled guests in the parking lot across from the Upper South Parking Lot. Please consult the map for its location. The shuttle bus will run from this lot to the backstage entrance of the Amphitheatre. From that point, it is a relatively short, gentle walk to the reserved section. There will be faculty and students available to offer any assistance to this reserved section. We have established a wheelchair brigade, consisting of CVHS staff and students, who will happily transport those in need of assistance via wheelchairs to this reserved seating section. The elderly/disabled person may be accompanied by **ONE** family member in this reserved section. Please be respectful so we can adequately accommodate those who truly need to be seated in the reserved section. After dropping off guests who need shuttle services, you may then proceed to one of the general admission parking lots.
- ❖ **Graduate (& Guest) Behavior** – The graduation ceremony is a celebration for families and students. The ceremony will be a dignified event to remember for a lifetime. The graduating Class of 2019 will be instructed on the correct behavior that is expected of them. Similarly, dignified behavior is also expected of all guests and spectators. Excessive applause, cheering for a specific student or the use of air horns or noise makers, or other distractions diminishes the experience for all students and families. Please be sensitive to this fact. Standing in the aisles will not be permitted during the ceremony. Spectators will not be allowed up or down the aisle below row 12 during the awarding of diplomas.
- ❖ **GradImages®** is the official photographer for our commencement. Your proofs will be available after the ceremony. To view your proofs online, please visit www.gradimages.com. Pictures may be ordered online, by phone, or by mail. If you have any questions please contact Customer Service at [800-261-2576](tel:800-261-2576) or via email at giservice@gradimages.net. Pre-register with GradImages by visiting www.gradimages.com, and clicking on the **Pre-Event Registration** at the bottom of the page. This provides them with the most correct and up-to-date contact information and ensures the delivery of your graduation proofs in a timely manner. You may register your e-mail and up to six e-mails of loved ones who would like to share in your accomplishment by viewing and ordering photos.
- ❖ **Videographer:** CVTV Production: e-mail information to order will be provided at a later date.
- ❖ **Diploma Distribution** – Students will receive their diplomas as they leave the stage.

We always hope for beautiful weather during graduation. In the rare event of inclement weather, please dress accordingly.