

April 5, 2017

Dear Graduating Seniors and Parents:

Seniors who have fulfilled the requirements for graduation by their last day of classes may participate in the graduation ceremony for the Arapahoe High School Class of 2017. Students who choose not to participate in the ceremony should notify Mr. Ceriani, Assistant Principal, in the Guidance Office prior to Monday, April 24, 2017. A parent letter acknowledging the decision not to participate is necessary.

**TIME AND PLACE:**

A MANDATORY GRADUATION REHEARSAL IS HELD IN THE LITTLETON HIGH SCHOOL GYMNASIUM BEGINNING AT 8:15 A.M. THURSDAY, MAY 25, 2017. GRADUATES WILL BE TRANSPORTED BY BUS FROM AHS.

The graduation ceremony for the Class of 2017 will be at 10:00 a.m. on Thursday, May 25, at the Littleton Public Schools Stadium. In the event of inclement weather, the graduation ceremony will be held at 11:00 a.m. on Thursday, May 25, in the Arapahoe High School gymnasium following a 9:15 a.m. rehearsal in the AHS auxiliary gym. Local radio and TV stations will be notified by 7:00 a.m., and updated information will be posted on the AHS and LPS websites. Additionally, email messages will be sent home to all AHS families via the Infinite Campus messaging system.

**TICKETS:**

Tickets will be distributed at the cap and gown pick-up on Friday, May 19. Each senior will be required to sign a receipt for the tickets. **LOST TICKETS CANNOT BE REPLACED.**

Seniors will receive **five gold colored tickets** to be used for the **ceremony at the stadium**. Requests for up to ten additional stadium tickets will be accepted through May 5, and should be submitted via email to Jill DeBow ([jdebow@lps.k12.co.us](mailto:jdebow@lps.k12.co.us)) in Student Services. Extra tickets are available on a first come, first serve basis. Students will be notified by May 8, if requests for extra outdoor tickets cannot be honored.

In the event of inclement weather, seniors will receive **four cream colored tickets** to be used for the **indoor ceremony** at the Arapahoe High School Gymnasium. Due to Fire Code restrictions and limited seating, there will **not** be additional indoor tickets available.

**All** guests, including small children, will be admitted by ticket only.

**CAPS AND GOWNS:**

Caps and gowns will be distributed to graduating seniors in the auxiliary gym from 1:00 to 1:45 p.m. on Friday, May 19. ALL FINES must be paid before the cap and gown can be issued. If a senior cannot pick up his or her cap and gown, a member of the family may do so. Friends will not be permitted to pick up caps and gowns for others. ID is required to pick up caps and gowns.

### **GRADUATION REHEARSAL: (The morning of the graduation ceremony)**

It is expected that all graduating seniors report on Thursday, May 25, to the auxiliary gym at Arapahoe High School by 7:00 a.m. They should come with their cap and gown on a hanger. From there, graduates will be bussed from Arapahoe beginning at 7:15 a.m. to Littleton High School. Rehearsal will begin promptly at 8:15 a.m. in the Littleton High School gymnasium. From this point on, graduates will not be permitted to leave until the ceremony ends. Rehearsal leads directly into the processional for the ceremony. **There is no time for seniors to go home and change clothes, so dress appropriately for graduation.** Please read the dress requirements carefully and see Mr. Ceriani with any questions.

**Graduates not planning to meet with parents immediately following the ceremony should plan to catch the shuttle busses back to Arapahoe High School.**

### **DRESS REQUIREMENTS:**

Female graduates are to wear dresses or skirts which do not hang below the robe and appropriate shoes. Male graduates are to wear light colored dress shirts with ties, dark pants, and dark dress shoes. Sport coats need not be worn under the robe. **Casual clothing or casual shoes, such as tennis/athletic shoes and rubber flip flops, will not be permitted.** No regalia of any kind may be worn over or on the outside of the graduation gown other than items issued to the graduates by Arapahoe High School, such as their traditional Arapahoe Warrior medallion and/or honor cords.

Graduates are encouraged to leave all items with parents or in their personal vehicles as no items (including cell phones) are to be carried with them down to the ceremony. Security will be available for purses and other small items in the LHS gymnasium; these items will be checked in for pick-up following the ceremony and must be picked up by 12:00 p.m. Any items not retrieved by 12:00 p.m. will be available at 7:30 a.m. the following morning from Mrs. DeBow in the Student Services office.

### **GRADUATE SEATING:**

Graduates are responsible to know their row and seat number. Seating charts will be posted in

the AHS auxiliary gym during cap and gown pick-up on Friday, May 19. Seating charts will also be available in the auxiliary gym at Littleton High School and at the stadium on May 25.

Names are read in alphabetical order, alternating from the north and south microphones. By looking over the seating arrangement, parents can determine whether to sit on the north or south end of the stadium bleachers.

### **GUEST SEATING:**

Seating is on a first-come, first-seated basis for everyone. Plan to arrive in time to park and be seated prior to 9:45 a.m. Faculty monitoring the entrances will assist those who arrive late. Groups who wish to sit together should plan to arrive at the same time, each having their own ticket.

### **HANDICAPPED SEATING:**

Designated seating for the handicapped is available. Family members accompanying handicapped guests are requested to sit in the rows in front of the handicapped seating.

### **PARKING FOR HANDICAPPED:**

A limited number of handicapped parking spaces will be available near the entrance to the stadium. There will also be a drop-off for handicapped guests. A handicapped accessible bus will be available to transport guests to the stadium from the Arapahoe High School circle drive (south side) beginning at 8:30 a.m.

### **PARKING:**

We strongly urge families to drive only one car. Shuttle buses from Arapahoe to the stadium are available for families and will begin running at 8:30 a.m. Because Littleton High School is in session, parking will only be available in the east lot and will be severely limited. The lot is extremely congested after the ceremony and exiting may take a considerable amount of time. **Shuttle service will run from the AHS circle drive (south side) directly to the stadium and will return to the high school immediately following the ceremony.**

Additional parking will be available south of Littleton High School at the old Ralph Schomp building. Parking attendants will be available to assist you.

**THE SHUTTLE BUS TRANSPORTATION FROM AHS IS STRONGLY RECOMMENDED.**

## **PHOTOGRAPHS:**

Professional photographers from GradImages® will take each graduating senior's picture when his or her diploma is presented and will also be available on the track to take informal family and individual photos after the ceremony. Proofs will be mailed approximately one week after graduation. There is no obligation to buy.

Seniors will be in possession of their robes for five days prior to the ceremony. Families can use this opportunity to take pictures before graduation day. **No one will be allowed in or on top of the Stadium Press Box for picture taking, and no one will be allowed on the field during the ceremony.**

## **CELL PHONES:**

Because the Arapahoe High School Graduation is a dignified ceremony, we do not want any distractions. Students, **please leave your cell phone at home or in your vehicle**. If you bring a phone to graduation, it will be collected and secured. Phones will be returned immediately after the graduation ceremony in the rehearsal gym at Littleton High School. If phones are not picked up by noon, they will then be available after 7:30 a.m. on May 26, at Arapahoe High School from Jill DeBow in the Student Services Office.

## **RECESSIONAL:**

Graduates will gather in the Littleton High School gymnasium following the ceremony. Gowns are returned there and diploma inserts picked up. Students may have family pictures taken before turning in gowns, but all gowns **must be turned in by 11:45 a.m.** In case of inclement weather on May 25, seniors will recess to the auxiliary gym of Arapahoe High School to turn in their gowns and pick up their diploma inserts.

## **FIRST AID:**

A first aid station will be set up at the stadium with faculty members available to assist. An ambulance will be on call. Water will be available.

## **CONCESSIONS:**

The north concessions stand will be open during the ceremony, selling snacks and beverages.

## **NOTES:**

1. Seniors in jeopardy of not graduating will be notified by registered mail in early April. Counselors will call parents by May 19, if there is a problem. Only those Seniors who have **fulfilled all requirements** for their diploma by the end of this school year can participate in the graduation ceremony.
2. ALL seniors MUST complete a brief Senior Survey in Naviance Family Connection. The survey captures information on the general plan for your post high school years as well as

specific plans pertaining to college bound students. This survey will be administered during TRIBE on Tuesday, April 18. If you are unable to attend during that time, you must complete the survey by Monday, May 1. If you have questions or need help, please see Mrs. Hall in the Post Grad Center.

3. Diplomas for Seniors who elect not to participate in the graduation ceremony can be picked up in the Guidance Office **after** May 25, 2017.

We join the families and friends of the Class of 2017 in recognizing their accomplishments. We are striving to make the graduation ceremony dignified and meaningful for the graduating seniors and their guests. We thank you in advance for your understanding and cooperation.

Sincerely,

Brian Ceriani  
Assistant Principal

Jill Hawthorne  
Graduation Chairperson

Greg Trotter  
Graduation Chairperson