

GREENWAY



DEMONS

Graduation 2018
Greenway High School

GREENWAY HIGH SCHOOL

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A Recognized School of Excellence

3/29/2018

Dear Parents and Students:

We, the class of 2018, are looking forward to a very special and meaningful graduation. To achieve this, we are asking for your cooperation. We have devised a code of conduct that we feel is very important, and we ask that you help enforce the following rules.

CODE OF CONDUCT

1. Any student under the influence or in possession of alcohol or drugs of any kind will not be permitted to participate in the commencement ceremony.
2. Disruptive or dangerous conduct by anyone at any time will result in removal from the commencement ceremony.
3. There will be no smoking on the property.
4. Please be considerate and turn off all cell phones.
5. **The audience is asked to refrain from applauding or yelling during the calling of graduates' names. It is devastating to a family to have their graduate's brief moment stolen by someone's outburst.**
6. The audience will not be allowed in the aisles to take pictures during the ceremony. A professional photographer and videographer have been contracted to take pictures of each graduate upon receiving his or her diploma.

We thank you for your cooperation so that our commencement will be truly memorable for all who are present. Thank you very much.

Sincerely,

Emma Hekel
Student Body President
Class of 2018

Kyle Aragon
Senior Class President
Class of 2018

2018 GRADUATION INFORMATION

GUIDANCE/ COUNSELING INFORMATION	<p>COUNSELORS: If you anticipate needing a particular counseling/guidance service you should make an appointment to see your counselor. DO IT NOW!</p> <p>FINANCIAL AID: Seniors applying for financial aid at colleges, universities or other post secondary institutions should have submitted applications by now. All Arizona colleges and universities use the Free Application for Federal Student Aid Form (FAFSA). Please visit the College & Career Center if you have additional questions about FAFSA.</p> <p>REQUESTS FOR TRANSCRIPTS: Colleges require that you send them a final transcript (8-semester). This request must be made by completing a "Transcript Request" form that comes from our Records Office. Students will be given the time to complete this form on Friday, May 11th while they are completing the Senior Survey. Students, please have with you the name(s) and address(es) of the institution(s) you would like transcripts sent to on this date.</p> <p>SUMMER TRANSCRIPTS: Transcripts needed during the summer shutdown (June 4th through July 13th) can be requested by leaving a message for Mrs. Myers at 623-915-8504 or on the Greenway Website under "Quick Links" by clicking on the "Transcripts" link.</p>
COMPLETING GRADUATION REQUIREMENTS	<p>ELIGIBILITY TO GRADUATE. Students who have not met graduation requirements by May 18, 2018, MAY NOT PARTICIPATE IN THE GRADUATION CEREMONY on May 23rd. Counselors have met with seniors multiple times over this past year to make sure they are aware of their current graduation status.</p> <p>IT IS YOUR RESPONSIBILITY TO KNOW EXACTLY WHERE YOU STAND. IF YOU DON'T KNOW ~ ASK! If there are any doubts ~ ASK! If you are currently failing or close to failing a course, you must take action immediately and meet with your teachers. Failing any courses may jeopardize your ability to graduate.</p> <p>SENIOR FINAL EXAMS: Thursday, May 17th Friday, May 18th</p> <p>Monday, May 21st – Mandatory Senior Breakfast (6:00) & Practice (7:00)</p> <p>Seniors are not to be on campus after May 23rd.</p> <p><u>Seniors who failed to meet the requirements for graduation will be notified by phone on May 18th.</u></p>
BOOKSTORE INFORMATION	<p>All outstanding debts to the school must be paid to the bookstore by May 21st. Payment of debts must be paid in <u>cash</u> or <u>cashier's check</u> or <u>personal check</u>. (Debts include loans, lost locks, lost athletic equipment, damaged and lost textbooks, shop fees, club fees, overdue book fines, cafeteria charges, etc.)</p> <p>Book collection for seniors is to be completed by May 18th. Students may turn their books in before/after school or during lunch only. Senior students are responsible for turning in all of their books. Seniors whose debts have not been cleared from the bookstore will not be allowed to participate in the graduation ceremony.</p>
HONORS & AWARDS	<p>Tuesday, May 15th, Greenway Auditorium at 6:30 p.m. This ceremony is a recognition for Honors, Scholarships and Awards Seniors have earned. Honorees at the ceremony are determined by the Honors and Awards Committee.</p>

PARTICIPATION	<p>Participating in the commencement ceremony is completely optional. There is no penalty whatsoever if a student prefers not to participate. However, you need to inform Mrs. Frias that you prefer not to participate in the ceremony. In this case, the diploma may be picked up in the Records Office after graduation.</p> <p>During the ceremony, each graduate will be presented a diploma cover. Actual diplomas may be picked up outside of the building immediately following the ceremony. There are numerous stations, so the lines of graduates waiting for their diplomas will be very short.</p>
GRADUATION PRACTICE	<p>Senior Breakfast begins at 6:00 on Monday, May 21st. Following breakfast, all seniors are to report for Graduation Practice, which will be held in the Main Gym at 7:00 a.m.</p> <p>All seniors planning on participating in graduation are required to attend.</p> <p>NOTE: Students with outstanding debts will not be allowed to participate in the graduation ceremony on May 23rd.</p> <p>Caps and gowns will be distributed, in the Practice Gym, at the end of graduation practice only to students who have cleared all their debts. <u>Students must have ID to pick up caps and gowns.</u></p>
CAP & GOWN	<p>Students must purchase their own cap and gown for graduation. If you have not already ordered your cap and gown you must get in contact with Elite Southwest Balfour immediately.</p> <p style="text-align: center;">10150 N. 67th Ave. Suite 112 Glendale, AZ 85302 623-385-8230 http://www.esbalfour.com/</p> <p>A cap and gown is REQUIRED for participation in the graduation ceremony.</p>
TICKETS	<p>Guests will be admitted by ticket only.</p> <p>Each graduate will receive SIX (6) tickets for their guests to attend the ceremony.</p> <p>Students may purchase up to SIX (6) additional tickets at a cost of \$5 per additional ticket. Additional tickets are only available for purchase by the graduate. Students must meet with Mr. Feldman if they need to purchase more than 6 additional tickets. The last day to purchase tickets is Friday, May 11th.</p> <p>Tickets will be distributed during lunches Thursday, May 17th and Friday, May 18th in the Counseling Office.</p> <p>Students must have their I.D. in order to receive their tickets and a signature is required at the time of pick up. Students may not pick up tickets for friends.</p> <p>Students with guests requesting special seating arrangements due to disabilities and/or physical restrictions must meet with Mrs. Myers. Handicapped seating includes a seat for a person with the disability and ONE additional escort only. Grand Canyon University is very strict about this policy.</p>

CEREMONY DATE/TIME	Wednesday, May 23, 2018 @ 4:30 p.m.
ADDRESS	Grand Canyon University Arena 3300 W Camelback Rd
CHECK-IN TIME FOR GRADUATES	GRADUATES ARRIVE NO LATER THAN 3:30 P.M.
GUEST SEATING	Doors will open at approximately 4:00 p.m. for guest seating. If you need handicapped seating, you must put in a request with the Credentials Secretary, Mrs. Myers BEFORE the ceremony. This seating is very limited. Handicapped seating includes a seat for a person with the disability and ONE additional escort only. Grand Canyon University is very strict about this policy. Please make sure to arrive ahead of time to avoid missing any portion of the program.
GRADUATE DRESS	GIRLS must wear dresses, skirts and blouses or dressy slacks. BOYS must wear dress shirts and dress slacks (ties are encouraged). Students arriving for graduation in casual or inappropriate attire such as jeans, shorts, t-shirts, flip flops, combat boots or tennis shoes, will not be permitted to participate. If you have a question about dress, please contact Mrs. Frias.
GUEST DRESS	Guests must be appropriately dressed for admission to the graduation ceremony. Graduation is a formal occasion; please dress accordingly. We reserve the right to deny admittance to anyone due to improper or inappropriate dress. If you have a question regarding dress, please contact the Greenway Administration.
GRADUATE & GUEST CONDUCT	It is very important that each person remember the importance of the occasion. Graduation is a CEREMONY. Graduates and guests are asked not to applaud and are to refrain from yelling when a graduate's name is announced. These outbursts may "drown out" the reading of the next name and "steal" the graduate's brief moment of recognition. Drinking, smoking or disruptive behavior (any behavior that distracts from the ceremony) will not be tolerated. Graduates or guests who disrupt or distract from the ceremony will be removed immediately.
PICTURES	Any photography that distracts the view of other guests will not be permitted. For your convenience, we have arranged for a professional to take a picture of your graduate receiving his/her diploma. A professional videographer will record the ceremony as well. You are not under any obligation to purchase pictures or videos.

CALENDAR OF EVENTS ~ LAST FEW WEEKS OF SCHOOL

Thursday	March 29 th	Mandatory Senior Meeting – Auditorium during 2 nd hour
Wednesday	April 25 th	<u>FINAL</u> Late Start of the School Year
Monday	May 7 th	Advanced Placement Testing Begins
Friday	May 11 th	Final Transcript Requests / Senior Survey Last Day for Extra Graduation Ticket Requests
Tuesday	May 15 th	Honors & Awards Ceremony – 6:30 pm
Thurs/Friday	May 17 th & 18 th	Senior Finals - Regular Class Schedule Graduation Ticket Pick Up (ID Required) (During Lunches)
Monday	May 21 st	Mandatory Senior Breakfast & Graduation Practice All Seniors meet in at 6:00 AM for Breakfast Graduation Practice begins 7:00 AM All fines, fees, debts to be paid by 12:00 Cap & Gown distribution, Practice Gym
Wednesday	May 23 rd	Graduates arrive at GCU Arena at 3:30 Do not wear cap and gown - dress when you arrive Doors will open @ 4:00 pm for family/guests

Graduate Last Name

First Name

Student ID#

Greenway Graduation – Additional Ticket Request Form

All guests must have a valid Greenway Graduation Ticket to enter the ceremony.

Each graduate will receive (6) tickets for their guests to attend the Greenway Graduation Ceremony at no charge.

Additional tickets are available at a cost of \$5.00 per ticket.

To purchase additional tickets, graduates must:

- Be cleared of all outstanding debts
- Present Greenway ID to Bookstore at time of purchase
- Submit this form with parent signature and payment to the bookstore
***BEFORE the end of the School Day on Friday, May 11th!**
- Tickets may **ONLY** be requested and purchased by 2018 GRADUATES!

***TICKETS WILL NOT BE AVAILABLE FOR PURCHASE AFTER FRIDAY, MAY 11TH!**

In addition to my (6) tickets I need to purchase: **(NO Refunds after Purchase)**

Number of extra tickets (Up to 6 extra) _____ X \$5.00

Total Due: \$ _____

Graduate Signature: _____ Date: ____ / ____ / 2018

Parent Signature: _____ Date: ____ / ____ / 2018

Tickets (including those purchased) will be distributed to graduates on Thursday May 17th and Friday, May 18th **during Both Lunches ONLY, In the Counseling Office. You MUST have your School ID to pick up your Graduation Tickets.**

*If more than 12 total tickets are needed, graduates must meet with Mr. Feldman by the end of the School Day on Friday, May 11th, for approval to purchase additional tickets.

***TICKETS WILL NOT BE AVAILABLE FOR PURCHASE AFTER FRIDAY, MAY 11TH!**

*The Deadline of May 11th is used so that All Graduation Ticket Requests and Tickets can be processed and packaged individually for our 300+ Graduates ensuring that all tickets are ready for distribution on May 17 and 18. Thank you in advance for adhering to the May 11th Deadline.

Graduation @ 4:30 – Grand Canyon University Arena