



West Anchorage High School

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"Home of the Eagles"

TO: West High Graduating Class of 2024
FROM: Alex Evans, Curriculum Principal
DATE: May 10, 2024

SUBJECT: GRADUATION 2:00 p.m. Tuesday, May 14, 2024

1. FINES: Library books should be returned to the librarian, uniforms and/or equipment should be returned to the Activities Office, parking fees, textbooks and outstanding fees should be paid at the financial data clerk's office (Ms. Goldie).

2. PRACTICE: Senior class speakers and the seniors singing the National Anthem must report to the Alaska Airline Center on Tuesday, May 14th at 10:00 a.m. for practice.

3. COMMENCEMENT: Tuesday, May 14th, 2024, 2 p.m. at Alaska Airline Center. Report at 12:45 p.m. no later than 1:00 p.m. at the 2nd side entrance of the Alaska Airline Center into the auxiliary gym. You will line up in alpha groups. Find your line #, the lists will be on the wall. Then find the honor guard that has you on his/her list. You will need to come with your cap and gown on as there is nowhere for you to dress. **Do not bring purses, cell phones, cameras, or other valuable items to the graduation. All items you bring, including cell phones, will be taken and placed in a plastic bag. Bags can be picked up in the auxiliary gym after graduation on your way out.**

4. NAME: You will be given a 3 x 5 card with your name on it. This card must be carried with you into the arena for roll call. Students graduating with honors should wear the gold honor cord over the gown and it indicates this on the name card (cum laude, magna cum laude, summa cum laude). Teachers and staff will be available to assist in lining students up in alphabetical order. You will be escorted, in order, into the arena. An Honor Guard will be at the beginning of each row, as you enter, so please follow their instructions. Don't step out of the line.

5. When you reach your chair, **please remain standing**. Men should remove their caps for the National Anthem. Please be seated following the National Anthem and men replace your caps.

6. When it is time for roll call, Mrs. Smith will be at the far left of the first row and will indicate to the first row when to stand. The first row will all stand at the same time and Mrs. Smith will lead the row to the foot of the stairs at the left of the stage. As you approach the stage, hand your card to Mr. Romig. If you anticipate difficulty with the correct pronunciation, speak to the faculty when you hand him/her your card. Each graduate will then proceed across the stage, when his/her name is called. Lifetouch will take a picture when you get off the stage. Mrs. Dahl and Ms. Joy will be seated at a table after lifetouch, and will hand you your actual diploma.

7. After you receive your diploma, return to your seat as soon as possible. Your counselor and teachers will congratulate you.

8. The second row will stand, in unison, at Mrs. Smith" signal and proceed as did the first row and so on until all graduates receive their diplomas.

After all students receive their diplomas, Mr. Dorris will give his closing remarks.

9. After the final remarks, you will walk out in procession the same way you came in, starting with the last row. The honor guard will lead you out. A staff member will indicate each row when to start walking.

9. West High requests that all students respect the dignity of the Commencement Ceremony in such a way that it will be a pleasant memory for all those involved. Please respect the administration and your classmates who will speak and refrain from inappropriate behavior.

10. **CAPS AND GOWNS:** Caps should be worn with the mortarboard in a horizontal plane with the tassel on the right side, moving it to the left after you receive your diploma. Please check the ASD website for more information about cultural regalia
<https://www.asdk12.org/regalia> .

11. **NO BALLOONS:** Please tell your parents, friends and relatives not to bring any balloons or noise makers or big signs. They won't be able to bring them into the Alaska Airline Center. There is a new bag policy in place for the Alaska Airlines Center. Only one **CLEAR** bag is allowed per visitor.
<https://www.asdk12.org/cms/lib/AK02207157/Centricity/Domain/1754/Bag%20Policy%20Examples.pdf>

12. Just because you walked across the stage doesn't mean you graduate. Mr. Dorris has the last word. Make sure you have acceptable behavior through the entire ceremony.