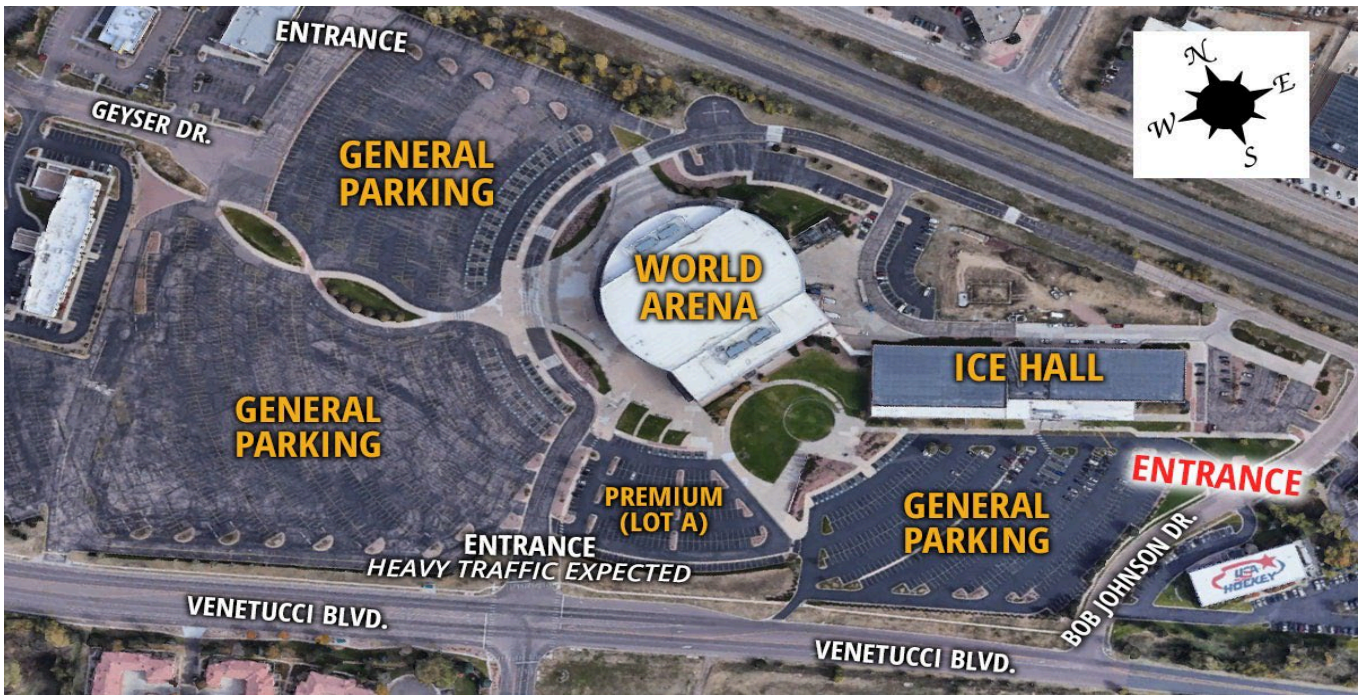


**WILLIAM J. PALMER
HIGH SCHOOL**



GRADUATION 2023
MAY 24, 2023
9:00 AM



Directions from 1-25 to The Broadmoor World Arena

- From southbound 1-25 take Exit #138 - Turn right from exit ramp, turn left at the light at either Cheyenne Mt. Blvd. or Venetucci Blvd. until you reach The Broadmoor World Arena. Access to parking from either Cheyenne Mt. Blvd. or Venetucci Blvd. / H 85-87
- From southbound Nevada Ave-Take a left off the exit ramp on Lake Ave. Proceed East. Turn right on Venetucci Blvd or Cheyenne Mt. Blvd. Continue to the parking area and turn left.

SPECIAL DATES FOR SENIORS

April 05	Wednesday	Senior Class Meeting – Auditorium – 11:00 a.m. (Seniors report to Auditorium at 10:55 a.m.)
April 11	Tuesday	Governor’s Job fair at Doherty High School
April 12	Wednesday	SAT Testing for Juniors (9,10,12 grade students are OFF)
April 13	Thursday	PSAT Testing for Freshman and Sophomores (11,12 th grade students are OFF)
April 13	Thursday	Ruff N Stuff Practice 4:30-6:30 p.m. at ERPS Gym
April 17	Monday	Ruff N Stuff Practice 4:30-6:30 p.m. at ERPS Gym
April 17-21		Spirit Days for Prom Week (Prom Tickets are sold at lunch every day for \$35. The price goes up to \$45.00 at the door)
April 18	Tuesday	Ruff N Stuff Practice 4:30-6:30 p.m. at ERPS Gym
April 19	Wednesday	Ruff N Stuff Game 7:00-9:00 p.m. at ERPS Gym
April 21	Friday	PROM Assembly in the Auditorium (Junior & Senior classes Only) and End of Year Assembly at ERPS-SPECIAL Schedule attached (for all students)
April 22	Saturday	PROM at Pinery at the Hill 8-11:00 p.m.
April 27	Thursday	Decision Day in the Library
May 04	Thursday	Cap and Gown Distribution in the Auditorium 11:00 AM – 1:00 p.m.
May 08	Monday	Brown and White Ceremony - 7:00 PM (Student Council Cabinet only)
May 15-16		Senior Finals
May 16	Tuesday	Senior’s last academic day (don’t forget to clean up your locker and return books and laptop)
May 17	Wednesday	Senior Breakfast and SEND OFF Assembly at ERPS Gym- SPECIAL Schedule
May 17 TBD	Wednesday	Yearbook Distribution in the courtyard Athletics Awards and Signing Ceremony TBD
May 23	Tuesday	IB Senior Celebration 4:00 – 6:00 PM – Auditorium
May 24	Wednesday	Graduation - 7:00 AM Rehearsal / 9:00 AM Ceremony World Arena (No classes for students)

SPECIAL PROM/SENIOR FAREWELL ASSEMBLY SCHEDULE APRIL 21, 2023

Period 1	7:35-8:20 A.M. (45 minutes)
Period 2	8:25-9:10 A.M. (45 minutes)
Period 3	9:15-10:05 A.M. (48 minutes+ Announcements)
Period 4	10:10-10:55 A.M. (45 minutes)
LUNCH	11:00 -11:35 A.M. (35 Minutes)
Period 5	11:40-12:25 p.m. (45 minutes)
Period 6	12:30 -1:15 P.M. (45 minutes)
Period 7	1:20-2:05 P.M. (45 minutes) <ul style="list-style-type: none">• Prom Assembly Auditorium-Junior /Senior classes ONLY go to the Prom Assembly instead of 7th period.• Freshmen and Sophomores attend their 7th period class.
Assembly	2:09-3:09 P.M. (60 minutes) End of Year and Spring Sport Assembly - ALL STUDENTS-ERPS Gym

SCHEDULE FOR SENIOR FINALS

MAY 15 & 16, 2023

Monday, May 15th and Tuesday, May 16th

****Seniors will take their finals during their regularly scheduled classes****

SPECIAL SENIOR SENDOFF ASSEMBLY SCHEDULE

MAY 17, 2023

Underclassmen Schedule

1st period – 7:40-8:20

2nd period – 8:25-9:05

3rd period – 9:10-9:50

9:50 – Drumline to ERPS

10:10-10:40 – Assembly

10:45-12:05 – Yearbook pickup @ the Courtyard

Yearbook signing @ Courtyard/1st floor main building

*Lunch – 11:28-12:05 – Teachers have duty free lunch

4th period – 12:10-12:50

5th period – 12:55-1:35

6th period – 1:40-2:20

7th period – 2:25-3:05

Senior Schedule

8:30-8:45 – Bell ringing

8:45-9:30 -- Senior Brunch

9:30-10:00 – Bell ringing and sign staging

10:00 – Seniors head to ERPS for Assembly

10:10-10:40 – Assembly

10:40-12:05 – Yearbook pickup in the Courtyard (Biology HL students have separate table)

Yearbook signing @ Courtyard/1st floor main building

11:45 – Biology HL students to IB exam

12:00 – We will begin to clear students from the Courtyard and 1st floor.

INSTRUCTIONS FOR SPECIFIC YEAR-END ACTIVITIES

COMMENCEMENT REHEARSAL AND CEREMONY

Wednesday, MAY 24, 2023- 7:00 AM for rehearsal and 9:00 AM for graduation ceremony at the World Arena

- **Rehearsal is required** for any student who expects to participate in commencement.
***** Please allow enough travel time to arrive at the World Arena and be seated by 700 AM. *****
- Caps and gowns are **required** at the rehearsal.
- Diplomas and final grades for second semester will be distributed immediately after the commencement ceremony on the concourse level between gates B and C. **Diplomas will not be mailed home.**
- Parking and seating for disabled individuals is on a first-come first-served basis, so please arrive early.
- Families will be admitted to the World Arena at 8:00 AM, one hour prior to the ceremony.
- Special seating for hearing impaired guests may be found at the front of section 108.
- Do not bring coats (weather permitting), purses or other items into the arena with you.
- Do not bring beach balls, balloons or other items which may disrupt the ceremony or detract from the decorum of the event.
- The arena prohibits the tossing of caps inside the facility.
- Please dress appropriately for the occasion. Students wearing short pants, sandals, tennis shoes or sunglasses will not be allowed to walk across the stage.
- Family members will not be allowed on the arena floor for safety reasons. After the ceremony, seniors will be recessed out and around to the front of the arena, **concourse level C**, to meet with family members.

OBLIGATIONS

Please take care of all obligations, including the following, BEFORE Commencement:

- Unfinished Work
- Borrowed or Lost Property
- Fees or Fines
- Return all Library Books, Textbooks, Laptops & Charges

Your diploma will be withheld until your obligations have been cleared. Once cleared, diplomas may be picked up in the Registrar's Office.

FAILURE AND SUMMER SCHOOL

Each year, a number of seniors fail one or more classes in their last semester, and then become ineligible for a diploma until the credit is obtained. If the credit(s) can be obtained (a maximum of 2 credits) during summer school, **the senior may participate in Commencement if a receipt showing summer school registration is brought to the Counseling Center no later than noon Friday, May 12.** However, the student **WILL NOT** receive a diploma until after completion of the required work. Diplomas may then be picked up in the Registrar's Office. If the failed work cannot be made up in summer school, the senior will **not** be able to participate in Commencement.

LAST ACADEMIC DAY FOR SENIORS – Tuesday, May 16, 2023

- Seniors are expected to be in classes through Tuesday, May 16th, 2023. All work should be completed by that date. Teachers may require seniors to take additional work (and tests) if, in their judgment, it is necessary for completion of course credit. We advise you to check your class standing with each teacher *now*.

SENIOR HONOR CORDS

- **NHS:** The traditional NHS cords (royal blue in color) will be available to seniors who are members of National Honor Society. NHS cords for members are \$8.00 payable to the Business Office. Last day to order is May 12. Bring a payment receipt to room 222 to pick up cords.
- **Top 10 %:** If you are in the top 10%, a note will be delivered to you in class or via email. Please pick up your cord in the registrar's office as soon as you get the note.

IB SASHES

- IB sashes will be distributed at the IB Senior Celebration May 23 to seniors who have completed the IB Diploma Program. There is no charge for the sashes.
- Sashes should be worn at Graduation.

CAPS AND GOWNS

- Caps and gowns will be available for pick-up Thursday, **May 4**
- **You will have your cap and gown two weeks prior to graduation, so please arrange for pictures to be taken BEFORE Commencement.**
- Caps and gowns are worn for rehearsal and Commencement **ONLY**.
- Wear the gown well up on the shoulders. Wear the cap level with the tassel over the right eye (switches to left after receiving your diploma). To maintain the dignity of the attire, **please** wear long pants or a dress, and **please do not** wear flowers, sunglasses, or chew gum, etc.
- **Caps can't be decorated.**

If you have not ordered a cap & gown or graduation announcements/photo cards, you can still do so online at www.jostens.com. Caps & gowns need to be ordered **by April 15th** and will be delivered at school on Thursday, May 4th during lunch in the Auditorium Foyer. Thanks!

Joe Adducci - Jostens

Pikes Peak Recognition, LLC

PO Box 7622

Colorado Springs, CO 80933-7622

Office 719-633-8228

[*joe.adducci@jostens.com*](mailto:joe.adducci@jostens.com)

[*www.pikespeakrecognition.com*](http://www.pikespeakrecognition.com)



PICTURES

- For safety reasons, parents and guests will NOT be allowed on the arena floor prior to, during or after the ceremony. Pictures may be taken outside the arena or inside from the seating areas.
- Grad Images will photograph each graduate at the Commencement ceremony at no charge or obligation to the students or school. Ordering information will be distributed at the Senior Class Meeting, or you may contact Grad Images directly: 1-800-261-2576; www.gradimages.com
- Graduation will be live streamed on May 24, 2023. If you need a DVD you may order it through the Palmer Business Office

REMEMBER:

This is a special time of the year for the seniors. Think Fun — but THINK FIRST!!

It would be unfortunate for a senior to be denied the privilege of participating in graduation exercises. This could occur if a student is involved in the use of alcohol or other drugs, or in behavior which disrupts the educational process, endangers the safety and health of others, and/or damages school property.

EXCLUSION FROM PARTICIPATION IN HIGH SCHOOL GRADUATION CEREMONIES

(District policy)

Any senior otherwise qualified for graduation who, during the last month of the final semester of school for seniors, including that period of time between the last day of classes for seniors and the graduation ceremony for his/her school, and who damages, destroys, or vandalizes district property, injures fellow students, faculty members or administrators, or commits a Level III or IV disciplinary infraction, shall be excluded from participating in graduation ceremonies and exercises. In addition to exclusion from participation in graduation ceremonies and exercises and possible suspension or expulsion, students and their parents shall be held liable for damage, destruction or bodily injury caused by the student, as set forth in state law. Any student who is excluded from graduation ceremonies and exercises but has met all requirements for graduation shall receive his/her diploma by mail.

(Revised Sep. '98)

Senior students engaging in disruptive activities during or after Commencement will be subject to legal proceedings.

District 11 and the World Arena expect all guests in attendance at graduation ceremonies to act appropriately and honor all graduating seniors' right to experience an uninterrupted celebration of this special time.

District 11 Graduation Day Policies

1. No one will be allowed on the arena floor unless they are seniors who are graduating, district personnel participating in the ceremonies, or contracted photographers.
2. The only picture taking allowed on the arena floor will be performed by District 11's Media Production staff and professional photographers contracted to do so by the schools.
3. Seating in the World Arena for all of District 11's graduation ceremonies will be on a first come, first serve basis. Saving more than two seats will not be allowed by security.
4. Seniors who are not properly dressed will not be allowed to participate in the ceremonies.
5. All cell phones must be turned off on the World Arena floor during the graduation ceremonies. Members of the audience are also encouraged to turn their cell phones off or to vibrate mode to prevent distractions from occurring during the ceremonies.

World Arena Rules & Regulations for 2023 Commencement:

- NO OUTSIDE FOOD & BEVERAGE – Concessions will be open for service.
- The following Items WILL NOT be permitted inside of the Broadmoor World Arena
 - Helium Balloons
 - Beach Balls or Water Guns
 - Silly String or Confetti
 - Horns, Cow Bells, Sirens, or any other Noise Maker
 - WEAPONS (including items that resemble weapons)
 - Selfie Sticks
 - Large Signs, Posters or Pictures that will obstruct the view of those around you.
 - Recording Devices that will obstruct the view of those around you (i.e., holding up an iPad/tablet, Tripods etc.)
 - Remote controlled recording devices (i.e., Drones)
- If you have a stroller or infant carrier/car seat, it must be checked at the Club Entrance. There is not room in the seating area for these items. Please hold small children on your laps.
- Guests will NOT be allowed on the arena floor at any time unless participating in the graduation ceremonies.
- Guests are not allowed on the arena floor to take pictures and must not stand for a duration of time blocking the views of other guests. Some schools will have contracted photographers and videographers.
- Guests may save no more than 2 seats. Your entire party must arrive at the same time in order to get seating together. Disputes in regard to saving seats may result in ejection from the building.

**** FINAL TRANSCRIPTS REQUEST ****

- It is the student's responsibility to request the final transcript. Fill out the attached form and bring it to the Registrar's Office.

Request for Final Transcript



Please complete and submit this form to the Registrar's Office in the Counseling Center

Request Date

Student Name (Last Name, First Name)

College Name (OPTIONAL)

NCAA/NAIA (If playing Sports at Collegiate Level)

College Address

Date

Registrar's Office

Date Completed

Signature of Person Completing the Request

Comments (Note Here)

**CONGRATULATIONS TO EACH OF YOU UPON GRADUATION
AND
BEST WISHES FOR YOUR FUTURE!!**

The CSHS/Palmer Alumni Association



Cordially Invites All Students in The Graduating Class
of 2023 To a Complimentary Brunch
To Be Held in Your Honor

Thursday, May 17, 2023

To Be Held in the Eagle Wing
This is a Dress Up Occasion for Students!

