

Heritage Academy Laveen
2021 Commencement Handbook

Seniors,

It is almost the time that you have been anxiously awaiting...graduation is upon you! Heritage Academy Laveen is dedicated to providing you and your families with a formal, celebratory commencement ceremony. In our effort to provide that, we ask that you read through the following guidelines and adhere to all policies.

Details for the commencement exercises are as follows:

Thursday, May 20th at 7:00 PM
Heritage Academy Laveen Gym
4275 W. Baseline Rd
Phoenix, AZ 85339

TICKETS

Each graduate will be given 5 complimentary tickets. **There will be streaming of the ceremony in the outdoor basketball court for additional family members or latecomers.** Streaming will also be possible on our YouTube channel.

Important Dates

Thursday, April 22, 8 AM-1 PM--Cap and gown pick-up in the front office

Tuesday, May 18--Last day of school for seniors

Wednesday, May 19, 7:30 AM--Graduation practice in the gym

GRADUATE EXPECTATIONS

Graduates will be required to show up to the auditorium at **5:15 PM** the evening of graduation. This is so we may have one last rehearsal before the ceremony begins. Heritage Academy Laveen expects the same dress code standards to be upheld throughout the course of graduation. Please make sure you are prepared with the following:

- Caps and gowns should be clean and pressed. Please remove them from the original packaging before the day of graduation so the gown is not wrinkly.
- This is a formal event so please dress accordingly. Traditional Heritage standards apply in terms of length of skirts/dresses, sleeves and no low-cut tops. Jeans are not an appropriate option. Gowns must remain on you until you exit the auditorium at the conclusion of the ceremony.
- Men must be clean-shaven and hair must be within guidelines.
- The cap is worn flat on the head.
- No other ornamentation will be allowed on your cap.

- Masks are required.
- Each scholar will receive a medallion which will be worn on top of the gown. This is yours to keep.
- No other ornamentation may be added to the gowns with the exception of stoles, awards or distinctions handed out by the school.
- Tassels are to be worn on the right side and shifted to the left when graduates are instructed to do so.
- Cell phones are to be put away and not seen nor heard for the duration of the ceremony. Absolutely no cell phones on stage.

GUEST EXPECTATIONS

This is a joyous occasion and we are so thrilled to share this evening with you, your friends, and families. Please review the following guidelines with those who will be in attendance.

- Masks are required.
- Open seating begins at 6:15 PM. Please arrive with plenty of time to be seated 10 minutes before the ceremony begins.
- While this is a ticketed event, it is open seating on a first come, first-served basis. Any saved seats will need to be forfeited at 6:40 for other attendees.
- Doors will close at 6:55 PM for the procession of graduates. Doors will reopen after the graduates have taken their seats. Please plan accordingly.
- Please remain in your seat for the duration of the ceremony.
- Professional photographers will be on hand and are the only individuals who will have access to the aisles and stage.
- If your child(ren) becomes restless or loud, please take him/her to the lobby.
- Noisemakers of any kind are strictly prohibited. Anyone caught with noisemakers will have the items confiscated and potentially be escorted from the gym.
- Balloons are also strictly prohibited. Please do not bring them to the gym as you will be asked to leave them outside. Heritage Academy is not responsible for lost or stolen items.
- Please express your love and appreciation for your graduate while maintaining respect for those graduates who are following. Please applaud to express your love and refrain from calling out names. Everyone would like to be able to applaud for their graduate.
- Please remain in your seats until the graduates have left the auditorium. You will be able to greet your graduate in the courtyard outside the gym.
- Please turn off your cell phone as cell phones will interfere with the sound system.
- No food or drinks other than water allowed.
- The commencement ceremony will be viewable live on our YouTube channel. A specific URL will be sent out closer to the date.

Thank you for your cooperation as we celebrate the amazing accomplishments from our Class of 2021!