

TO: Class of 2025 Graduating Seniors

FROM: Jeannette Siemers, CHS Principal

RE: Graduation, June 13, 2025, 7:00 PM at Overlake Christian Church

Please give the following information your careful attention--you are responsible for its contents.

Graduation marks the successful completion of your academic and extracurricular requirements for graduation and serves as an important milestone not only for students, but also for your larger community. Participation in commencement is a privilege and not a right or requirement.

Students electing to participate are **REQUIRED** to attend rehearsal and to be dressed appropriately for Commencement. Students electing to not participate should reach out to CHS Office Manager, Lauren Martin, as soon as possible and by May 1st for planning purposes.

OUTSTANDING FINANCIAL OBLIGATIONS

All financial obligations must be cleared by **JUNE 4, 2025**, to participate in senior activities. Starting in October, monthly fine notifications will be sent to students and families.

GRADUATION PRACTICE – STUDENTS ONLY

There will be required Graduation Ceremony practice:

- Friday, June 13 at 9:00 AM at Overlake Christian Church ***Students should plan to arrive by 8:45.***

PRACTICE & Graduation Information - Friday morning, June 13, at 8:45am seniors will report to Room 2 on the 2nd floor. Take the stairs to the left of the main entrance and proceed towards the double doors at opposite end of hall. The room will be on your left.

Breakfast is provided by ASB and served by PTSA immediately following the ceremony practice.

We will only have one practice, and attendance is REQUIRED if you're participating in the graduation ceremony.

BEHAVIOR EXPECTATIONS

Graduation is both a ceremony and a celebration. It is important to remember that there is a proper time and place for both! The ceremony itself is to be taken seriously and with an attitude of respect for your accomplishment and of those who have helped you along your journey. The celebration takes place *after* the ceremony and is the time to have fun with family and friends.

STUDENTS: Please do not bring anything with you that would be a distraction from the ceremony. Also, graduates should not bring purses or valuables that cannot be contained in a pocket under your gown.

AUDIENCE MEMBERS:

We want this to be a very special time for *your* graduate and for *all* the graduates! Please be respectful during all phases of the ceremony – a lot of work has gone into preparing the best experience possible. Air horns and

artificial noisemakers can be a distraction and are not allowed at Overlake Christian Church. There are two times that we hope you will give a special cheer for the graduates: after your graduate's name is read, and at the very conclusion of the ceremony. When you cheer for your graduate, please keep it under three seconds so that the next graduate can hear their own name being read. This is, of course, one of the most important parts of the experience!

DRESS & DECORUM

Remember the graduation ceremony is a formal event recognizing the culmination of all your work, so there are specific graduation regalia requirements in place for the CHS ceremony. Please plan accordingly. In general, students should wear dark slacks, light shirts, blouses, skirts, dresses, or shorts. No jeans. You are encouraged to wear flats or shoes with low heels or a wedge.

Graduation Regalia Requirements:

- Gear provided by the school: CHS specific caps and gown will be worn by all participants. The caps should be flat on your head and the tassel on the mortarboard (cap) is worn on the RIGHT side.
- Academic Cords (GPA requirement and school provided)
- School-provided approved club cords (e.g. NHS, DECA, Thespian Society, any that have a national recognition attached to them. Advisors will provide names to Office Manager.)
- Tribal regalia can be on caps or in lieu of caps: RCW 28A.600.500 (Members of a federally recognized tribe are allowed to wear traditional tribal regalia and objects of Native American cultural significance along with or attached to a gown at graduation ceremonies.)
- AA stole (CHS school stole must be worn on top): Those students receiving their AA degree may wear an AA stole
- Adornments of cultural significance are acceptable with prior approval from the Principal or Principal designee provided they:
 - Are school appropriate
 - Reflect a culture that you identify with; for example, Native Hawaiian and Pacific Islander students may wear flower/leaf leis as an item of cultural significance and respecting this cultural significance, students who do not self-identify as Native Hawaiian or Pacific Islander should refrain from wearing leis of any kind, including ribbon.
- Do not change or replace the school issued items
- Caps can be decorated as long as they are school-appropriate. They will be checked and if inappropriate, students will be given a blank cap to wear for the ceremony.
- Candy and money leis are not allowed for the formal graduation ceremony
- Do not wear items potentially disruptive to the ceremony or detrimental to the safety and welfare of other students
- Robes MUST be zipped for the Graduation Ceremony

TICKETS

Each senior participating in commencement will be given ten (10) tickets. Distribution of tickets will be on June 11th after seniors have completed all checkout procedures. Seniors will turn their completed and counselor-verified form in to receive their tickets. Tickets will not be distributed prior to this date. All persons admitted MUST have a ticket, and seating is available on a first-come, first-serve basis.

There will be extra tickets available. If you have a definite need for extra tickets, you may request them by completing the form available on May 1st from the front office. This form is due by May 16th. If you need fewer tickets than the number allotted, inform Mrs. Martin in order that they may be given to someone who can use them. Please do not keep tickets that will not be used – thank you!

PICTURES and VIDEO

Cameras will be allowed in the venue. The graduation ceremony will be livestreamed, and a link will be provided as we get closer to the ceremony date for you to share with out of town family and friends. However, parents will not be permitted in the staging area or upstairs, nor will seniors be permitted to step out of line for pictures. We are working on establishing a professional photographer for pictures taken at graduation as students cross the stage. If it becomes available, further information will be shared.

CEREMONY DETAILS

REPORTING TIME: All seniors enter through the **Main Entrance of Overlake Christian Church** (9900 Willows Road, Redmond, WA) accessible from the WEST (front) lot **no later than 6:00 PM**. Please remember it is a Friday night and allow for traffic you may incur. All seniors should report to Room 2 (same as practice) on the 2nd floor to line up for the ceremony. This will be the holding room for the graduates' bags for Grad Night, purses, etc. There is a staff member who will monitor this room; however, it will only be secured until 8:30pm so belongings must be collected immediately following the ceremony. Graduates will have a formal recession from the ceremony back to Room 2 and will meet their families, caregivers and guests downstairs after gathering their belongings. There are a few options downstairs for families and seniors to pre-establish a meeting spot including: 1) Near the espresso stand; 2) At "Kid's Town" about halfway in the downstairs hallway; or 3) "Central Lounge".

VENUE PARKING/ENTRANCE for Families, Caregivers and Guests: Graduates, families, caregivers and guests should park in the WEST (front) lot. Disabled Access parking and entrance is on the SOUTH lot and vehicles must have an approved disabled parking sticker/placard/license plate to park there. There are approximately 15 spaces in this location. Guests with disabilities may enter the church at 6:00pm via the SOUTH entrance. Families and other audience members enter through the main doors via the WEST entrance beginning at 6:15pm. Some parking spaces will be reserved at the EAST (back) lot for Grad Night, CHS Band and Choir buses. No vehicles will be allowed overnight.

The 2025 Graduation ceremony begins at 7:00PM sharp. Seniors will sit in the front rows. No family reserved signs are allowed on any seats. Please do not remove any reserved signs for performers, speakers, graduates or staff.

AFTER THE CEREMONY

The gown, stole, cap and tassel are the graduates to keep.

Families, caregivers and guests will meet their graduate(s) downstairs after the graduation. Please plan on exiting the venue in a timely manner.

Your actual diploma, report card, and your immunization records will be mailed to the address we have on file by July 11, 2025. PLEASE make sure the office has your most current address.

GRADUATION-RELATED EVENTS

CAP AND GOWN DISTRIBUTION - Cap and Gowns will be distributed November 22nd during both lunches.

SENIOR AWARDS NIGHT (*Open to all*): June 5th, 6:00 PM at Riverview Educational Service Center. This event is open to all. Award recipients will be receiving an official invite the week before.

PTSA-SPONSORED BACCALAUREATE (*Open to all*): June 8th, 4:00 PM at the Riverview Educational Service Center. This event is open to all. Light refreshments will be served.

SENIOR CHECK-OUT DAY (*Students only*) **This is a mandatory event for ALL seniors**: June 11th is the seniors' last day! To receive your graduation tickets, you must complete the checkout process and have a completed checkout form signed by your alpha-assigned counselor to turn in after the Senior Elementary Walk.

Schedule for this day is:

7:30 – 9:15 Checkout (form will be provided)

9:15 Senior Meeting in Theatre

10:00 Depart for Elementary Walks *If not attending, you are welcome to work on checkout form.

Immediately following elementary walk: turn in completed checkout forms to receive graduation tickets

SENIOR ELEMENTARY WALK (*Students only*): June 11th, approximate departure time from CHS via school-provided transportation is 10:00 AM and approximate return time is 12:00 PM. Students must have a completed, signed field trip form on file to board the bus and attend. Field Trip forms are available in the Main Office starting Friday, May 2nd and must be received by end of day, Wednesday, May 28th to allow for supervisors to get any health care needs required. Students are not allowed to drive themselves to our elementary campuses or be dropped off by families or caregivers for liability reasons.

PTSA-SPONSORED SENIOR PARADE (*Open to all*): June 11th, 6:00 PM. Parade line up will start at 5:30 PM at CHS and planned departure time from CHS is 6:00 PM. The route will lead to the Riverview Educational Service Center for slideshow to follow.

PTSA-SPONSORED SENIOR SLIDESHOW (*Open to all*): June 11th, 7:00 PM. To submit your six (6) Hi-Res senior slideshow submission photos, please mail them to classof2025pics@outlook.com

PTSA -SPONSORED GRAD NIGHT (*Students only*): June 13th, following graduation ceremony. Buses will load directly at Overlake Christian Church. Pickup the morning of June 14th is at Duvall Safeway at approximately 5:30 AM. You can find more information about Grad Night at [CHS PTSA Grad Week](#)