Dear Graduate and Parents/Guardians:

Congratulations on your senior year of high school and your upcoming graduation. I am excited, as I am sure you are, for a successful senior year. Your dedication and hard work has brought you to this exciting time of your life, your high school graduation.

We know that your senior year is busy making plans for next year, so we want to make sure your graduation is stress-free and enjoyable for you. To that end, we have provided you this graduation handbook that will guide you through this year.

This handbook contains essential information pertaining to your senior year and graduation. You are responsible for understanding and complying with all of the guidelines put in place. You will also be receiving emails throughout the year to remind you of upcoming deadlines, please check your email consistently.

Please read through this handbook and feel free to stop in the main office, call, or email, and we will be able to answer any questions you may have.

We look forward to celebrating with you in June!

Sincerely,

Dan Dobner
Principal
Commencement Ceremony

Hartford Union High School will celebrate the 133rd annual commencement ceremony on Sunday, June 7, 2020 at 2:00 p.m.

The ceremony will be held at the High School located at 805 Cedar Street, Hartford, Wisconsin.

We are fortunate to have an air conditioned field house which provides seating for approximately 2300 guests in addition to the graduates.

Tickets are required for this event for every person attending. This includes small children or infants as it is a capacity/fire code issue. In addition to seating in the field house, we provide overflow seating with a live feed of the ceremony in our East Commons. No ticket is needed for this viewing.

“The future belongs to those who believe in the beauty of their dreams.”

- Eleanor Roosevelt

Mandatory Senior Meeting

There is a Mandatory Senior Meeting for Students

Wednesday, January 8, 2020
During Resource in the Field House
(2:05 - 2:45 PM)

⇒ Please enter the field house, set down your backpack/belongings and take a seat in the bleachers.
⇒ Important information will be shared about Graduation and the remaining months of the school year.
⇒ The 2020 Class Picture will be taken by Empire Photography (See pg. 14 for the order form)
⇒ Graduation Cap & Gown Order Packets will be distributed by Jostens

Students in alternative education programs need to make arrangements to be here for the senior meeting.
Caps & Gowns

Participation in the graduation ceremony is optional. Students who choose to participate are required to wear the following items:

- Black cap
- Black gown
- Orange and Black tassel

These items should be purchased directly from Jostens via paper order forms distributed at the mandatory Senior Meeting Wednesday, January 8, 2020 at 2:00 in the field house, or they may be purchased online at their website Jostens.com. Jostens will return January 14 & 15 to receive orders and payments, or down payments.

Jostens Contact Information: Representative – Chad Kilton
chad.kilton@jostens.com  262-392-4245

Students may use caps or gowns from alumni and just purchase a tassel.

Cap & Gown Order Distribution

Cap & gown orders will be distributed on
Tuesday, April 14, 2020

Jostens will be in the main lobby during lunch and flex periods for cap and gown pick-up. Any balance due must be paid that day.

Early graduates and alternative program students may pick-up their items also on this day.

Students who are absent from school, or were unable to pick-up items may do so any time after April 14th in the Main Office.
Cap and Gown Etiquette and Helpful Tips

**How should I take care of my gown?**
Try on gown immediately for proper sizing (gown should be full and roomy).
The bottom of the gown should be approximately mid-shin; not at the knees & not at the ankles.
Steaming the gown is preferred to remove wrinkles but a cool iron with an ironing cloth will work.
If necessary, you can wash on a cool, delicate cycle and line dry the gown.

**How do I wear my tassel?**
Tassels are worn on the right temple before the ceremony and on the left temple afterwards.

**How do I tell the front of my cap from the back?**
Aside from the instruction on the inside of the cap, the pointed end on the crown should be on the back.

**How should my cap be worn?**
The cap should be worn so that the mortar board is level. It should not be tilted to the back or side of the head. The crown should be approximately one inch above the eyebrow.
It is not recommended that you wear your hair up or in a ponytail; it will interfere with how the cap sits on your head. Hair pins can be used to keep the cap in place.
Dress Code for Ceremony

Hartford’s commencement ceremony is a formal event. Proper dress is essential in showing your sincere attitude for this event. As participation is optional, students whose behavior or dress does not meet school expectations may be denied participation or removed from the ceremony.

Additionally:

• Denim jeans of any color are not allowed.

• Students may not display names, messages or decorations on their cap or gown.

What Not to Wear

- Jeans of any color
- Shorts
- Clothing with holes
- Athletic apparel
- Uncomfortable shoes

It is highly recommended that all graduates wear formal footwear that is comfortable.

Note: Dress code and graduation attire requirements may be subject to change.
Commencement Rehearsal

Commencement rehearsal will be held on Thursday, June 4, 2020 from 10:30 a.m. — 11:30 a.m. in the fieldhouse.

- Rehearsal is mandatory for all students who plan to participate in commencement.
- Rehearsal will begin promptly at 10:30 a.m. Please do not be late.
- Students should check the seating chart prior to rehearsal
- Alternative Education students need to make arrangements to be at practice.

“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.” -Barack Obama

What to Expect on Commencement Day

Arrival
◊ Graduates should arrive HUHS with all graduation attire and dress clothes no later than 1:15 p.m.
◊ Doors open to the field house at 1:00 p.m.
◊ Students should proceed to the small gym where they should pick up their name card and be seated in the bleachers by 1:30 according to the seating chart.

Note: It is likely the seating chart had been updated since rehearsal, so please review it. A current seating chart will be emailed to seniors and posted on our website the day before graduation.

Ceremony
◊ Ceremony begins exactly at 2:00 p.m.
◊ Ceremony will last until approximately 3:30 p.m.

Post-Ceremony
◊ Graduates will receive their diploma after the ceremony from staff members in the small gym. Students should find their row leader for their diploma.
◊ Student should double check that they have the correct diploma before leaving.
◊ Diplomas that are not picked up will be in the main office to be picked up in the summer. Diplomas are not mailed.
◊ This is your one and only diploma. HUHS does not keep copies of diplomas.
◊ Family and friends of graduates should meet and celebrate with students in front of the main entrance.
Pre-Ceremony Slideshow

Prior to the start of the graduation ceremony, there will be a slideshow with all senior pictures side by side with a childhood photo. A message center email will be sent in spring requesting a childhood photo (age 1-5) of each graduate. There is no cost associated with this request. Please note the following important information:

- Please label the photo with the GRADUATES Last and first name, NOT the person submitting the picture.
- Photos are due by the end of March. Please try to adhere to this deadline as this project is quite the undertaking but adds so much to our pre-ceremony.
- This is completely separate from any baby photo you may have submitted for the yearbook. That would have had a cost associated with it.

Commencement Etiquette

Hartford High School’s Commencement ceremony is a formal event, dedicated to honoring the traditions set forth by former students and school leaders. All students and their guests are asked to preserve the dignity of the ceremony and the traditions of Hartford by maintaining the decorum appropriate for the occasion. The following are specific policies regarding commencement etiquette:

- Noise makers, spray string, balloons, confetti or other similar pranks are not allowed.
- Students with any of the above items will be escorted from the ceremony and will not be allowed to participate.

All attendees are asked to be attentive during the presentation of diplomas so that all names can be heard as they are announced.

Photography and Commencement Video

Photography
Empire Photography will take individual graduate pictures as students cross the stage, and again as they exit the stage. See page 13 for more specific information from Empire Photography.

Video
We will not be making a video of the commencement ceremony. You are welcome to record all or portions of the ceremony.

Enjoy the day!
Graduation Ceremony Tickets

Each Graduate receives eight (8) tickets for the ceremony.

Graduation tickets will be available in the Main Office before and/or after school, during flex/lunch and resource on a date in May/June to be announced.

Graduates must present their school ID before tickets can be issued and only the graduate may pick up the tickets.

Senior Survey must be completed to receive tickets.

The Graduate does not need a ticket.

Every person regardless of age (including babies or children sitting on laps) needs a ticket to enter.

If you are in need of extra tickets, or have tickets you will not use, please let your fellow classmates know.

All senior fees and obligations must be taken care of in order to obtain graduation ceremony tickets

Seating

Tickets are required for this event. Seating is available on a first come basis for guests. Attendees are urged to be on time for the ceremony to be seated before the processional. Please reference the field house layout for seating options. Guests may sit in the bleachers, or in chairs behind the graduates.

There is no standing in the area behind the last row of seats. This area needs to be clear for the graduates processional and recessional and for staff and security.

If you need more specific information about seating, please contact beth.hermann@huhs or call 262-670-3200

Accessibility

The commencement ceremony is fully accessible. Wheelchair and wheelchair companion locations are in chairs on the floor behind the graduates. Any wheelchairs must be positioned on the outside isle. Staff will be available to assist you.
Diplomas

Diplomas are printed with exact official birth certificate names as stated in Skyward. Please double check your name in Skyward for accuracy, capitalizations, middle name(s) and hyphens. Please contact beth.hermann@huhs.org with any discrepancies.

Diplomas will be distributed after the commencement ceremony in the small gym to those students who have successfully completed all graduation requirements, and who have no outstanding fees or obligations.

Graduates who choose not to participate in commencement may pick up their diploma in the Main Office on Monday, June 8, 2020.

7th Semester Transcripts

Seniors are provided one free 7th Semester ink stamped transcript for scholarship purposes. Students may stop in the Student Services office to sign up for a copy starting in late January.

Final Senior Transcripts

Seniors are responsible for requesting their final transcripts be sent to the institution they plan to attend in the fall. It is recommended that transcripts be requested in the last week of the school year. They must select “hold for grades” so their final transcript is released when final grade are updated and posted.

To order final transcripts, students should visit parchment.com to place an order and track status of requested transcripts.

Please note: It is not the responsibility of any school staff to request final transcripts on behalf of the student. Colleges and universities will only receive transcripts from Hartford Union High School with a direct request by the graduate via the Parchment website.

For more specifics on ordering transcripts, please see our website:
Academics>Services>Transcripts
https://www.huhs.org/academics/transcripts.cfm
Senior Fees and Obligations

Please be sure to resolve all obligations and look for Fee Statements throughout the spring semester. All books, laptops and chargers, sports uniforms and borrowed school items should be returned to avoid unnecessary fees. Negative lunch accounts also need to be resolved.

- All fees must be resolved or paid by 3:30 p.m. on Thursday, June 4, 2020. Fees may be paid in the Business (District) Office.

Fees check list:
- Registration School Fees (present and past)
- Lunch account negative balance
- Library materials
- Lost sports uniforms or equipment
- Art class materials
- Band/Orchestra/Choral Uniforms

Senior Class Important Dates

January
January 8 Senior Meeting:
Empire Class Picture and Jostens Cap and Gown Paperwork distributed
January 14, 15 Jostens Cap and Gowns orders placed

April
April 14 Cap and Gown Order distribution

May
May 9 Senior Classic
May 20 Student Recognition & Day of Service

June
June 2-4 Exams

June 4 Graduation Rehearsal
10:30 a.m.—Field House
3:30 p.m.—All fees and obligations due, including locker clean out.

June 7 Graduation Ceremony
2:00 p.m.—HUHS Field House

“In a gentle way, you can shake the world.” - Mahatma Gandhi
Senior Survey and Immunization Records

SENIOR SURVEY *required*

All seniors are required to complete a Senior Survey prior to graduation. This survey will ask questions relating to student’s post-secondary plans. The survey will be emailed to you in May. Students will not receive graduation tickets if the survey is not completed.

IMMUNIZATION RECORDS

Every Senior has an immunization record on file in the health room. Seniors will need to stop in the Health Office at some point during the school year to pick up their health/immunization records. You may need these records for post graduation education or jobs. The Health Office is located in the Attendance Office.

“Wherever you go, go with all your heart.” - Confucius

Electronic Files - Take Them With You

Google Takeout is a service from Google which allows you to download data associated with your student Google Account.

Seniors, as you leave Hartford Union High School, do not leave your data behind! Your @huhs.org email address and your H Drive will not remain active after graduation.

If you want your Google items, you can use Google Takeout to create a copy of your data. Below are links to a YouTube video and Google directions on how to use this product. You will need to create your own personal GMail account to upload the data.

Google Takeout Directions: https://support.google.com/accounts/answer/3024190?hl=en

YouTube video on Google Takeout: https://www.youtube.com/watch?v=CyoMqPTS6YQ

Link to Google Takeout https://takeout.google.com/settings/takeout

H Drive items:

Do not forget your documents on your H Drive.

To take your H Drive items, you have one of two options:

1. Upload the documents to your personal Google account

2. Bring in a USB drive and copy your documents to the USB drive.

The tech department will send an email at the end of the year with video links to help you!
Frequently Asked Questions

Q. Is participating in the graduation ceremony mandatory?
   A. No, participating is an optional activity for graduating students.
   Please advise the main office as soon as possible if you are definitely
   not participating.

Q. Who do I buy a cap and gown from?
   A. Jostens, using paper order form or visit their website at: jostens.com. to order.

Q. Can I borrow a cap and gown?
   A. Yes! If you have a friend or relative with a black cap and gown that fits you.

Q. Can I wear jeans and tennis shoes under my gown?
   A. No! Please see Dress Code for Ceremony on page 5 for specific dress requirements.

Q. Can I decorate my cap?
   A. No. Only the tassel(s) may be worn on the graduation cap.

Q. Where will graduation rehearsal be held?
   A. In the Field House on Wednesday, June 4, 2020 at 10:30 a.m.

Q. What should I bring to rehearsal?
   A. Just Yourself! Attendance is mandatory!

Q. When will the senior class picture be taken?
   A. At the senior meeting January 8, 2020 in the fieldhouse. Bring the order form with you if
   you want to order a class photo.

Q. When does the graduation ceremony begin?
   A. 2:00 p.m. sharp!

Q. What can a graduate bring in with them during the graduation ceremony?
   A. NOTHING! There are no pockets in the gowns. Leave ALL valuables, money, cell phones,
   purses, wallets, etc. with family or friends.

Q. Can I use noise makers/air horns/confetti etc. during the ceremony?
   A. NO! Noise makers, spray string, balloons, confetti or other similar pranks are not allowed.
   See page 7 for specific etiquette.

Q. How long is the ceremony?
   A. If the ceremony goes as scheduled, it will end at approximately 3:30 p.m.

Q. What will the students do after the ceremony?
   A. Students will proceed to the small gym to pick up their diplomas before meeting their family
   members and guests outside or in the lobby.

Q. If I forget to pick up my diploma, will it be mailed?
   A. No. Diploma’s will remain in the main office until they are picked up.
Empire Photography has been photographing our commencement ceremonies for many years. Each graduate is photographed as they receive their diploma and a solo portrait is also taken after they exit the stage.

Proofs will be sent to graduates and their families within 48 hours of the ceremony.

The senior class photo will be taken at the Senior Class Meeting
Wednesday, January 8, 2020
2:00p.m. in the Field House

Contact Empire Photography at:
customerservice@empirephotos.com

Your commencement is a once-in-a-lifetime moment so don't miss out!
To Order Your Senior Class Picture:

1. Clearly print your name & address below
2. Place your order in the space to the right
3. Pay by credit card, check, or cash. Make checks payable to: Empire Photography
4. Tear out this form and turn it in on January 8, 2020 at the Senior meeting.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Student Name</th>
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<tr>
<th>Phone ( )</th>
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### Senior Class Photo

<table>
<thead>
<tr>
<th>PHOTO OPTIONS</th>
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<tbody>
<tr>
<td><strong>Empire Special Package</strong></td>
</tr>
<tr>
<td>1- 10x24” Formal Pose (Laminated) and 1- 10x24” Spirit Pose (Laminated)</td>
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<tr>
<td>$35</td>
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**Add On:** Box Mounting + $35

<table>
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<tr>
<th>Standard Finish Photo (10x24”)</th>
<th>Formal</th>
<th>Spirit</th>
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</thead>
<tbody>
<tr>
<td>$19</td>
<td>$19</td>
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**Add On - Option 1:** Lamination + $7

**Add On - Option 2:** Box Mounting (No need to frame!) + $35

Total

(all prices include tax, postage and handling)

PHOTO OPTIONS

**Formal Pose:** This is the classic style of class photo where the students are facing forward and smiling.

**Spirit Pose:** This is our version of a “silly photo” where the students can get creative.

**Level Two:** The Level Two is the formal class photo but with added graphic design elements to make it stand out. It is printed on high gloss metallic paper which cannot be laminated. *(Example shown in the images to the right)*

**Lamination:** Lamination is a great way to make your prints last a lifetime! Lamination protects your prints from tearing, moisture, and UV rays.

Applies to Standard Finish Photo Only. Box Mounted prints cannot be laminated

**Box Mount:** Ready to hang! Looks modern and professional! Add box mounting to your print to get the most out of your class photo! The box mount is black in color and 1 inch think. Box Mounting is not available to be added onto the Empire Special.
Watch For Our Professional Photographer At The Graduation!

THE GRAD
How to be a picture-perfect graduate.

- Keep your tassel out of your face
- Pause and smile at the presenter when you shake hands
- Don't chew gum
- Be sure you are well-groomed
- Accept your diploma in your left hand
- Comb your hair
- Don't slouch
- Come dressed pressed
- Remember to shake with your right hand
- Wear socks
- Don't dress for a flood
- Avoid a trip — tie your shoes
- Wear dress shoes
Complete these items before the end of the year to ensure a successful transition from student to graduate:

- Complete the senior survey.
- Pick up cap and gown.
- Try on gown for proper sizing. See page 4 of this booklet for helpful tips on preparing your cap and gown for the ceremony.
- Find a graduation outfit that meets the dress code requirements outlined on page 5.
- Return all LMC items by May 29, 2020.
- Return class materials to teachers by June 4, 2020.
- Clean out locker by June 4, 2020 at 3:30 p.m.
- Resolve and pay all outstanding fees and obligations by 3:30 p.m. June 4, 2020.
- Take your electronic files with you. Your @HUHS.org and H Drive accounts will be deleted shortly after graduation. See page 11 for directions.
- Pick up your immunization records in the health room.

## HUHS Class of 2020 Important Dates

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Wednesday, January 8, 2020</td>
<td>Senior Meeting: Class picture (Empire) and Cap &amp; Gown Packets (Jostens) Distributed</td>
</tr>
<tr>
<td>Tuesday, January 14, 2020 &amp; Wednesday, January 15, 2020</td>
<td>Cap &amp; Gown Orders Handed In</td>
</tr>
<tr>
<td>Friday, March 6, 2020</td>
<td>Childhood Photo for Graduation Slide Show Due</td>
</tr>
<tr>
<td>Friday, March 20, 2020</td>
<td>Senior Speeches Due</td>
</tr>
<tr>
<td>Tuesday, April 14, 2020</td>
<td>Cap &amp; Gown Distribution</td>
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<tr>
<td>Monday, May 11, 2020</td>
<td>Senior Survey will be sent out</td>
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<tr>
<td>TBA</td>
<td>Graduation Tickets Distributed</td>
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<tr>
<td>Thursday, June 4, 2020</td>
<td>Graduation Practice 10:15</td>
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<tr>
<td>Sunday, June 7, 2020</td>
<td>Graduation 2:00 in the Field House</td>
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**Name Reader Cards for Ceremony**

All students who participate in the graduation ceremony will have a name reader card provided to their counselor prior to the ceremony.

Counselors have them weeks before the ceremony to practice name pronunciation.

**IMPORTANT:**
If you have a specific way to pronounce your name, please contact your counselor to inform them well in advance of graduation day.

Thank you
Who to Contact

**Principal**
Daniel Dobner
dan.dobner@huhs.org

**District Project Coordinator**
Beth Hermann
beth.hermann@huhs.org
262.670.3200

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**Counselors**

**Ms. Kari Erickson**
Students with last name: A - F
Phone: 262.670.3200
Email: kari.erickson@huhs.org

**Ms. Holly Oleshko**
Students with last name: M - R
Phone: 262.670.3200
Email: holly.oleshko@huhs.org

**Mr. Michael Schmidt**
Students with last names: G - L
Phone: 262.670.3200
Email: michael.schmidt@huhs.org

**Ms. Elizabeth Figarsky**
Students with last names: S - Z
Phone: 262.670.3200
Email: elizabeth.figarsky@huhs.org

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**Other Contacts**

**Jostens**
Chad Kilton
Phone: 262.392.4245
Email: chad.kilton@jostens.com
Website: www.jostens.com

**Empire Photography**
Main Office – 608.257.2941
Email: customerservice@empirephotos.com
Website: www.Empirephotos.com

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**Social Media**

Facebook @HartfordUnionHighSchool
Twitter @HartfordUnionHS
Instagram hartfordunionhigh