



DOUGLAS HIGH SCHOOL

1670 Hwy 88 ♦ Minden, NV 89423
(775) 782-5136 ♦ (775) 782-7039 – Fax



Marty Swisher, Principal
Tom Morgan, Assistant Principal

Joe Girdner, Assistant Principal
Sarah Russell, Assistant Principal

SENIOR EVENTS AND GRADUATION 2017 INFORMATION

June 7, 5:30 p.m. on the DHS Side Field (north of the Big George Athletic Complex)

Graduation is fast approaching! It is a memorable time, and we hope that you will help to make it a happy and dignified occasion. This letter will provide you with answers to most of your questions regarding the graduation ceremony and the events leading up to it. Please read this letter carefully and share it with your parents or guardian.

OBLIGATIONS: Students are required to fulfill ALL disciplinary and/or financial obligations prior to graduation, or they may not be part of the ceremony and their diplomas will be withheld. Obligations include serving detention, returning all school property (such as books, athletic equipment), and paying all fines, including book fines, library fines, parking fines and NSF insufficient funds amounts.

SENIOR FINALS: Final exams will be June 2-6, 2017. Please be sure to coordinate with your teachers as to when they will give your final examinations or projects. If you have any concerns about meeting the graduation requirements, you should contact your counselor as soon as possible. **All grades and credits from correspondence (such as BYU), on-line, or WNC courses that count for graduation requirements must be posted with Mrs. Ovard, our registrar, by Wednesday, May 26, 2017.** It is the student's responsibility to provide Mrs. Ovard with documentation/verification of grades and credits.

CELEBRATE WITH YOUR CLASSMATES:

- **Senior Sunset** will be on Friday, June 2 at 7:30 p.m. at DHS
- **Grad Nite 2017** will be Tuesday, June 6, from 7:00 p.m. - 12:00 a.m. in the DHS Commons. Tickets are \$20 either presale or at the door. You must be in the event by 9:30 p.m. to participate, and, once you depart, you may not re-enter. Only Douglas High School graduating seniors will be permitted to attend. No guests are allowed.

GRADUATION PRACTICE: We will hold a practice session on Wednesday, June 7. It will start at 10:00 a.m. in the main gymnasium. After the practice session, you will have an opportunity to reserve seats for family and friends in the reserved section and pick up your cap and gown in the gymnasium. If you cannot make the practice, see either Mr. Cole, Ms. Lamb, or Mr. Swisher as soon as possible.

CAPS AND GOWNS: All graduates must wear the standard black cap and gown. The gown should be removed from the plastic bag as soon as you receive it and placed on a hanger to allow the folds to fall out. Stubborn creases may be pressed out on a low heat/iron setting, using a pressing cloth on the inside of the fabric. All graduates must wear the school issued cap, gown, and tassel in order to participate in the ceremony.

Caps are to be worn on the head so that the mortarboard is level with the long point of the crown to the back. The front point should be worn down on the forehead. Graduates are advised to check their hairstyles beforehand to make sure the cap looks right and is secure in case of breezes. The cap should not be worn on the back of the head. The tassel is worn to the right. The student body and senior class presidents will preside over a brief ceremony to move the tassel to the left side.

COMMENCEMENT ATTIRE: Graduation is a momentous occasion and as such your dress should reflect respect for yourself and others. Graduating seniors must dress appropriately -- no regular tennis shoes, flip-flop sandals, tee shirts, cutoffs or shorts. Appropriate dress for male graduates is slacks or pants other than blue jeans, a collared shirt, and shoes. Appropriate dress for female graduates is a dress, Capri pants, slacks, or a skirt, a blouse, and shoes (walking across the field in high heels may be difficult). Students not appropriately dressed will not be allowed to participate in the graduation ceremony. You should bring your cap, gown, and tassel on a hanger to your room in the 400 building. Plan ahead – place gown, cap and tassel together to prevent forgetting anything. Representatives from Jostens will be in the 400 building before the ceremony for emergencies. **Seniors should plan to be in their assigned rooms in the 400 hallway no later than 4:30 p.m.**

HONORS CORDS, MEDALLIONS, TASSELS, AND OTHER EXTERIOR DECORATION: Only school-issued items of recognition, such as NHS stoles, honor cords, and academic or extracurricular medals, may be worn as a decoration outside the gowns and on the caps. Personal mementos such as flowers, flower necklaces (leis), jewelry, etc. may be worn underneath the gown. If you have any questions about this, contact Mr. Swisher.

SEATING AND PARKING FOR GUESTS: Guests will be allowed to enter the reserved and open seating areas at 3:00 p.m. The reserved seating area will close at 5:00 p.m. so that the graduates can make their way in. We ask that families claim no more than 10 seats in the open seating. **Disabled access and seating are available by calling Karan Seelbinder at 782-5136 extension 1711.** We will have staff to direct those sitting in the reserved seating section. Some families may choose to bring lawn chairs and sit on grass around the outside of the reserved and open seating. No ice chests, coolers or containers of any kind are allowed on the premise for this occasion. Water will be available. Parking is available in the student lot east of the football field.

COMMENCEMENT CEREMONY RULES: We expect that your behavior will demonstrate respect for your fellow graduates and our guests. Any guests or graduates who use, possess, or distribute alcohol, tobacco, non-prescription drugs or narcotics on school grounds or at school activities can be required to leave (NRS 397.466). Douglas County Sheriff's deputies will be present throughout the commencement ceremony and will aide administrators and staff members in making sure there are no infractions of this law. If any student is under the influence of alcohol or drugs, he/she will be referred to the sheriff's office and will not be allowed to go through the graduation ceremony.

COMMENCEMENT ETIQUETTE: Graduation is a formal, once-in-a-lifetime event. All guests present are asked to cooperate during the ceremony with the dignified behavior that is due for such an occasion. Horn blowers or noisemakers will not be permitted into the graduation ceremony. This is the final time the graduates will be together as one group, and graduation is an important community event.

PICTURE TAKING: Before the graduation ceremony, graduates can choose to have fun pictures with fellow graduates taken in 402. This service is provided by CVTimes, and the pictures will be posted on its website. For your convenience during the outdoor ceremony, we have made arrangements with Kid Pix for a professional photographer to take a picture of the moment on stage when each student is awarded his/her diploma. There will be a link to KidPix on the DHS website to 2017 graduation pictures for you to view after the ceremony; there is no obligation to purchase. We ask that during the ceremony and the awarding of diplomas that guests stay in their seats. **The best way to get great pictures is to bring family members and friends up to the stage after the graduation ceremony is completed and take as many pictures as you like in that area.** No spectators are allowed in the graduates' area of the field during the ceremony.

DIPLOMAS: When the graduates cross the stage, they will receive their diploma covers. Diplomas will be given individually before the end of the ceremony. Any students who misbehave during the ceremony will not receive their diplomas and must meet with an administrator. Inappropriate behavior includes but is not limited to the use of horn blowers, noisemakers, beach balls, silly string, being inappropriate on stage, etc. Again, all school obligations must be fulfilled in order for a senior to receive a diploma.

FINAL TRANSCRIPTS: If you need your final transcripts to be sent to a college, university, the military, or a trade school, it is best to sign up for these with Mrs. Ovard in the counseling office before graduation. You can order these after graduation as well, but it may be delayed because of the volume she needs to send. Remember, if a college or university does not receive your final transcript, most will not complete your enrollment.

IN CASE OF BAD WEATHER: If the weather on June 7 prohibits us from holding the outdoor graduation ceremony, we will use our Autodialer system to make phone calls to graduates' home phone numbers, and we will post the information on our school website, www.dcsd.k12.nv.us/dhs. **In this event, the alternate date and time will be Thursday, June 8 at 5:30 p.m.**

OWN A PIECE OF DHS: Here is an opportunity for you to commemorate graduation and be a part of DHS for years to come. Purchase a paver and become a permanent part of the Block D. Visit the DHS website and follow the DHS Paver Project link for more information. *Once a Tiger, Always a Tiger!*

SENIOR EXIT SURVEY We work with a survey company, LifeTracks, to gather your feedback about your experience while at DHS. Please take a few minutes to complete the survey at <http://bit.ly/2oUDDkR>.

Please call the school office at 782-5136 if you have specific questions about the 2017 graduation.

Sincerely,

Marty Swisher
Principal