

THOMPSON VALLEY **HIGH SCHOOL**



GRADUATION

May 25, 2019 - 12:30 p.m.

Budweiser Event Center



INFORMATION PACKET



Dear TVHS Graduate,

Monday, May 13th will be a regular school day for all seniors. You are expected to attend all of your classes. Tuesday, May 14th check out sheets will be available for pick up beginning at 8:15am in the Cafeteria. After the bell rings for first period to start, you can pick them up in the Counseling Office. Seniors, you are expected to follow your schedule, attend all of your classes, and follow all the instructions on your check out sheet.

You will need to follow **ALL** the steps on the check out sheet to complete the check out process.

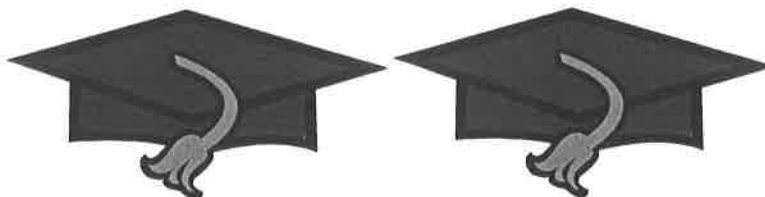
If you owe any fees/fines you will find a fee sheet attached to your check out sheet. You can check your fees via Parent Portal at any time. You are looking for a **\$0** balance. If you still owe money at the end of the year, you will find a bill attached to your check out sheet.

Library fees and fines are NOT available on Parent Portal. A separate sheet with Library fines will be attached to your check out sheet. You will need to go to the Library to pay the Library fines.

Your last stop with your check out sheet will be the bookkeeping office. There you will receive a yellow ticket (after your fines are paid) which will allow you to pick up your cap and gown. Please come prepared to have your fees/fines taken care of **on or before** cap and gown distribution day, which is May 22nd right after graduation practice.

***If your check out sheet is lost or stolen, you will need to go to the Counseling Office, pay \$5.00, and have a duplicate printed out for you.**

If you have any questions, please call Mrs. Hernandez in the Counseling Office at 970-613-7916, or Mrs. Millard in the Bookkeeping Office at 970-613-7905.





SENIOR DATES TO REMEMBER



- March TBD Announcement delivery
- March 18-22 Spring break
- March 30th –Prom – 8-12 Embassy Suites
- April 4th Senior class meeting during advisory
- April 16th Jostens Graduation Announcement order pick up 11:00-1:30pm in TVHS Cafeteria -this includes corrected announcements
Mandatory Senior Meeting -10:45am Auditorium
- April 17th Return your completed/signed senior packet to counseling office
- May 1st Senior exit survey on NAVIANCE due today – return to Dr. Knittel
- May 2nd Senior class meeting during advisory in Auditorium
- May 3rd Credit Recovery work Due (All seniors who are planning to graduate need to have online work, offline assignments, and presentation of learning turned in to Mrs. Sarah Miller no later than today)
- May 9th Yearbook distribution
- May 10th & 13th Check out with Dr. Knittel
- May 10th Senior grades due
- May 14th Seniors pick up check out sheets – cafeteria 8:15am
- May 15th 1st Graduation practice TV auditorium @ 9:45am
Senior slide show/Senior last day/Breakfast @ 8:15 am
- May 17th Walk at graduation deadline / Fees paid deadline
- May 22nd Final graduation practice – 8:30am – TV auditorium / Cap and gown distribution in Counseling Center after Final Grad Practice / Senior Class Photo taken in Gym
- May 23rd Senior awards – TV auditorium 7pm
- May 25th ***GRADUATION*** **12:30 pm****
- Budweiser Event Center at the Ranch
11:30 am doors open, seniors check in
Free parking – No tickets required – unlimited seating



****GRADUATION INFORMATION****

Commencement exercises are the culmination of hard work and perseverance in a student's life. We want to make Thompson Valley High School's graduation a meaningful and dignified ceremony...one that each graduate will remember.

Excused Absence from Rehearsal

All graduates are required to attend graduation practice. The ONLY person who can excuse you from practice is Mr. Hass, TVHS principal. Absences must be arranged in advance – excuses after the fact will NOT be accepted.

If you do not return this packet by April 17th, or do not show up to rehearsal, it will be assumed that you do NOT plan to participate.

Participation

To participate in graduation: You **MUST** complete the forms in this packet and return them to Mrs. Hernandez in the counseling office no later than April 17th.

Even if you do NOT plan to participate in graduation, you **MUST** complete and return the "Participation Contract" by April 17.

As a senior, you are aware of the seriousness of the commencement ceremony, but you should also be equally aware that the commencement ceremony is optional. No one is obligated to participate.

However, participation does imply acceptance of the standards set for behavior, appearance, and general decorum related to this particular school activity. These standards become an additional requirement for graduation. Any deviation from these standards will cause you to be denied participation in the commencement activities and may result in forfeiture of your diploma.

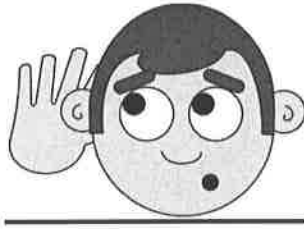
Remember: In order for you to graduate, **ALL** fees/fines must be paid by Friday, May 17th. You can check your fees via Parent Portal. You are looking for a **\$0** balance. If the balance is not \$0, please pay your fees in the Bookkeeping Office.

Library fines need to be paid in the Library.

Parents and Guardians: We are proud to share this long awaited day with you and your student. TVHS has prepared a dignified and meaningful ceremony in honor of this occasion. Please understand the solemnity of the occasion and the rights of all students to a dignified recognition.

Photography

Lifetouch Photography will be taking pictures of each graduate receiving his/her diploma. Photos will be available for review online the week after graduation.



Graduation Information Continued

- ✓ Graduation practice and the actual ceremony begin on time.
- ✓ If you are not at the rehearsal, you will not participate in the ceremony.
- ✓ Parking at the Event Center is free, and tickets are not required.
- ✓ You have purchased your cap, gown, and tassel. These are yours to keep.
- ✓ Honors Stoles may be purchased for \$10.00. If you choose not to buy them you will turn it in when you pick up your diploma.
- ✓ On graduation day, bring your cap, gown, tassel, and honor cords.
- ✓ DO NOT bring anything else; this includes cell phones or any other electronic devices!
- ✓ There is NO SAFE place to leave coats, purses, etc. during the graduation ceremony. Leave valuables, including keys, with your parents, guardians, or at home.
- ✓ DO NOT put anything on your graduation cap.
- ✓ DO NOT bring inflatable toys, silly string, etc. to graduation.
- ✓ Prior to the graduation ceremony, you will be searched; any inappropriate/forbidden items found will be confiscated.

****Any graduate suspected of alcohol or drug use will be denied the privilege of participation in the graduation ceremony and will be required to pick up their diploma from the Board of Education the week after graduation.****



APPROPRIATE CLOTHING FOR GRADUATION

Girls: Dress, skirt, or dress pants, with appropriate shoes.
No shorts, jeans or flip flops.

Boys: Dress shirt, tie (optional), and dress pants with appropriate shoes.
No t-shirts, shorts, jeans, or flip flops.

Caps: Caps should be placed on your head so that the mortarboard is level, with the front point of the crown to the back. You may want to tuck the front point up under the cap in order to make it more comfortable. If you do not do that, the front point should be well down on the forehead. You may need bobby pins to hold the cap in place.

Tassel: The tassel is to be worn over the right temple and should never be pinned or sewn; it should hang naturally.

Gowns: Gowns will need a light amount of pressing with a warm, NOT HOT, iron. Hanging your gown in a steamy room often removes small wrinkles.

Shoes: Appropriate dress shoes must be worn, no flip flops.

****Students dressed inappropriately may be denied the opportunity to participate in the graduation ceremony.****



~CLASS OF 2019~

FLOWER: Daffodil

Quote: "If you're not first, you're last" ...Ricky Bobby; Talladega Nights

SONG: "Sweet Caroline" By Neil Diamond

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REMEMBER

***All fees/fines need to be paid PRIOR to picking up your cap and gown and to participate in YOUR graduation ceremony!
Call the bookkeeper with questions – 970-613-7905**



Counselor Check Out

Check out with Dr. Knittel on either Friday, May 10th or Monday, May 13th
(Walk-in, NO appointment needed)

The following MUST be completed prior to meeting with Dr. Knittel.

- _____ Completed Senior Survey
- _____ Submitted Scholarship documentation
- _____ Updated Naviance with College attending

Send final transcript to the following institution:



EXIT

2019 SENIOR EXIT PROCESS

All Seniors **MUST** complete the Senior 2019 Survey on Naviance.

-Follow these steps-

- ✓ Log on to your Naviance account (if you have not logged on before, meet with Dr. Knittel to get your registration code).
- ✓ Click on the "About Me" tab. Click on "My Surveys". Click on "Surveys not started".
- ✓ Click on the "Senior Exit Survey 2019".
- ✓ Complete the survey.
- ✓ Return this page to Dr. Knittel by Wednesday, May 1st to verify survey completion.

*If you received a scholarship, we will use the information from your survey for the Senior Awards evening, but you must still **attach** a **copy** of the scholarship award to this form.

STUDENT NAME : _____ (print)

Counselor Signature: _____

DATE: _____

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***You will not be allowed to pick up your cap and gown ticket or be able to participate in graduation if you do not complete this step.**



RECEIVING YOUR DIPLOMA

Thompson Valley High School graduates have the opportunity to receive their diploma from anyone who **works at** Thompson Valley High School.

Please ask the TVHS staff member you choose to complete the following information, and then **you** will need to **return** this form to the Counseling Office by April 17th no later than 4:00pm.

If you do not return this form, you will receive your diploma from the Principal.

***Graduate's name:** _____ **(print)**

***Receiving diploma from:** _____ **(print)**

***Employee's verification signature: (circle one)** Mr. – Ms. – Miss. – Mrs.

***Position held at TVHS:** _____

***Employee's work phone number: (if different from a TVHS number)**

***Employee's email address: (if different from a TVHS e-mail)**

****This form NEEDS to be signed and returned to
the Counseling Office by
April 17th no later than 4:00pm***



Participation Contract for the Graduation Ceremony

Student's Name: _____ (Print)

I have read this information packet and understand the requirements to participate in graduation at TVHS. In addition, I understand that if I choose to participate in the graduation ceremony, I will do so respectfully.

*Please check **one** item that pertains to your graduation participation*

_____ I **WILL** attend graduation practice **and** the graduation ceremony, and have met the guidelines and expectations outlined in this packet.

_____ I **WILL NOT** be attending graduation practice **or** the graduation ceremony.

*Student Signature: _____

*Parent Signature: _____

DATE: _____

Please complete this page tonight
Drop it in the bins in the hallway as you leave.
4/10/19