Dear TVHS Graduate,

Wednesday, May 19th will be a regular school day for all seniors. You are expected to attend all of your classes. Wednesday, May 19th check out sheets will be available for pick up beginning at 8:15 A. M. 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 this process.

Return your completed/signed Receiving Your Diploma and Participation Contract for the Graduation Ceremony Forms to the counseling office by April 21st at 4:00 pm. No late forms will be accepted.

Complete the Senior Exit Process including checking out with Mrs. Spickard and the senior survey on Naviance by May 7th. May 5th - 7th are open to walk in.

If you owe any fees/fines, you will receive a fee sheet when you turn in your Receiving Your Diploma Form and Participation Contract. 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 return any library books or pay the Library fines. Chromebooks and TVHS materials must also be turned in on May 19th.

Your last step will be the counseling office. There, you will receive a yellow ticket from Mrs. Spickard (after your fines are paid) which will allow you to pick up your cap and gown. Please come prepared to have this taken care of on or before cap and gown distribution day, which is May 28th right after our final 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 Ms. Orr in the Counseling Office at 970-613-7916, or Ms. Millard in the Bookkeeping Office at 970-613-7905.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>April 12th</td>
<td>Senior/Parent Graduation Information Packet email</td>
</tr>
<tr>
<td>April 21st</td>
<td>Return your completed/signed Receiving Your Diploma and Participation Contract for the Graduation Ceremony to counseling office</td>
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<tr>
<td>April 23rd</td>
<td>Prom – 7:00 p.m. – 9:00 p.m. Ray Patterson Field</td>
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<tr>
<td>May 7th</td>
<td>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)</td>
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<tr>
<td>May 5th-7th</td>
<td><strong>Mandatory</strong> Check out and Senior Exit Process with Mrs. Spickard</td>
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<tr>
<td>May TBD</td>
<td>Senior Finals</td>
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<tr>
<td>May 12th, 13th</td>
<td>Yearbook distribution</td>
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<tr>
<td>May 13th</td>
<td>Senior grades due</td>
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<tr>
<td>May 19th</td>
<td><strong>Mandatory</strong> Chromebook return, Library and TVHS Materials return, Fees paid and 1st Graduation practice</td>
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<tr>
<td>May 27th</td>
<td>Virtual Senior awards video will be released</td>
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<tr>
<td>May 28th</td>
<td><strong>Mandatory</strong> Final graduation practice, Cap and gown distribution – after final grad practice   You must have your yellow check out ticket to pick up your cap and gown</td>
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<tr>
<td>May 29th</td>
<td><strong>GRADUATION – 12:00pm</strong> Ray Patterson Field at Thompson Valley High School</td>
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<td></td>
<td>*11:00a.m. - Senior Check-In – Doors Open to Public</td>
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<tr>
<td></td>
<td>Free Parking - Tickets Required – Limited Seating (4 guests per graduate)</td>
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<td></td>
<td>Masks are mandatory for graduates and all guests, Graduation will be live streamed (More information to follow)</td>
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<td>Please note: All dates and information are subject to change</td>
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**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 Ms. Cruickshank, TVHS principal. Absences must be arranged in advance – excuses after the fact will **NOT** be accepted.

If you do not return your Participation Contract by **April 21st**, 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 “Receiving Your Diploma and Participation Contract” and return them to Ms. Orr in the counseling office no later than **April 21st**. Even if you do **NOT** plan to participate in graduation, you **MUST** complete and return the “Participation Contract” by **April 21st**.

As a senior, you are aware of the seriousness of the commencement ceremony and 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 **Wednesday, May 19th**. 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. They 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 Ray Patterson Field is free, and tickets are not required to park.

✓ You have purchased your cap, cords, and tassel. These are yours to keep. Your gown is rented and MUST be returned after graduation.

✓ On graduation day, bring your cap, gown, tassel, stole, 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, guardian, 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 flats or wedges. 
*No* shorts, jeans or high heels.

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

**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 left 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 shoes must be worn, no high heels unless they are wedges.

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

Quote: "It Is What It Is."
-Unknown

SONG: "Six Feet Apart"
By Luke Combs

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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
2021 SENIOR EXIT PROCESS

All Seniors **MUST** complete the Senior 2021 Survey on Naviance.

- **Follow these steps**-

- Go to the Thompson Valley High School Website: https://www.thompsonschools.org/thompsonvalley

- Hover over the Parents/Students Heading and under the Counseling Department Heading, Click on Naviance.

- Log on to your Naviance account using the same login information that you use for all school computers.

- Click on the "About Me" tab. Click on "My Surveys". Click on "Surveys not started".

- Click on the "Senior Exit Survey Class of 2021".

- Complete the survey.

- Prior to **May 5th**, please schedule an appointment to turn in this exit form. Walk in appointments will be available **May 5th -7th**.

- **Return** this page to Mrs. Spickard by **Friday, May 7th** to verify survey completion and obtain signature. Exit form must be returned directly to Mrs. Spickard, not just dropped off in the counseling center.

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

**STUDENT NAME:** ___________________________________________ (print)

Counselor Signature: ____________________________________________

**DATE:** ____________________________________________________

*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 21st no later than 4:00pm.

If you do not return this form, you will receive your diploma from a member of Thompson Valley’s Administrative team.

*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 21st 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 graduation, 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: ____________

This page must be signed and returned to Ms. Orr in the Counseling Office by: April 21, 2021