

SPANISH SPRINGS HIGH SCHOOL

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Success through Scholarship, Honor and Spirit

Tasha Fuson, Principal

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May 20, 2013

Dear Parents or Guardians of a Graduating Senior:

As the parent of a prospective graduate, I felt that it would be extremely helpful for you to receive some important information about our graduation ceremony and other details leading up to and following graduation. I will be meeting with all seniors on May 21st and May 23rd during Academic Success to present them with a graduation information handout and to discuss all the details they need to know about graduation and the events preceding and following this major event in their lives. Should you or your student have any questions, please feel free to call the school and speak with either your student's counselor; my secretary, Susan Lewis; or myself.

SENIOR FINALS: Due to our early graduation practice, senior final exams will be held on the following days:

Thursday, May 30th – This is a regularly scheduled day for all students; however, seniors will take their 5th and 6th period finals during their 5th and 6th period classes.

Friday, May 31st – This is a “C Day” schedule (periods 1-6) for all students.

Monday, June 3rd – 0, 1st and 2nd Period Finals (Early Release)

Tuesday, June 4th – 0, 3rd and 4th Period Finals (Early Release)

LAST SCHOOL DAY FOR SENIORS: The last official school day for seniors will be on Tuesday, June 4th; however, it may be NECESSARY FOR SOME SENIORS TO RETURN TO SCHOOL ON WEDNESDAY, JUNE 5th TO COMPLETE UNFINISHED COURSE WORK OR SCHOOL BUSINESS (such as returning textbooks, paying fines, turning in make-up work, etc.).

GRADUATION PRACTICE: A mandatory graduation practice will be held on Wednesday morning, June 5th from 6:45 a.m. to 8:30 a.m. at the Lawlor Events Center on the campus of the University of Nevada, Reno. **All graduating seniors must attend this practice.**

BOOK DEPOSITS: After graduating seniors have properly returned all textbooks and other materials checked out to them by their teachers and paid all fines and fees, they will have their \$20.00 book deposit returned to them at the graduation practice upon request.

GRADUATION CEREMONY: The 2013 Graduation Ceremony for Spanish Springs High School is scheduled for Thursday, June 6th at 6:00 p.m. in the UNR Lawlor Events Center on the Campus of the University of Nevada, Reno.

GRADUATION PICTURES: Pictures will be taken prior to the graduation ceremony in the graduate staging area, in the President's Room, for a nominal price. Picture order forms will be distributed to students at the graduation practice and at the graduation ceremony. Family portraits are not available with this offer. All portraits will be mailed directly to your home.

PARKING: All parking on the UNR Campus will be free on the evening of our graduation ceremony. There are several outdoor parking lots and a large parking garage available for parking. The West Stadium Parking Complex to the immediate north of Lawlor Events Center (with direct access off of Virginia Street) has been

designated as the primary parking facility for our graduation ceremony. The West Stadium Parking Complex has handicap parking on the first floor with direct access into the Lawlor Events Center. A second parking garage to the south of Lawlor, the Brian Whelan Parking Garage, is also available for overflow parking. UNR directional signs will be used to direct parents and guests to the parking garage. Parking in residential areas around the campus is restricted to Permit Parking Only. Cars may be towed from residential areas with substantial fines. Since traffic will be heavy and parking spaces may be difficult to find the evening of graduation, please plan to arrive early to find available parking.

ENTRANCE AND SEATING TIMES: Lawlor Events Center will open to parents and invited guests beginning at approximately 5:00 p.m. Entrance to the Lawlor Events Center is through the main entrance doors on the second floor area (handicap ramps are available). Please be aware that there is another Washoe County High School graduation ceremony scheduled earlier in the evening beginning at 3:00 p.m. This earlier graduation ceremony will be concluding at approximately 5:00 p.m. prior to our ceremony start time of 6:00 p.m. Hence, parents and guests will not be able to enter the Events Center prior to the conclusion of the earlier graduation ceremony.

TICKETS FOR ADMISSION: There are NO tickets required for admission into the graduation ceremony. Admission is free of charge and you may invite as many family members or friends that you wish to invite to the ceremony. Please invite only those individuals who are willing to stay through the entire ceremony so as not to disrupt the ceremony by leaving early.

SEATING: There will be no reserved seating at the graduation ceremony. Seating is strictly on a first come, first served basis. Parents and guests will only be able to save a maximum of six (6) vacant seats up to one half hour prior to the start of the ceremony. At that time, ushers will fill all remaining open seats. The ushers and UNR Campus Police at Lawlor Events Center will not allow individuals or families to rope off or otherwise reserve large blocks of seats for others who have not arrived. Therefore, it is recommended that family and friends of the family arrive at the same time in order to be able to sit together during the ceremony.

LOCATION AND SEATING OF GRADUATES DURING THE CEREMONY: Male graduates will be entering the arena from the left side of the stage (looking at the stage from the audience's viewpoint) and will be sitting in the seats on the left side of the center aisle. Female graduates will be entering the arena from the right side of the stage and will be sitting in the seats on the right side of the center aisle. Please choose your seats accordingly to have a better view of your son or daughter throughout the evening. Parents and guests will not be permitted to enter the Arena Floor area where graduates are seated for picture taking. All pictures must be taken from the general audience seating area looking down on the arena floor and stage area.

NOISEMAKERS, AIR HORNS, BALLOONS, and BLOW-UP BALLS: Parents and guests at graduation are requested to refrain from bringing or using noisemakers, air horns, or other loud and disruptive devices during the ceremony. These items can cause problems for others trying to hear the names of the graduates being announced during the ceremony and they may also cause physical or emotional problems for the elderly, young children, and those who find loud noises frightening or alarming. **Graduation is a very formal and dignified ceremony and should be approached as such.** Graduation is not a sporting event, an entertainment activity or social gathering; noise-makers, air horns, loud yelling and screaming of graduates' names, balloons, blow-up beach balls, etc. are NOT appropriate. The use of these items or any other loud disruptive noise may result in the individual or family being asked to leave by the ushers, WCSD Police or UNR Police Officers. Your appropriate cheers and applause when your son/daughter or relative receives their diploma is certainly warranted and encouraged. Please help us to maintain the dignity, respect and formality of this special event by leaving these noisemakers and items at home for family celebrations after the graduation.

APPROPRIATE BEHAVIOR: Graduation is a very special event in the lives of our seniors and their parents. It represents a very special and significant accomplishment for our students and a passage from high school into their future lives. Spanish Springs High School works extremely hard to make this event a very memorable,

formal and dignified ceremony. We ask and require that our graduates and guests behave in a dignified and respectable manner throughout the evening. Anyone who is causing a disruption to the ceremony or causing a disturbance to others will be asked to leave the ceremony. Any graduate who comes to the ceremony under the influence of drugs or alcohol or whose behavior is disruptive or inappropriate will be escorted out of the graduation ceremony and will be required to meet with the Superintendent and the Principal in order to receive his/her diploma at a later time.

STUDENT DRESS FOR GRADUATION: Since graduation is formal event, it is strongly recommended that students wear the following clothing when participating in the graduation ceremony:

Boys: Boys are requested to wear a dress shirt with a collar (not a T-shirt or polo shirt), a necktie, dress slacks, dress shoes, and socks.

Girls: Girls are requested to wear a dress, a skirt and blouse, or dress slacks and blouse, and dress shoes (high heels are appropriate).

Note: Graduation is one of the most formal events of a student's lifetime. Levis, cords, shorts, cut-offs, T-shirts, polo shirts, halter tops, flip flops, sport sandals and other such clothing items are not appropriate clothing for this type of ceremony. Any student who does not have the clothing items listed above recommended for graduation or who cannot borrow such clothing from another family member, relative, or friend, or who cannot afford to purchase or get such clothing, should contact their counselor or Mrs. Fuson for immediate help or assistance. A special graduation fund has been established to help students purchase nice dress clothing for graduation if such clothing is not available.

PERSONAL DECORATIONS ON THE CAPS AND GOWNS: Graduates will not be permitted to decorate the outside of their gowns, wear jewelry, flowers, leis, symbols, logos, writings or tokens on the outside of their graduation gowns or caps that have not been cleared with the Principal one week in advance of graduation. This rule, in accordance with the Washoe County School District guidelines and policies, is designed to help ensure the decorum and dignity that is due at graduation. These Cap and Gown requirements are followed and adhered to in order to help create uniformity and equality among all graduates.

ARRIVAL TIME FOR GRADUATION: Graduates will be required to arrive at Lawlor Events Center to prepare for the graduation ceremony no later than 5:15 p.m. Graduates will have several things to do in the staging area on the bottom floor of Lawlor Events Center prior to the beginning of the graduation ceremony at 6:00 p.m. Please remember that another high school graduation ceremony will be taking place at Lawlor from 3:00 to 5:00 p.m. Parents and guests will be permitted entrance into the general seating arena once the previous graduation ceremony has ended.

WHAT GRADUATES SHOULD NOT BRING TO GRADUATION: With the exception of their Cap and Gown and what they are wearing beneath their Cap and Gown, graduates should not bring any personal items with them to graduation. Students need to leave all valuable items at home or with their parents including purses, backpacks, cameras, graduation gifts, etc. Students will not be able to carry these items into the graduation ceremony; therefore, they will be forced to leave these items in the staging rooms where no one will be available to safeguard these items during the ceremony. There have been many items of personal worth or value over the years that are lost or stolen out of the dressing and staging room areas during the graduation ceremony. We don't want your graduate to be one of those unfortunate few.

POST GRADUATION SPECIAL EVENT: The Cougar Boosters Club is once again sponsoring a special post-graduation celebration. The Safe and Sober Graduation party will be held on Thursday evening, June 6th at the Resort at Squaw Valley. This special event is open only to Spanish Springs High School graduates. Graduates may not bring guests (from other schools or other class levels) to Safe and Sober. The cost of admission is \$100; tickets must be purchased on or before May 23rd. Graduating seniors who choose to attend this special post-graduation celebration will **leave via bus at 8:30 p.m. directly from the Lawlor Event Center** and return to the drop off point at the SaveMart parking lot at approximately 5:15 a.m. on June 7th. For more information, please email Safe and Sober Chairperson, Heather Ruiz at (775)544-6924.

MEETING UP WITH YOUR GRADUATE AFTER THE GRADUATION CEREMONY: Following the graduation ceremony, the graduates will proceed out of the arena to a room on the bottom floor of Lawlor Events Center where they will be greeted by their teachers and counselors and receive their *actual* diploma (only diploma covers were given to the student's as they walked the stage). Please be aware, this process will take the students *a little* additional time. Students will then make their way up the stairs to the second floor of the building or to the outside area where they can meet up with their parents and relatives for congratulations and pictures. Parents and relatives will not be permitted onto the arena floor or onto the first floor level where the graduates will be sitting or later receiving their diplomas. We will encourage students to move along quickly so that you can meet up with them and congratulate them for all their hard work and accomplishments. **Please make prior arrangements with your graduate as to where you will be meeting them after the graduation ceremony (such as in the Lawlor Events Center Lobby or on the front steps outside of the Events Center, etc.).**

Hopefully, this information has been helpful. We thank you for letting us be a part of son/daughter's life for the past four years. This year's graduating class has been a wonderful group of young men and women to know and work with during their high school careers. We wish you and your graduate the very best in the future. Please help us to make our graduation ceremony an outstanding success. Should you have any questions, please call the school at 425-7733.

Sincerely,

Tasha J. Fuson

Tasha J. Fuson, Principal

NOTE: Please understand that the receipt of this graduation information letter is not a guarantee that your son/daughter will be graduating. Students must complete all the necessary requirements of the Washoe County School District and the Nevada State Department of Education to receive a diploma and graduate from Spanish Springs High School. If you are unsure or have any questions as to the status of your student's graduation, please contact your student's counselor immediately.