

SPANISH SPRINGS HIGH SCHOOL

1065 Eagle Canyon Drive, Sparks, Nevada 89441

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Success through Scholarship, Honor and Spirit

Tammy Hart, Principal

Wendy Hawkins, Assistant Principal
Silvia Marin, Assistant Principal
Erin Howley, Dean of Students
Breanne Cohen, Behavioral Specialist

David Kitchin, Assistant Principal
Jason Urmston, Assistant Principal
Art of Anderson, Athletic Director

May 30, 2018

Dear Parents or Guardians of a Graduating Senior:

The contents of this letter will prove to be extremely helpful for you to receive some important information about our graduation ceremony and other details leading up to and following graduation. **Spanish Springs High School graduation is scheduled for June 16, 2018 from 6:00 p.m. to 8:00 p.m. at Lawlor Event Center.** I will be meeting with all seniors on May 30th and May 31st during their Government classes. Seniors will be presented with a graduation informational handout that will disclose 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.

Spanish Springs High School Final Exam Schedule:

Friday, June 1st (A-Day) and Monday, June 4th (B-Day)

1st Block 8:00-9:15

2nd Block 9:22-10:37

7th Period 10:44-12:44 (This will be used for 7th period finals)

Lunch 12:44-1:15

3rd Block 1:15-2:30

Tuesday, June 5th (A-Day) and Wednesday, June 6th (B-Day)

1st Block 8:00-10:00

2nd Block 10:05-12:05

Lunch

3rd Block 12:30-2:30 (No early release on Wednesday)

Thursday, June 7th

1st Period Final 8:00-10:00

2nd Period Finals 10:15-12:15

Friday, June 8th

4th Period Final 8:00-10:00

5th Period Finals 10:15-12:15

Monday, June 11th

3rd Period Final 8:00-10:00

6th Period Final 10:15-12:15

LAST SCHOOL DAY FOR SENIORS: The last official school day for seniors will be on Monday, June 11th. Since graduation is on Saturday, June 16th, it is **VERY IMPORTANT THAT ALL SENIORS COMPLETE ALL COURSE WORK OR SCHOOL BUSINESS** (such as returning textbooks, paying fines, turning in make-up work, etc.) by 3:00 p.m. on Monday, June 11th.

GRADUATION PRACTICE is **MANDATORY**, which will be held on **Friday, June 15th from 8:00 a.m. to 11:00 a.m.** in the Main Gym at Spanish Springs High School. **Students are to report to campus for graduation rehearsals between 7:30 a.m. and 8:00 a.m. to sign in. All graduating seniors MUST ATTEND rehearsal in order to participate in the graduation ceremony unless prior approval was granted by Principal Hart.**

GRADUATION CEREMONY: The 2018 Graduation Ceremony for Spanish Springs High School is scheduled for **Saturday, June 16th at 6:00 p.m.** in the UNR Lawlor Events Center on the Campus of the University of Nevada, Reno. **Seniors must arrive at Lawlor Event Center by 4:45 p.m. for sign in to prepare for the ceremony.** 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.

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, the bookkeeper will then mail out the textbook refund home to the parents.

HONOR CORDS:

Seniors may pick up their Honor Cords at Graduation Practice on Friday, June 15th. **It is mandatory for students to have their student ID's in order to be issued their cords.** Cords will be issued after graduation practice at 11:00 a.m. in the front office at the Roll up window.

TRANSCRIPTS: Final transcripts must be requested through Sribes Secured Transcript Service. For more information, go to <http://washoeschoolsnv.scriborder.com/> Final transcripts will be available after June 30th.

GRADUATION PICTURES: Pictures will be taken prior to the graduation ceremony at UNR in the President's Room for a nominal price. Picture order forms were distributed to students at the senior grad meetings on May 30th and May 31st. Family portraits are not available with this offer. All portraits will be mailed directly to your home. If you did not receive a copy of the order form, you may pick up another copy in the main office or simply shop online at events.lifetouch.com.

PARKING: General parking for students, staff and guests will be in the West Stadium Parking Complex and Whalen Parking Complex. Disabled parking will be available on the bottom of the West Stadium Parking Complex. Disabled Drop Off will be in the West Stadium Parking Complex, 1st Floor. Signage will read: "Graduation Disabled Drop Off." Overflow parking will be in the green and blue lots north and east of the West Stadium Parking Complex. **All parking on the UNR Campus will be free for our graduation ceremony. Do not park in residential areas as your car may be towed! Each day 15th Street will be closed directly south of Lawlor Events Center.**

Taxi/Lyft/Uber Drop Off will be located on the Virginia Street turn lane at 15th Street.

ENTRANCE AND SEATING TIMES: Lawlor Events Center will open to parents and invited guests beginning at approximately 5:30 p.m. Doors 22 and Door 36 will be open to the general public. In addition, entrance to the Lawlor Events Center is through the main entrance doors on the second floor area (handicap ramps are available). Handicap seating is available for our guests with wheelchairs and ONE OTHER GUEST ONLY. Due to the limited space, we are unable to seat entire families in the wheelchair seating section (overflow seating is available from sections 35-11, row 21 seats 1-9).

ACCESS FOR DISABLED GUESTS:

If entering Lawlor at the South Doors: The area is reserved for graduates and staff, but guests may enter and take the elevator to the concourse to find seating. There will be stanchions directing guests to the elevator, please let a blue-shirted Lawlor Guest Services staff member know, they will assist to a handicap elevator is needed.

Once exiting the elevator, proceed between sections 4-6, proceed to the concourse between sections 12-34 to enter the arena. If wheelchair assistance is needed again, please find a a blue-shirted Lawlor Guest Services staff member know, they will assist.

Reserved seating for Valedictorian, Salutatorian, Senior Class Officers and Student Body Officers invitations will be delivered to the school before the last day of school. Guests for these graduates are permitted to enter Lawlor at 5:15 p.m. at Door 24. **Guests are strongly encouraged to arrive on time otherwise seating will be released.**

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 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 member 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 Ms. Hart 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 CAP 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. 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. Only medals, cords, sashes and/or similar type items of District recognized and approved sponsored academic programs or organizations may be worn on the gown. All other such items

must be approved by the principal or his/her designee. Exception to this rule is that eagle feathers** may be worn by graduating Native American students either from their hair or hung from the graduation cap. **However, graduation caps still may not be decorated, modified, or otherwise altered (including beading).** **The right to wear eagle feathers is guaranteed under the American Indian Religious Freedom Act.

ARRIVAL TIME FOR GRADUATION: Graduates will be required to arrive at Lawlor Events Center to prepare for the graduation practice/rehearsal and ceremony no later than 4:45 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.

NO FOOD or BEVERAGE IS ALLOWED INTO LAWLOR. We are encouraging students to eat prior to having to report to graduation.

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.

DIPLOMA COVERS: As you walk across the stage at graduation, you will receive a diploma cover by a member of the Washoe County School Board of Trustees. There will not be a diploma inside the cover. Diplomas will be issued to you after the ceremony in the Silver and Blue Room respectively. Students who forget to pick up their diplomas immediately after the graduation ceremony must call the school the following week to schedule a time to pick it up at the school. Please pick up your diplomas by Monday, June 27th.

MEETING UP WITH FAMILY MEMBERS AFTER THE CEREMONY: Following the graduation ceremony, you will proceed out of the arena to the bottom floor of the Lawlor Events Center. Family and guests can meet graduates at the South Outer Upper Concourse for congratulations and pictures. Parents and relatives will not be permitted onto the arena floor or onto the first floor level where you will be sitting. Please make prior arrangements with your family as to where you will be meeting them after the graduation ceremony.

PRE GRADUATION SPECIAL EVENT: The Spanish Springs Cougar Boosters Club is hard at work planning Seniors Safe N Sober Grad Night celebration, to be held on Friday, June 8th. Check-in will begin at 1:30 p.m. at school. Students will check in at Main Street. Cane's Chicken will be served for all students. Students will then board the busses to go to Great America at 2:30 p.m. Busses will return students back to campus (SSHS) between 10:00-11:00 a.m. Saturday, June 9th. Graduates may not bring guests (from other schools or other class levels) to Safe N Sober. The cost of admission is \$185.00; tickets must be purchased in advance. SSHS Boosters does not want to exclude any graduate from attending based on inability to pay. Please contact Mrs. Tammy Bennett at (775) 813-3122 if you have questions. ****Students will be allowed to bring a pillow and a blanket on the bus****

Hopefully, this information has been helpful. We thank you for letting us be a part of your 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 (775) 425-7733 or (775) 321-3947.

Sincerely,

Tammy L. Hart, Principal
Spanish Springs High School

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.