

March 27, 2017

To the Class of 2017 and their Parents/Guardians:

Congratulations!

Graduation is just over two months away. With all the excitement and trepidation surrounding this event, we encourage you to plan ahead for a positive experience. The intent of this letter is to ensure you have the necessary information to be well prepared for the last months of school.

If you have not already done so, please contact Jostens for your cap and gown. The telephone number for Jostens is 1-800-567-8367. Their email is Jostens.com/contact. They will assist Park City High School (PCHS) students with their cap, gown, and announcement needs.

As soon as you know your plans for the fall, please contact Pepper Elliot in the counseling office. She places a personalized marker on the large map for each of the locations where students are going to college, work, military service, etc. Please stop by so she can update the information with your name and your plan.

Community scholarship applications will be available on Saturday, April 1 and are due Friday, April 28. Students will be notified if they have received a community scholarship prior to the ceremony. Not all applicants will receive a scholarship due to funding. We will celebrate the scholarship recipients at the Community Scholarship Ceremony on Tuesday, June 6 at 8:00 a.m. in the Eccles Center. Please tentatively plan on attending. More information can be found on the PCHS scholarship website, including the application and list of available scholarships. If you have questions about scholarships, please contact Heather Briley in the Counseling Office.

If you need a transcript, please see Pepper Elliot in the counseling office to complete a Transcript Request form. Please bring a stamped envelope with you. We can accommodate your requests at PCHS through June. After that time, your records are moved to the district office and you would need to contact them for transcripts via phone at (435) 645-5600.

The Baccalaureate is scheduled for Sunday, June 4 at 7:00 p.m. in the Eccles Center at PCHS. The Park City Interfaith Council sponsors this program.

Below, I have reviewed some of the most commonly asked questions about graduation that I have received in years past. I hope that this question and answer format will assist you in making your graduation plans. Please contact us if you have any other questions or needs.

WHEN DO WE PRACTICE FOR GRADUATION?

Please reserve the following times and dates for graduation practice: June 8 (Thursday) from 8:00 to 11:00 a.m. and June 9 (Friday) from 8:00 a.m. to 10:30 a.m. Attendance and cooperative participation at both practices are required if you wish to participate in the graduation ceremony. Those students who miss either of the practices will have to sit with the audience members and not with the class on the field. Those who are late or have not finished their credits prior to Wednesday, June 7, will be placed at the end of the alphabet. Please make arrangements to be at these two practices. We may not need all of this time, but please plan ahead and avoid all conflicts during these two times.

Caps and gowns will be distributed to students Wednesday, June 7, after they check out. Please make sure you press your gown for the ceremony.

WHAT DO I WEAR FOR GRADUATION?

Young men should wear a collared shirt, long pants, and nice shoes. **NO** athletic shoes, slippers, or sandals. Long pants must be slacks, not jeans. Young ladies should wear modest length dresses, skirts or slacks with nice comfortable shoes. **NO** flip-flops. Ladies will not be allowed to wear high heels due to the artificial turf on the football field. Also, **NO** pins, corsages, or leis will be worn during the graduation ceremony. **Cell phones will be taken if brought to the ceremony.**

WHAT WOULD STOP ME FROM BEING PART OF THE GRADUATION CEREMONY?

No student may participate in the graduation ceremony if he/she does not have the proper number of credits. Only those who complete the requirements for the Park City School District diploma may participate and “walk” at graduation. Those students who are close to graduating may not participate, so please make certain that you pass the classes that are needed 4th quarter, complete necessary remediation, and double check credits with your counselor to address any concerns.

Any student who owes a laptop damages or loss fee, sports fee or school fee must resolve this matter prior to graduation. If a student does not take the appropriate steps, they may be subject to removal from the graduation ceremony.

Also, failure to abide by the rules and policies of Park City High School during the practices may preclude you from participating in the ceremony. There is a lot of information to cover at the practices, so please come prepared to listen and cooperatively participate.

WHAT OPTIONS ARE AVAILABLE TO ME IF I DON'T GRADUATE?

Contact your academic counselor at PCHS. You may wish to complete the Park City High School diploma program this summer. An adult high school diploma is also available.

WHAT TIME IS GRADUATION?

Graduation begins promptly at 5:00 p.m. It is important that you advise your guests to arrive early; we do start the ceremony right on time. No tickets will be required if the ceremony is held on Dozier Field (football field).

WHERE WILL GRADUATION BE HELD?

Graduation is scheduled to take place on Dozier field (football field). If we have inclement weather, the ceremony will be moved to the Eccles Center. A decision to move the ceremony will not be made until the day of graduation.

WHAT IS THE PROCEDURE IF THE CEREMONY IS MOVED INSIDE?

Each student will be given up to three tickets for graduation. We will try to meet as many requests as possible. The distribution of the tickets will occur at practice on June 9 if we need to move the ceremony indoors. There would also be an overflow area in both gyms with a jumbotron.

HOW LONG DOES THE CEREMONY LAST?

It is always our goal to make graduation a simple, but dignified event that lasts around 90 minutes. The overall time depends on the length of the speeches and the number of graduates.

HOW DO I GET MY DIPLOMA?

Diplomas will be given to students as they return their gowns. Your gowns must be turned in at the main office right after graduation and then you will receive your diploma.

WHERE SHOULD WE PARK?

Parking is at a premium at events such as this. The two major lots of the school will be available. You may also park in the LDS church parking lot on Monitor and Lucky John. Treasure Mountain Junior High School, McPolin Elementary School, and the Learning Center lots will also be available for parking. Graduation will begin promptly at 5 p.m., so arrive early.

HOW DO I RESERVE A SEAT FOR GRADUATION?

Seating is on a first come first served basis. The graduation gates or doors will open at 4 p.m. and you are welcome to find your seats at that time.

HOW DO I GET PICTURES OF THE EVENT?

Parents are welcome to photograph any aspect of graduation. A professional photographer will be taking pictures of each graduate after they receive their diploma. Information for purchasing your photo will be posted on the PCHS web page. A postcard will also be available at the graduation ceremony with instructions on purchasing your photo. You also are welcome to take pictures on the football field after the ceremony.

IF I HAVE ADDITIONAL QUESTIONS WHERE CAN I GET INFORMATION?

Please feel free to contact the high school at (435) 645-5650.

June is a time to celebrate. It is the beginning of a new chapter in the book of life, so I ask that each of you treat this event with the dignity and happiness associated with the completion of a journey well worth celebrating.

Seniors, thank you for the fine example you have set and for all of your hard work. Thank you for building our school with your academic, moral, and athletic strengths.

It has been a pleasure working with this class. You have much to be proud of and I look forward to the events of the upcoming months. Continue to strive to do your best, avoid developing "Senioritis," and continue to plan and prepare for your future.

Best wishes as you move forward through life -- come and visit us often and share with us your accomplishments.

Bob O'Connor
Principal, Park City High School