



Davis Senior High School

Guidelines for Decorating Graduation Caps

We are excited to announce that our Seniors will have the opportunity to express their uniqueness by decorating their graduation caps! We want our graduation ceremony to be a positive and respectful event for all. Students who would like to decorate their caps are more than welcome to as long as they follow the guidelines listed below to ensure their cap decorations are appropriate and adhere to school policies:

- **Size:** The decorated area on top of the graduation cap should not exceed 12x12 inches, leaving the sides of the cap visible and unobstructed.
- **Materials:** You may use lightweight, flat decorations that can be securely attached to the cap without causing any damage. Avoid using heavy or bulky items that may fall off or interfere with the cap's fit or visibility.
- **Theme:** Your cap decoration should be in good taste and align with the school's values, brand and policies. ***It should not contain any offensive, inappropriate, discriminatory, or derogatory language, symbols, or images.*** If your cap contains any of the aforementioned, it will be confiscated and replaced with a plain cap at any time before, during, and/or after the event.
- **School Spirit:** Feel free to show your school spirit by using school colors, mascot, or logo in your cap decoration. However, any modifications or alterations to the school's official logo or name are not allowed.
- **Safety:** Do not use any sharp or pointed objects that may pose a safety hazard to yourself or others. Avoid using any materials that could cause allergies or harm.
- **Timeframe:** Cap decorating should be done within the designated timeframe set by the school. No last-minute additions or modifications will be allowed after the deadline.
- **Approval:** Your cap decoration must be approved by the school administration or designated faculty member before wearing it at the graduation ceremony. Failure to get approval may result in not being allowed to wear the decorated cap during the ceremony. Any caps not in alignment with the preliminary approval deadline and/or containing

an inappropriate design could be confiscated and replaced with a plain cap at any time before, during, and/or after the event.

- **Approval #1 (Paper Preliminary):** Submit cap design on paper to the front office reception desk by end of day, Friday, May 2nd. Your Vice Principal will review within 48 hours. The front office reception desk will have your paper submission 48 hours after submission.
- **Approval #2 (Cap Preliminary):** Submit physical cap to front office reception desk by end of day Friday, May 30th. Your Vice Principal will review within 48 hours. The front office reception desk will have your cap submission 48 hours after submission.
- **Final approval:** Graduation Ceremony staging
- **Respect:** Remember that the graduation ceremony is a formal event, and your cap decoration should show respect for the occasion, your fellow students, faculty and guests. Do not use any offensive or controversial content that may disrupt the solemnity of the event.
- **Consequences:** Violation of the cap decoration guidelines may result in confiscation of the decorated cap, denial of participation in the graduation ceremony, Grad Nite, and/or other disciplinary actions as determined by the school administration.

Remember to be creative, respectful, and adhere to the school's policies when decorating your graduation cap. Congratulations on your achievement, and have a memorable graduation ceremony!



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Graduation Cap Design Template

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Graduation Cap Design Template

