



GRADUATION HANDBOOK

2019-2020

2nd Revision May 4, 2020

<https://tinyurl.com/tag2020grad>

To respect and honor all graduating seniors and their families, please use the following guidelines when planning your virtual ceremonies to ensure that it is conducted in a dignified and impressive manner.

Principal Videos

- Introductory message (sample provided)
- Welcome/Address
- Certification Statement
- Turning the Tassel

The Valedictory and Salutatory Videos

Videos should be **three minutes** each in length (*including speaking in their native language*). The videos must be viewed and approved by the graduation sponsor, principal and executive director prior to submission. The content must be related to the occasion, honoring fellow graduates, parents/family members and/or the graduate's perspective on purpose, achievement, life, school, graduation and looking forward to the future. The students shall stay on the subject and shall not engage in a speech that:

- Is obscene, vulgar, offensively lewd or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes illegal drug use;
- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about public figures or others; or
- Advocates imminent lawless action and is likely to incite or produce such action.

Student Participation

Introduction of speakers (Class officers)

Slide Presentation of Graduates

Slide presentation options (3) are available from Dallas ISD Communications department.

- **Graduates can create their own slide:**
- **Graduate's name**
- **Photo in cap and gown**
- **List of honors**
- **Congratulatory message**

Slides of seniors that are not on the certified list will be removed.

Announcing the graduates

Graduates will be announced in alpha order (program should be reflective)

Announcer will do a voice over for each slide.

Performance / Music

- Student performance (choir, band, etc.)
- Music to Alma Mater
- Year-in-Review video will play during the Alma Mater.

- Photos of graduates throughout the year (provided by school)

Turning the Tassel / Tossing the Cap

Video of graduate turning their tassel from right to left; then tossing the cap (video roll).

The following attire for graduation is suggested:

- **Ladies** – Cap and gown over dress; dress should not be longer than the gown. Dark shoes – no tennis shoes or athletic shoes. Caps are to be worn flat on head; nothing should be allowed on mortarboards except tassels.
- **Gentlemen** – Cap and gown over slacks and dress shirt. Dark shoes - no tennis shoes or athletic shoes and no jewelry. Caps are to be worn flat on head; nothing should be allowed on mortarboards except tassels.

Dallas ISD's 2020 graduation ceremonies will be streaming live and can be viewed and/or downloaded from www.dallasisd.org/graduations.

Each ceremony will have a separate link as they “go live” on the date and time scheduled.

Each graduate will receive 4 tickets and 4 programs as a memento.

The district will pay for each graduate’s: cap, gown, stole, tassel and diploma cover. Any applicable refunds will be dispersed in the following manner:

- Graduates who paid for cap, gown, stole, tassel and diploma cover (ONLY) will receive a full refund.
- Graduates who partially paid for cap, gown, stole, tassel and diploma cover (ONLY) **will receive a partial refund.**
- Graduates who paid for cap, gown, stole, tassel, diploma cover and additional items will get a refund for the following items: cap, gown, stole, tassel, and diploma cover.
- Graduates who partially paid for cap, gown, stole, tassel, diploma cover and additional items money will go towards the balance due for the additional items.

BE CREATIVE and MAKE IT SPECIAL!

GRADUATION CEREMONY PROGRAM

30 seconds	INTRODUCTORY MESSAGE <i>Principal</i>
1 minute	POMP AND CIRCUMSTANCE
30 seconds	GREETINGS FROM THE SUPERINTENDENT <i>Superintendent</i>
1-2 minutes	WELCOME / ADDRESS <i>Principal</i>
30 seconds	INTRODUCING SAL AND VAL SPEECHES <i>Class Officer</i>
3 minutes	SALUTATORY ADDRESS
3 minutes	VALEDICTORY ADDRESS
3-5 minutes	PERFORMANCE
30 seconds	INTRODUCING BOARD OF EDUCATION TRUSTEE <i>Class Officer</i>
30 seconds	GREETINGS FROM THE BOARD OF EDUCATION
1 minute	RECOGNITION OF HONORS / CERTIFICATION OF GRADUATES <i>Principal</i>
5 seconds	AWARDING DIPLOMAS <i>Trustee</i>
25-35 minutes	PRESENTATION OF DIPLOMAS <i>Announcer</i>
1-minute	TURNING THE TASSEL <i>Principal</i>
1-minutes	ALMA MATER <i>School Band</i>
1-minute	POMP AND CIRCUMSTANCE

2020 Ceremony Timeline

Date	Meeting / Action	Person Responsible
May 9 10:00am-2:00pm	<p>Cap and gown pick-up Main entrance - Follow CDC guidelines – One guest (parent if possible), wear mask, gloves recommended</p> <p><i>(Note: Even if you did not purchase a cap and gown, one will be provided. In addition, a reimbursement will be provided for those who paid fees. A Josten’s representative will be on site to collect balance for other items ordered.)</i></p>	Parent
Beginning May 9	Banners – class of 2020 banners will be delivered for distribution (details coming for pick-up or delivery)	Principal Senior sponsor
May 11 4:00 PM	<p><u>Graduation Slides due for review:</u></p> <ul style="list-style-type: none"> -Photo in cap and gown -Graduate will create own slide (criteria is the same for all) -Graduate’s name, list of honors, next steps after high school, congratulatory message from parent (friends, family, or teacher) – sponsor must ensure that every graduate have a photo and a message 	Graduate/Parent Sponsor Principal
May 11-14	<p><u>Turning the Tassel / Tossing the Cap:</u></p> <p>Video of graduate turning their tassel from right to left and tossing their cap. (DSTV will do a video roll of each graduate)</p>	Graduate/Parent
May 13	<p><u>Round 1: May 22 ceremonies</u></p> <p>Slide presentation and all video clips (including performance) submitted for DSTV to edit All seniors will submit slide; we’ll pull slide if student doesn’t make the certified list</p>	Graduation sponsor
May 14	<p><u>‘Celebrating Class of 2020’</u></p> <p>Each graduate will submit a photo in cap and gown and the Communications department will send them a congratulatory message (sample attached)</p>	Graduate
May 15	<p>Seniors complete all academic assignments for 6th Six Weeks</p> <ul style="list-style-type: none"> • Incomplete grades for 5th Six Weeks and Make-up assignments are due. 	Seniors

May 21	<p>Senior Ovation Asking the Dallas community to step outside from 7:00 pm 7:10 pm to honor our graduates; https://thehub.dallasisd.org/2020/04/29/dallas-isd-to-hold-virtual-commencement-ceremonies-for-class-of-2020-districtwide-ovation-planned/</p>	Community
May 22 7:00 PM	<p>Virtual Graduation Ceremony (additional details coming) SAVE THE DATE!</p>	Graduation sponsor and principal
June 12 9:00 AM to 4:30 PM	<p>Senior Swap Day (senior checkout-additional details coming)</p> <ul style="list-style-type: none"> • Diploma pick-up • Technology return (laptop, hotspot, etc.) • Textbook return • Outstanding balances • Band equipment • Choir equipment • Orchestra equipment • JROTC uniforms • Senior will receive locker contents <p><u>Schedule by last name:</u> A-D from 9:00 am – 10:30 am E-H from 10:30 am – 12:00 pm I-M from 12:00 pm – 1:30 pm N-R from 1:30 pm – 3:00 pm S-Z from 3:00 pm – 4:30 pm</p>	Senior and one Parent

Best Practices for Photos with Phones

Composition: For your photo submit a vertical portrait. So, flip your phone to the vertical position.

For a headshot length photo, the photo should start a little below your shoulders and extent to above your head. On the top of your head, you only want to leave a few inches of space; so, we can focus on your bright shining faces. As always, make sure to smile!

Angles: For these purposes, we would like the photo to be taken at a straight on angle from the person taking the photo to the photo subject.

Here are two examples:



Lighting: The lighting for your portrait can be very similar to the tips above for video lighting. See above. Both of the examples above are a great example of what this lighting will look like.

Camera Phone Settings: Obviously, everyone may have a different make and model of their phone. So, these tips will be broad settings that can be found in an Apple or Android phone. For this example, the phones used were an Apple iPhone 8 plus and an Android based Samsung Galaxy Note 10.

In general, set your camera to its best photo and resolution settings.

Of course, if you or your family own a DSLR digital camera, you may use that for your photos. However, please send the finished photography as a .jpeg file.

STEPS:

1. Navigate to the camera app on your phone.
2. Select either the Photo mode (Each camera has additional photo modes, keep it simple and select the photo mode).
3. Please do not add a filter for these photos.
4. Take a few photos using the lighting and compositions above.
5. Pick your best one where you are smiling nice. Crop in, if needed. It's always better to leave more uncropped, if you are unsure.

6. Send us the photo! **Make sure to send it using the maximum size setting.** More details on where to send the photos will come soon.

Other Things to Consider:

1. Avoid clothing with large logos or distracting patterns. Solid colors work best!
2. If you want to wear your school colors or outfit, that is a plus.
3. Pick a well-lit location.
4. Have a family member help you take the photo.
5. A smile goes a long way, so SMILE!
6. Take the time to groom and prepare for your photo. These photos will be with you for a lifetime.

Best Practices for Video Recording with Phones



Composition: Make sure you hold your phone horizontally (landscape). Unless you are going with a social media look, use vertically (portrait). But if posting on YouTube or elsewhere, hold the phone horizontally. Record with the phone at eye level. Avoid recording the subject from a low angle.

Focus: Lock your focus and exposure. On some phone, you need to tap on the face/image that you want the camera to track focus and adjust the lighting.

Keep the shot steady:

If you are holding your phone, use both hands to keep the shot steady. Propping your phone on a stand or on a tripod is better. If you don't have a tripod or stand, get creative. A few books, small box or anything sturdy enough will do the job.



Lighting: Look around and use available light sources. Light coming in from your window or a lamp can do the trick. You don't want the primary light coming from behind you, so don't stand with a window or light at your back. Position yourself, so that the light is hitting your face either to the side or straight on. You want to have plenty of light on your face to avoid dark shadows.

Audio: Be aware of natural sounds when you record. If you record outside, listen if its windy, dogs barking, ambulance sirens or construction noises. If recording inside, listen if the AC unit is too loud which might mean you should move to a different part of the room or a different room. If there are others talking in the background, politely ask them to hold the noise down or you may want to move to a different room.

Other things to consider:

Don't chew gum on-camera.

Avoid brand/product names in the shot.

Make sure whoever is being recorded gives permission to be recorded. If it is a child under 18 years old, get permission from their parent.

More Tips: from the [NYT](#).