To:   Class of 2022  
From:  Mr. LeHew (Senior Class Co-Sponsor)  
Subject:  Decorating your Graduation Cap  
Date:   May 13, 2022

We are continuing the recent tradition here at Potomac Falls, and we are allowing students to decorate their graduation caps. Decorating your graduation cap is a privilege, and it must not disrupt the importance or seriousness of the commencement ceremony. If you would like to decorate your graduation cap, it must be school appropriate and done nicely.

Mr. LeHew (room 204/221/224) MUST approve all decorated graduation caps no later than June 7, 2022 at 4:03 PM. Each approved cap will be stamped to denote approval. This will be checked the day of graduation by your teacher leads to ensure no changes have been made. If you do not get approval prior to June 37 and you arrive to graduation with a decorated graduation cap, you will be given a new blank graduation cap to wear for the ceremony.

Expectations for decorated caps:

- Flat and only on top of mortarboard  
- Tasteful/Positive  
- Clear/Understandable meaning  
- Not more than ¼ inch tall off mortarboard  
- Cannot extend beyond edge of mortarboard  
- Within parameters established by the LCPS Dress Code  

Decorations PERMITTED:

- Highlight of future plans (College/University, Career, Branch of Military, etc.)  
- Student’s Monogram  
- Thank You or In Memorandum to parents/significant individuals in a student’s life  
- Graduation Year/Class of 2019  
- Patriotic or International Country of Origin decoration  
- Highlight of Sports or School Based Activities  
- School appropriate quotes or lyrics  

Decorations NOT PERMITTED:

- No Acronyms  
- No 3D Objects  
- No electronic lights  
- No decorations that are hanging down or extending up from the cap  
- No political statements/references
· No hidden meanings/messages
· No decorations that are divisive, controversial, or offensive