



## Cap Decorating Guidelines 2026

Design due **Friday, April 17** in the front office box or via email to [scott\\_aseneth@hcde.org](mailto:scott_aseneth@hcde.org)

Please take into consideration the following guidelines and tips when decorating your graduation cap. Decoration of your graduation cap is not required. Graduation caps will be reviewed and approved in advance of the ceremony. Failure to follow these rules will result in the removal of the cap before the ceremony.

### Suggested Cap Designs May Include:

- Thank a parent, grandparent, teacher, friend
- Recognize your post-secondary plans (college, trade school, military, etc.)
- Recognize your high school activities (ex. major, clubs, etc.)
- Your graduation year
- An inspirational message or quote
- Your **amazing creativity** that falls within the guidelines!

### Design Criteria:

- Be free of offensive language or symbolism and double meanings.
- Be school appropriate and follow CCA as well as HCDE guidelines.
  - Designs cannot include:
    - Any flags, symbols, abbreviations, initials, words, slogans, patches, or pictures that: refer to drugs or controlled substances, tobacco, alcohol, or weapons or be of a sexual nature.
    - Gang-related signs/slang
    - Political affiliation
    - Alcohol, drugs, weapons, or be of sexual nature
    - Threats to the safety or welfare of any person
    - Objects such as signs, stuffed animals, bells, flowers, or any 3D object that may rest on the cap (ALL decorations MUST lay FLAT on the cap).
    - Items hanging down from any side of the cap.
    - Items that make noise
- Must be approved by administration. Administration will reach out to you if it is not approved.

### Tips:

Trace your cap onto cardboard and decorate the cardboard. In case you make a mistake, you can start over. **We will not furnish new caps** if you damage yours when decorating. After you decorate it, you may use that to trace your cap or stick it to your cap with Velcro stickers.

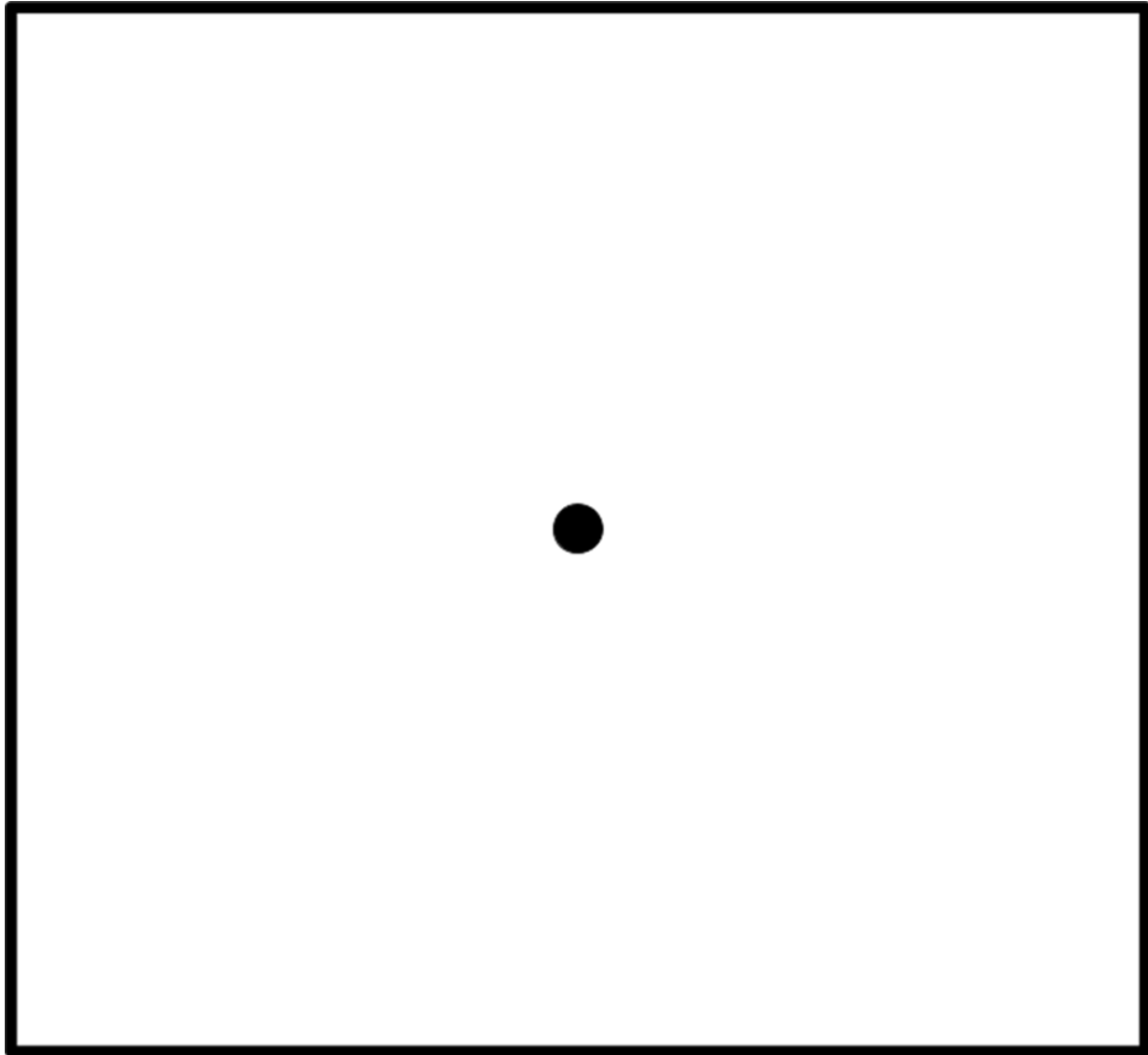
**Administration will reserve the right to disallow anything that is not considered appropriate for the commencement ceremony.**

**Design is to be done on the back of this page.**

**Student Name:** \_\_\_\_\_

**Design**

This design sheet is due by Friday, April 17 at 4 P.M. You may want to make a copy or take a picture of this before submitting. My graduation cap will look exactly like the picture below. Color it if it will have color.



When you wear your cap, it will be seen diagonally. Rotate this when you make your design.

**I understand all the rules and agree to abide by them for my Graduation Cap Design.**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Approved by administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Turn in this sheet to the designated front office box on **Friday, April 17, 2026** or Submit via email using **Kami**. Ensure you include your and your parent's signature (or guardian).***