

EDWARD C. REED HIGH SCHOOL

2022 Graduation Information and Behavior Guidelines

GRADUATION CEREMONY SATURDAY, JUNE 11TH, 2022 - 4:00 P.M. - LAWLOR EVENTS CENTER

MANDATORY REHEARSAL - Tuesday, June 7th, 2022 - 12:00 - 1:00 p.m. - Large Gym

BOOK DEPOSIT

Refunds for book deposits will START June 6TH

- Students will be able to see bookkeeper for refunds (before school/lunch/after school)
- You must have your driver's license or school ID with you
- All books must be returned and fees paid to receive your book deposit back

TRANSCRIPTS

- Transcripts showing that a student has graduated from high school must be ordered after the ceremony at www.reedhigh.com and click on transcripts.

REASONS FOR HOLDING CAPS AND GOWNS & WHO TO SEE

- Lack of required credits and students in jeopardy of failing a class(es) see Counselor or Registrar

PICTURES

- Lifetouch Photography will take your photo prior to graduation in the Presidents Room. A flyer with more information will be available at the Senior Info Meeting May 12TH 10:29 am during 4th period in the gym.

GRADUATION INFO

Each senior will be given their tickets and parking passes at delivery of caps and gowns on May 26th

Parking passes must be presented to enter the garage. Tickets for graduation must be shown to get into Lawlor Events Center.

We will subsequently send out a Microsoft form to families asking them how many tickets they need (maximum of 10) and parking passes (maximum of 3). Once we have requests, we will look at how many leftovers there are (as a result of families wanting less than 10). We are then planning to do a raffle for any parents that have expressed interest in more than 10 and give out the extras accordingly.

If there are students that receive tickets with their caps and gowns that ultimately do not meet requirements for graduation these students will return their tickets to the Reed Main Office by no later than 2:00pm on Thursday June 9th.

- **STUDENTS REPORT TO THE PREPARATION AREA at Lawlor Events Center BY 3:00 p.m.**
- **Audience can arrive an hour prior to the start of the graduation.**
- **Gold Honor chords will be given out in the preparation area at Graduation. All other chords need to be purchased prior to Graduation and approved at least a week before graduation with the Principal.**
- **POMP AND CIRCUMSTANCE begins promptly at 4:00 p.m.** The ceremony should last approx. 2 hours.
- **The Valedictorian/Salutatorian will lead the class followed by the Senior Class Officers, Student Body Officers, and then followed by the honor graduates. The remainder of the class will follow.**

➤ **WHAT TO BRING TO GRADUATION**

Nothing!! Leave all valuables at home or have your family keep them. There will be no one to watch personal belongings during graduation. Lawlor Events Center and The Washoe County School District are not responsible for lost or stolen items. **PLEASE, NO CHEWING GUM!**

➤ **STUDENT DRESS FOR GRADUATION**

This is a formal event; the following guidelines are highly recommended:
DRESS NICE!!

➤ **HOW TO WEAR YOUR CAP & GOWN:**

➤ **There will be NO cap decorations!!!**

➤ Graduates of Native American descent may affix an eagle feather to the cap in accordance with the American Indian Religious Freedom Act.

➤ Press the gown with a cool iron. The gown should fall approximately eight inches from the floor for students. The cap should be placed forward on your head with the short point almost between your eyebrows and the board parallel to the floor. The tassel is to be placed to the left side of the board, over your eye. You will move the tassel to the right side when the announcement is made at the completion of the graduation ceremony. You may want to put your name inside your cap.

Senior Info Meeting May 12TH 10:29 am during 4th period. Jostens (626-4944 or www.Jostens.com) will show how to properly wear a cap & gown.

ACADEMIC AWARDS

➤ Any candidate for graduation who wishes to wear an academic award at commencement presented by a group or organization not affiliated with the school district shall make the request in writing at **least seven calendar days prior** to the scheduled commencement date. The request shall be delivered to Mr. Rosenbloom. It is the responsibility of the student to provide documentation that establishes the appropriateness of the award. The decision of the principal to grant or deny the request shall be delivered to the student as soon as possible after its receipt. Should the student wish, the principal's decision may be appealed using the public complaint protocol. Complaint forms are available at all schools and online. Every effort shall be made to resolve the issue prior to the scheduled commencement. Academic awards such as Honors Diploma, Advanced Diploma, and National Honors Society may be indicated by wearing academic chords when appropriate. These honors **WILL NOT** however be designated in the commencement program.

STUDENT BEHAVIOR / DEMEANOR OF SPECTATORS

➤ Reed's graduation exercises are planned as a dignified and solemn ceremony. It is expected that all spectators, parents, family, and friends will behave in an appropriate manner respectful of the accomplishments of our fine graduates.

➤ **Students who do not behave properly will be removed immediately from the graduation area. Any student who leaves the Lawlor Events Center prior to crossing stage for any reason other than an emergency will not be allowed to return to their seat.** Diplomas will not be issued to these students but will be issued to the parents at a conference with the school principal to be requested by the parents and held within 30 days after graduation. School personnel are assigned supervisory responsibilities to assist graduates during the ceremony. Should a student be found to be under the influence of drugs or alcohol at the ceremony, he/she will be denied the opportunity to participate, will be removed from the graduation area, and placed in police custody.

➤ **Items that are designed to be blown up or thrown are not allowed in the Lawlor Events Center. Violators of this directive will be removed from the graduation and their diploma will be held pending a later contact. SIGNS, AIRHORNS, AND/OR ANY OTHER NOISE MAKERS ARE FORBIDDEN AND WILL BE CONFISCATED IF FOUND ON THE PREMISES.**

DIPLOMAS & PROGRAMS

➤ Do not panic.... your diploma will **not** be in the diploma cover! You will go to the Silver and Blue Rooms after the recessional to pick up your diploma. Tables will be set up alphabetically. Please immediately report there following the ceremony. This will allow you to meet your family outside in a timely manner.