Dear Graduate,

Congratulations on your upcoming graduation. You are no doubt very excited about this occasion—and rightfully so; you have worked hard for this achievement!

Your high school diploma represents years of dedication and hard work, and demonstrates your readiness for the next chapter of your life. During your time at East High School, you may have met challenges and overcome obstacles to achieve the honor of claiming your diploma. As you have matured since your first day at East High School, we encourage you to continue to grow as you move on in your post-secondary journey.

In the next few months, many activities, presentations and events have been planned in your honor. Please take the time to be a part of these events as they will add to your memories of your senior year at East High School.

This handbook contains essential information regarding upcoming senior events and commencement. You are responsible for understanding and complying with all of the guidelines established for this special time. Your full cooperation will make all of these activities a success, and will allow for the recognition that each one of you deserves.

Please feel free to contact us when you have questions or concerns regarding graduation activities or commencement.

We look forward to celebrating your accomplishments!

Mike Hernandez
Building Principal

Brendan Kearney
Assistant Principal, Warner Neighborhood

Mikki Smith
Assistant Principal, Tenney Neighborhood

Alex Thompson
Assistant Principal, Yahara Neighborhood

Maggie Zywicki
Assistant Principal, Olbrich Neighborhood

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Special Points of Interest

- Attire for commencement
- Carry-in policy and security screening at the Kohl Center
- Commencement etiquette
- Senior class activities
- How to save MMSD electronic files
- Senior Fair
- Ten commencement day tips
- Empire Photography order form
- Locker clean out
- Cap and gown etiquette and helpful tips
- Name reader card information
- Graduation FAQs
Participation in the graduation ceremony is optional. Students who choose to participate are required to wear the following items:

- Purple cap
- Purple gown
- Gold and purple tassel
- Gold stole (worn over gown)

These items should be purchased directly from Midwest Scholastic through their website (www.mwscholastic.com), or via paper order forms, which can be picked up in the Main Office or Student Services.

Students may use caps or gowns from East alumni and purchase tassels and stoles ala cart, if desired.

Students who may need to borrow a cap and gown package should connect with their principal, guidance counselor, school social worker or Main Office staff as soon as possible.

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"The future belongs to those who believe in the beauty of their dreams."

- Eleanor Roosevelt

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**Commencement Ceremony**

Madison East High School will celebrate the ninety-seventh annual commencement ceremony on Friday, June 14, 2019 at 5:00 p.m.

The ceremony will be held at the University of Wisconsin–Kohl Center located at 601 W. Dayton Street, Madison, Wisconsin.

We are fortunate to have access to this outstanding facility which provides ample seating, air conditioning and an excellent sound system.

Tickets are not required for this event, allowing graduates to invite as many guests as they desire.

Further information about parking, seating and handicap accessibility can be found in this booklet.

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**Cap & Gown Distribution**

Caps & gowns will be distributed on Friday, May 3, 2019.

Students will attend the Senior Fair with their English class, and then proceed to cap and gown pick-up.

Early graduates and alternative program students can pick-up their items from 12:00 p.m.-1:00 p.m. this day.

Students who are absent from school, may pick-up items on Monday, May 6, 2019 in Student Services.

**Caps & Gowns**

Participation in the graduation ceremony is optional. Students who choose to participate are required to wear the following items:

- Purple cap
- Purple gown
- Gold and purple tassel
- Gold stole (worn over gown)

These items should be purchased directly from Midwest Scholastic through their website (www.mwscholastic.com), or via paper order forms, which can be picked up in the Main Office or Student Services.

Students may use caps or gowns from East alumni and purchase tassels and stoles ala cart, if desired.

Students who may need to borrow a cap and gown package should connect with their principal, guidance counselor, school social worker or Main Office staff as soon as possible.
Dress Code for Ceremony

East’s commencement ceremony is a formal event. As participation is optional, students whose behavior or dress does not meet school expectations may be denied participation or may be removed from the ceremony.

Students should dress and groom themselves in a way that reflects the formal nature of the event. Inappropriate or offensive dress will not be tolerated.

All students who choose to participate in commencement are expected to wear either: a dress shirt with tie and dress pants, dress pants with a blouse, dresses or skirts with dress blouse under their cap and gown.

Additionally:

- Denim jeans of any color are not allowed.
- Tennis shoes (including Converse and TOMS), rubber flip-flops and other casual sandals are not permitted.
- Students may not display names, messages or decorations on their cap or gown.

Students who may need assistance in obtaining dress clothes should connect with their principal, guidance counselor, school social worker or Main Office staff.

Cords & Recognition Pins

The only visible items permitted to be worn on the outside of the graduation gown are the graduation stole, school related pins and honor and/or Congress cords. Only the tassel is to be worn on the cap.

**Honor Cords** — Students who have earned a cumulative GPA of 3.5 or higher are entitled to wear a purple and gold Honor cord over their stole. Eligibility is usually determined in March and students are awarded their cords at the Senior Scholarship and Awards night in May.

**Congress Cords** — Students who have been in student Congress are entitled to wear a gold cord over their stole. Eligibility and distribution of cords is at the discretion of the senior Congress advisor.

**School Pins** — Students who have earned a recognition pin(s) from a school club or organization may wear it on the gold stole. Distribution of pins are at the discretion of the club advisors.

Note: Dress code and graduation attire requirements may be subject to change.
Commencement Rehearsal & Class Picture

Commencement rehearsal will be held on Thursday, June 6, 2019 from 12:00 p.m. — 1:00 p.m. in the Spectator Gym at East.

- Rehearsal is mandatory for all students who plan to participate in commencement.
- Rehearsal will begin promptly at 12:00 p.m. Please do not be late.
- Students should wear their gown (no cap) and any cords to rehearsal.
- Stoles will be distributed at rehearsal.

The senior class picture will be taken immediately after the rehearsal from 1:00 p.m. – 2:00 p.m. in the Spectator Gym at East.

- Order forms (found on page 15) should be turned into Empire Photography at rehearsal.
- Order forms are also available in the Main Office, Student Services and 1027.

Note: Rehearsal and class picture are for seniors only. Parents and guardians are respectfully asked to wait for their students either at the Welcome Center or outside of the building.

“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.”  —Barack Obama

What to Expect on Commencement Day

Arrival

- Arrive at Kohl Center with all graduation attire and dress clothes no later than 3:45 p.m.
- Doors open to families, guests and graduates at 4:00 p.m.
- Students should enter through Student Gate Entrance (on Dayton Street to the right of Gate A) and proceed downstairs where they will line up alphabetically. Students will go through security screening at the Student Entrance.

Note: Students who arrive late will be placed at the very end of the processional and will not be seated in alphabetical location.

Ceremony

- Ceremony begins exactly at 5:00 p.m.
- Ceremony will last until approximately 6:30 p.m.
- Audience members are not allowed on the main floor before, during or after the ceremony.

Post-Ceremony

- Graduates will receive their diploma after the ceremony from East staff members in the diploma pick-up area. Students will be directed to this area by staff members.
- Family members and guests will not be allowed in the diploma pick-up area.
- Graduates will exit the Kohl Center immediately after diploma pick-up.
- Family and friends of graduates should meet and celebrate with students in front of the Kohl Center at main entrance.

Commencement Ceremony Details

Friday, June 14, 2019

University of Wisconsin
Kohl Center
601 W. Dayton Street
Madison, WI 53703

Door open to the public: 4:00 p.m.
Ceremony begins: 5:00 p.m.

Tickets are not required for this event

“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.”  —Barack Obama
Commencement Etiquette

East High School’s Commencement ceremony is a formal event, dedicated to honoring the traditions set forth by former students and school leaders.

All students and their guests are asked to preserve the dignity of the ceremony and the traditions of East by maintaining the decorum appropriate for the occasion.

The following are specific policies regarding commencement etiquette:

- Noise makers, spray string, balloons, confetti or other similar pranks are not allowed.
- Students with any of the above items will be escorted from the ceremony by school principals and will not be allowed to participate.
- Throwing caps is not allowed.

All attendees are asked to be attentive during the presentation of diplomas so that all names can be heard as they are announced.

Commencement Photography

There will be an area set up for photography on both sides of the stage.

- These areas will be clearly marked and are to be used briefly by anyone who wishes to get closer to the stage and take a picture of their graduate.
- Seating is not allowed in this space in order to provide all families an opportunity for pictures.
- Empire Photography will take individual graduate pictures as students cross the stage, and again as they exit the stage. See page 14 for more specific information from Empire Photography.

Ten Commencement Tips

1. Be on time! Late students will not sit alphabetically and may miss the processional.
2. Prepare for traffic. The Kohl Center is located in downtown Madison and traffic will be heavy. Give yourself plenty of time to get there.
3. Get all wrinkles out of gown before ceremony. See page 17 for directions.
4. Leave valuables such as phones, sunglasses, purses and bags at home. MMSD and the Kohl Center are not responsible for lost or stolen items.
5. Break in your shoes before the ceremony. Make sure they fit comfortably beforehand.
6. Hydrate and take a bathroom break before or during line up. Once you’re on the floor and the ceremony has begun, it will be difficult to leave the seating area.
7. Plan in advance where you want to meet your family afterwards. It will be hectic with excited graduates.
8. Dress to impress! You are a high school graduate now; wear formal clothes.
9. Smile! There will be lots of pictures taken!
10. Enjoy the day!
When You Arrive at the Kohl Center

All guests who enter the Kohl Center are required to go through security screening and metal detectors. The following are prohibited items and are not allowed to be carried into the Kohl Center.

These items will be confiscated:
- Bags Larger than 8.5”x11” (including backpacks)
- Alcohol, food & beverages
- Glass vases
- Banners, flags, signs & noisemakers
- Drones & R/C vehicles
- Inflatables (balloons, balls etc.)
- Strollers
- Weapons (guns, knives, pepper spay & items deemed dangerous or inappropriate)
- Electronics (laptops, video recorders, monopods, tripods, selfie sticks & laser pointers)

Items left at entrances will be discarded.

Kohl Center

We are again fortunate to hold commencement at the University of Wisconsin-Kohl Center.

Notes to keep in mind prior to the ceremony:

- All guests will be required to go through security screening & metal detectors. Guests will need to remove cell phones, cameras and keys before going through the metal detectors. See side column for prohibited items.
- Doors open to the public at 4:00 p.m.
- Audience members are not allowed on the main floor before, during or after the ceremony.

Parking

Parking is sold first-come, first served the day of the event in lots 29, 46, 83 and 91, with handicap accessible parking available in all lots. Parking lot 48 is ADA Accessible Parking only.

- Parking will be available starting at 1:30 p.m. on Friday afternoon.
- There are parking sites within a 5-10 block walking distance of the Kohl Center, which are free after 4:30 p.m. Those lots are 33, 44, 45, 51 and 92.

For more information on parking, visit the UW-Madison Transportation Services website at: www.transportation.wisc.edu.

See page 19 for an updated parking map.

Inclement Weather

We are hopeful that Mother Nature will cooperate for the commencement celebration, but because inclement weather is possible, plans are in place to ensure a safe ceremony.

- The ceremony will take place rain or shine.
- In the case of severe weather, instructions will be given via public address announcements and video screen messages.
- Graduates and guests will be asked to listen for announcements and remain seated until instructed otherwise.
Accessibility

The commencement ceremony will be fully accessible.

Closed Captioning
Closed Captioning will be available on video screen throughout the ceremony and an American Sign Language Interpreter will be located near section 121.

Wheelchair Seating Locations
Wheelchair and wheelchair companion locations are scattered throughout the main level concourse (Kohl Concourse or 100 level), and the upper level (Kellner Concourse or 200 level).

Accessible Drop-off Locations & Mobility Assistance
The drop-off location for the Kohl Center is on Dayton Street directly in front of the building at Gate A. Guest services personnel will have wheelchairs available for transportation from the Dayton Street drop-off location to the Kohl Center seating area. Wheelchairs are for transportation purposes only and cannot be used for patron seating during the ceremony. Anyone in need of wheelchair services can call Guest Services at (608) 263-5645 on the day of the ceremony.

Seating

With ample seating available, tickets are not required for this event.

Seating is available on a first come basis for guests. Attendees are urged to be on time for the ceremony by preparing for traffic and planning for time between parking and arriving to the Kohl Center.

Please reference the arena image to right for stage, gate and street locations.

For more specific information about the Kohl Center, please visit: http://uwbadgers.com or contact Guest Services at 608-263-5645.

Rose Sale

As a complementary service, roses of various colors can be purchased at the Kohl Center before and after the ceremony.

$15 — half-dozen
$25 — dozen
Diploma Distribution

Diplomas will be distributed after the commencement ceremony at the Kohl Center to those students who have successfully completed all graduation requirements, and who have no outstanding fees or obligations.

The deadline for seniors to pay fees and turn in any materials is Thursday, June 6, 2019 at 3:30 p.m. in the Main Office (room 1037).

Students who borrow a cap and gown package from East will receive their diploma upon returning all borrowed items.

Items may be returned to East staff at the Kohl Center following the ceremony, or in the East High School Main Office on Monday, June 17, 2019.

Graduates who choose not to participate in commencement may pick up their diploma in the Main Office on Monday, June 17, 2019.

All senior fees and obligations are due on Thursday, June 6, 2019 by 3:30 p.m.

Final Senior Transcripts

Seniors are responsible for requesting their final transcripts to be sent to the school they plan to attend in the fall. It is recommended that transcripts be requested in the last week of the school year.

To order final transcripts, students should visit parchment.com to place an order and track status of requested transcripts.

Please note: It is not the responsibility of any school staff to request final transcripts on behalf of the student. Colleges and universities will only receive transcripts from Madison East High School with a direct request by the graduate via the Parchment website.
Senior Fees and Obligations

Please be sure to resolve all obligations and look for Fee Statements throughout the spring semester. All books, rented calculators and sports uniforms should be returned to avoid unnecessary fees.

**Students will not receive their diplomas until all fees and obligations are resolved in Infinite Campus.**

All fees must be resolved or paid by 3:30 p.m. on Thursday, June 6, 2019. Fees can be paid in the Main Office.

Please note:

- No fees or obligations will be processed after Thursday, June 6, 2019.
- The next available time to pay fees or return materials will be Monday, June 17, 2019.
- Students who have paid all of their fees and obligations by June 6, will receive their diploma following the ceremony.

Seniors who have outstanding fees and obligations after June 6, 2019 will receive their diploma once all fees and obligations have been paid and reconciled.

Senior Class Activities

**May**

May 1  Senior Scholarship and Awards Night
6:30 p.m. – Margaret Williams Theater

May 3  Senior Fair/Cap & Gown Distribution
8:30 a.m. — 3:30 p.m. – East LMC

May 30  Senior Recognition Ceremony
8:30 a.m. – Margaret Williams Theater

          Senior Brunch
          9:30 a.m. — 10:30 a.m. – Cafeteria

**June**

June 6  Graduation Rehearsal & Class Picture
12:00 p.m. — Spectator Gym
3:30 p.m. — All fees and obligations due, including locker clean out.

June 14  Graduation Ceremony
5:00 p.m. — University of Wisconsin-Kohl Center

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**Yearbooks**

2018-2019 East Yearbooks can still be purchased online at: www.walsworthyearbooks.com

Click on “Buy a yearbook” and search for “Madison East.”

Price is $47.00 while supplies last!

Yearbooks will be delivered in late May, listen for announcements regarding distribution.
Senior Fair and Survey

The Senior Fair will be held on Friday, May 3, 2019 in East’s LMC.

Students will come to the fair with their English class where they will complete the MMSD Senior Survey, fill out their commencement name reader card and visit booths with pertinent graduation information.

All 2019 seniors are required to complete the MMSD Senior Survey prior to graduation.

This web-based survey will ask questions relating to student’s post-secondary plans and overall high school experience.

Students will proceed to cap and gown pick-up upon completion of survey and visiting all booths.

This fair is for students only. Students who are absent from school can pick up all information and complete the survey on Monday, May 6, 2019 in Student Services.

“Wherever you go, go with all your heart.” - Confucius

Electronic Files - Take Them With You

Google Takeout is a service from Google which allows you to download data associated with your student Google Account.

Migrating your data to another account will allow you to:

- Transfer your documents from your school account to a new Gmail account.
- Take your Portfolio of work with you!

Steps to Download Data from your School Account:

1. Create a new Gmail account before you begin.
2. Login to your school account at https://takeout.google.com/transfer
3. Enter the email address of the destination account you will transfer your files and emails to.
4. A code will be sent to your new account. Login to http://mail.google.com at your new account to find your code.
5. Enter the verification code into the box provided.
6. Select the content you want to transfer (Gmail or Drive Files).
7. Click “Start Transfer.”

The transfer process may take up to a week. Check your new account regularly to see if the process has been completed.

Your MMSD ‘J’ Drive and Student Email Account

Student ‘J’ drive accounts and email accounts are deactivated thirty days after graduation.

All electronic files and documents should be saved to a separate device or account (flash drive, Dropbox, etc.) prior to graduation on June 14, 2019.
Your Graduation Check-List

Complete these items before the end of the year to ensure a successful transition from student to graduate:

☐ Maintain 94% attendance & earn all credits required for you to graduate.

☐ Complete the senior survey.

☐ Pick up cap and gown.

☐ Try on gown for proper sizing. See page 17 for helpful tips on preparing your cap and gown for the ceremony.

☐ Fill out a name reader card for the graduation ceremony.

☐ Find a graduation outfit that meets the dress code requirements outlined on page 3. Stop in the Main Office, Student Services or room 1027 for assistance if needed.

☐ Meet with counselor one last time to go over final paperwork, etc.

☐ Return all LMC items by May 24, 2019.

☐ Return class materials to teachers by June 6, 2019.

☐ Return athletic items to Athletic Office by June 6, 2019.

☐ Clean out locker by June 6, 2019 at 3:30 p.m.

☐ Resolve and pay all outstanding fees and obligations by 3:30 p.m. June 6, 2019.

☐ Take your electronic files with you. Your Student Google account will be deleted 30 days after graduation. See page 10 for directions.

☐ Transfer all ‘J’ Drive electronic files and documents to separate device (flash drive, Dropbox, etc.). Account will be deactivated 30 days after graduation.

☐ If ordering class picture, fill out order form and have ready for graduation rehearsal (order form is page 15 of this booklet).

Name Reader Cards for Ceremony

All students who plan to participate in the graduation ceremony are required to have a name reader card completely filled out prior to the ceremony.

Students will receive and return these cards at the Senior Fair. They are then passed on to our ceremony name readers, so they can practice name pronunciation prior to the ceremony.

Students should write their first and last name phonetically on the card.
Frequently Asked Questions

Q. Is participating in the graduation ceremony mandatory?
A. No, participating is an optional activity for graduating students.

Q. Who do I buy a cap and gown from?
A. Midwest Scholastic. Visit their website at: www.mwscholastic.com to order.

Q. Can I borrow a cap and gown?
A. Yes! See Susan Harris in Student Services (room 2031).

Q. Can I wear jeans and tennis shoes under my gown?
A. No! Please see Dress Code for Ceremony on page 3 for specific dress requirements.

Q. Can I decorate my cap?
A. No. Only the tassel may be worn on the graduation cap.

Q. Where will graduation rehearsal be held?
A. In the East Spectator Gym on Thursday, June 6, 2019 at 12:00 p.m.

Q. What should I bring to rehearsal?
A. Your gown and any cords you may have received. You do not need to bring your cap.

Q. When will the senior class picture be taken?
A. Immediately after the graduation rehearsal in the Spectator Gym. Bring the order form found on page 15 if you want to order a class photo.

Q. When does the graduation ceremony begin?
A. 5:00 p.m. sharp!

Q. What can a graduate bring in with them during the graduation ceremony?
A. NOTHING! There are no pockets in the gowns. Leave ALL valuables, money, cell phones, purses, wallets, etc. with family or friends.

Q. Can I use noise makers/air horns/confetti etc. during the ceremony?
A. NO! Noise makers, spray string, balloons, confetti or other similar pranks are not allowed. See page 5 for specific etiquette and decorum expectations.

Q. How long is the ceremony?
A. If the ceremony goes as scheduled, it will end at approximately 6:30 p.m.

Q. What will the students do after the ceremony?
A. Students will recess from the ceremony to pick-up their diplomas before meeting their guests outside. Family members and guests will not be allowed in the diploma pick-up area.

Q. Will I receive my diploma if I have outstanding fees or obligations?
A. No. Seniors who have outstanding fees and obligations after June 6, 2019 will receive their diploma once all fees and obligations have been paid and reconciled.
Who to Contact

Building Principal
Mike Hernandez
mhernandez3@madison.k12.wi.us

Assistant Principals:

Brendan Kearney
Assistant Principal, Warner Neighborhood
btkearney@madison.k12.wi.us

Mikki Smith
Assistant Principal, Tenny Neighborhood
mdsmith2@madison.k12.wi.us

Alex Thompson
Assistant Principal, Yahara Neighborhood
athompson@madison.k12.wi.us

Maggie Zywicki
Assistant Principal, Olbrich Neighborhood
mazywicki@madison.k12.wi.us

Counselors

Shelby Arkin
Tenney Neighborhood
Phone: 204-1672 & Email: samiller2@madison.k12.wi.us

Jessica Abegglen
All Neighborhoods
Phone: 204-1576 & Email: jmabegglen@madison.k12.wi.us

Michelle Olson
Yahara Neighborhood
Phone: 204-1631 & Email: mmolson2@madison.k12.wi.us

Sarah Elmore
Students in AVID (all last names)
Phone: 204-1647 & Email: selmore@madison.k12.wi.us

Laura Gillis
Warner Neighborhood
Phone: 204-1635 & Email: lgillis@madison.k12.wi.us

Ashley Schuchardt
Olbrich Neighborhood
Phone: 204-1636 & Email: aaschuchardt@madison.k12.wi.us

Robin Murphy
Yahara Neighborhood
Phone: 204-1637 & Email: rlmurphy@madison.k12.wi.us

Office Support

Susan Harris
Administrative Assistant, Olbrich Neighborhood
Phone: 204-1638 & Email: slharris@madison.k12.wi.us

Michelle Galarowicz
Administrative Assistant, Main Office
Phone: 204-1733 & Email: mrgalarowicz@madison.k12.wi.us

Emily Nevel
Administrative Assistant, Warner & Yahara Neighborhood
Phone: 204-1416 & email: ejnevel@madison.k12.wi.us

Social Media

Facebook
www.facebook.com/purgolderpride

Instagram
www.instagram.com/madisoneastpurgolders

Twitter
twitter.com/@MadisonEastHS
Empire Photography has been photographing our commencement ceremonies for many years. Each graduate is photographed as they receive their diploma and a solo portrait is also taken after they exit the stage. Proofs will be sent to graduates and their families within 48 hours of the ceremony.

The senior class photo will be taken after graduation rehearsal on Thursday, June 6, 2019 1:00p.m. in East’s Spectator Gym

Use your mobile device to scan this QR code and go to the pre-registration site for East High School.

Contact Empire Photography at: customerservice@empirephotos.com

Your commencement is a once-in-a-lifetime moment so don't miss out!
To Order Your Senior Class Picture:

1. Clearly print your name & address below
2. Place your order in the space to the right
3. Pay by credit card, check, or cash.
   Make checks payable to: Empire Photography
4. Tear out this form and turn it in on June 6, 2019 during commencement rehearsal.

<table>
<thead>
<tr>
<th>School Name</th>
<th>____________________________________________________________________________________</th>
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</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>____________________________________________________________________________________</td>
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<tr>
<td>Address</td>
<td>____________________________________________________________________________________</td>
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<td>City</td>
<td>___________________________________________ State_____ Zip ________</td>
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<td>Phone</td>
<td>(________________) ___________________________________________</td>
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<tr>
<td>Email</td>
<td>____________________________________________________________________________________</td>
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</tbody>
</table>

Credit Card:
CC Number: __________________________________________________________
Exp. Date: ____/____ Signature: ______________________________________

Senior Class Photo

<table>
<thead>
<tr>
<th>Empire Special Package</th>
<th>1- 10x24&quot; Formal Pose (Laminated) and 1- 10x24&quot; Spirit Pose (Laminated)</th>
<th>$35</th>
<th>$</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Level Two™ Class Photo (10x24&quot;)</th>
<th>Formal Only</th>
<th>$25</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Level Two™ photo takes your class portrait to the next level! Features a brilliant background with your school name. Printed on high gloss, metallic paper. Cannot be laminated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add On: Box Mounting</td>
<td>+ $35</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Standard Finish Photo (10x24&quot;)</td>
<td>Formal</td>
<td>$19</td>
<td>$</td>
</tr>
<tr>
<td>Add On - Option 1: Lamination</td>
<td>+ $7</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Add On - Option 2: Box Mounting (No need to frame!)</td>
<td>+ $35</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

(all prices include tax, postage and handling) Total $ 

PHOTO OPTIONS

Formal Pose: This is the classic style of class photo where the students are facing forward and smiling.

Spirit Pose: This is our version of a "silly photo" where the students can get creative.

Level Two: The Level Two is the formal class photo but with added graphic design elements to make it stand out. It is printed on high gloss metallic paper which cannot be laminated. (Example shown in the images to the right)

Lamination: Lamination is a great way to make your prints last a lifetime! Lamination protects your prints from tearing, moisture, and UV rays. Applies to Standard Finish Photo Only. Box Mounted prints cannot be laminated

Box Mount: Ready to hang! Looks modern and professional! Add box mounting to your print to get the most out of your class photo! The box mount is black in color and 1 inch think. Box Mounting is not available to be added onto the Empire Special
Watch For Our Professional Photographer At The Graduation!

THE GRAD
How to be a picture-perfect graduate.

- Keep your tassel out of your face
- Pause and smile at the presenter when you shake hands
- Don’t chew gum
- Be sure you are well-groomed
- Accept your diploma in your left hand
- Come dressed pressed
- Remember to shake with your right hand
- Wear socks
- Don’t dress for a flood
- Avoid a trip — tie your shoes
- Wear dress shoes

Here's everything you need to know to look your best on the big day. Remember, our professional photographer will be at your graduation ceremony to take your picture as you receive your diploma. Because we use the best professional equipment, it will be one less thing for your family to worry about (tell Dad he can stay seated at the ceremony). After graduation, expect to see proofs of your pictures in the mail in about a week or less. From that proof card you can order portrait quality pictures you’ll want to keep and share. So just follow these simple rules and you're on your way to becoming a picture-perfect graduate. Now, all you have to do is smile.
Cap and Gown Etiquette and Helpful Tips

How should I take care of my gown?
• Try on gown immediately for proper sizing (gown should be full and roomy).
• The bottom of the gown should be approximately mid-shin; not at the knees & not at the ankles.
• Steaming the gown is preferred to remove wrinkles but a cool iron with an ironing cloth is best advised.
• If necessary, you can wash on a cool, delicate cycle and line dry the gown.

How do I wear my tassel?
• Tassels are worn on the right temple before the ceremony and on the left temple afterwards.

How do I tell the front of my cap from the back?
• Aside from the instruction on the inside of the cap, the pointed end on the crown should be on the back.

How should my cap be worn?
• The cap should be worn so that the mortar board is level. It should not be tilted to the back or side of the head. The crown should be approximately one inch above the eyebrow.
• It is not recommended that girls wear their hair up or in a ponytail; it will interfere with how the cap sits on your head.
• Hair pins can be used to keep the cap in place.
**KOHLS CENTER CARRY-IN POLICY**

**ITEMS PERMITTED:**
Bags no larger than 8.5" x 11", diaper bags (with child), binoculars, cameras (lenses no longer than 4"), seat cushions (not more than 16" wide), jackets, blankets, and items related to a medical condition. Halloween costumes may be worn, but the costumes must be able to fit into a normal seating space and must be of an appropriate nature. No additional carry-ins are allowed as part of a costume.

**ITEMS PROHIBITED**
(including, but not limited to):
Bags larger than 8.5" x 11" (including backpacks), food, beverages, containers, drones, laptops, video recorders, monopods, tripods, selfie-sticks, laser pointers, weapons, banners, flags, signs, noisemakers, inflatables, strollers, or any items deemed dangerous or inappropriate.

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**ITEMS PERMITTED**
- Bags: No larger than 8.5" x 11"
- Clear Tote: 12" x 6" x 12"
- Diaper Bags: with child, not larger than 16" max
- Binoculars
- Cameras: lenses 4" and smaller
- Seat Cushion: not more than 16" wide
- Jackets
- Blankets
- Items related to a medical condition

**ITEMS PROHIBITED**
- No Bags Larger than 8.5" x 11" (including backpacks)
- No Alcohol, Food or Beverages
- No Containers
- No Drones or RC Vehicles
- No Laptops, Video Recorders or Selfie Sticks
- No Banners, Flags, Signs or Noisemakers
- No Inflatables
- No Strollers

All items and spectators are subject to search. Storage facilities are not available for checking prohibited items. Items left at gates will be disposed of accordingly.

*For a complete list of prohibited items, please visit: UWBadgers.com/FanPolicies.*
Parking lot availability subject to change with various construction projects. Please visit UW Transportation Services for up-to-date information.

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City of Madison Ramp ($8)

- $10
- Free after 4:30 p.m. Friday and all day Saturday
- Disabled Parking ($10)
  - Lots 48 - Accessible DOT placard or license plate required
- UW Building

Parking will be very limited near the Kohl Center. To avoid traffic congestion, consider parking in one of the free parking lots (noted in yellow with black stripes). These lots (Lot 33, 45, 54, and 56) are free after 4:30 p.m. on Friday and all day Saturday.

For more transportation information, visit transportation.wisc.edu
An electronic version of this handbook is also available on the East High School website at: https://east.madison.k12.wi.us/.

If you have any questions regarding the handbook please feel free to contact us at any of the numbers listed on page 13.