



The Office of Student, Family and Community Affairs

2687 Avery • Memphis, TN 38112 • (901) 416-1750 • Fax (901) 416-1760

Date: May 2021
Re: Commencement Ceremonies
Quantity of tickets for each graduate: 4

Dear Graduates, Parents and Guardians:

Congratulations! We are quickly approaching time to recognize SCS students who meet the diploma requirements set forth by the Tennessee Department of Education and Shelby County Schools. We want graduates, their families and invited guests to experience safe and orderly commencement ceremonies. In order for us to accomplish this, the following guidelines are established:

Tickets and Seating

- SCS will provide tickets to ensure the number of guests does not exceed the seating capacity of the venue.
- Everyone who will occupy a seat must have a ticket to enter. Ushers will be in place to collect tickets at the door.
- The four guests for each graduate should arrive together and sit in pods of four seats.
- Each pod is separated by 6 feet from the next pod of guests.

General Safety Protocols

- All persons attending must wear facial coverings at all times.
- For the health and safety of all, any person exhibiting signs of illness will not be permitted to enter the facility.
- All state and local guidelines for facilities and programs will be strictly followed.
- Renasant Convention Center staff will conduct regular and thorough cleaning of all public equipment, seating, tables, chair etc. in accordance with industry standards and requirements.
- Six feet (6) of social distancing will be instituted at entrances, restrooms, etc. for all customer interaction points. Floor decals will be used to mark appropriate spacing for guests.
- Through signage and verbal messaging, all persons will be strongly encouraged to maintain six (6) feet of distancing between themselves and others.
- Event staff will monitor and ensure all guests comply with social distancing and mask requirements.
- Schools and the Renasant Convention Center will immediately isolate and seek medical care for any individual who develops or exhibits symptoms.
- Do not attend SCS ceremonies if:
 - a. You are feeling sick or experiencing cold or flu-like symptoms (including fever, cough, and shortness of breath)
 - b. You have been diagnosed with or believe to have contracted COVID-19 unless no fever has been present for 72 hours (without the use of medicine) and 10 days have passed since symptoms first appeared.
 - c. You have been in contact with an individual diagnosed with COVID-19 within the past 14 days.
 - d. You have traveled internationally in the past 14 days.

Expected Decorum

- Signs, flowers, balloons, streamers, silly string, food, drink, open containers, horns, whistles, and other distracting devices are not permitted.
- All guests should be seated during the ceremony.
- Standing in aisles and along the walls is not allowed due to fire code violations.
- During the ceremony, only school-approved photographers are permitted to take pictures near the stage (*guests may take pictures from their seats, but no standing in the aisles or near the stage*).



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- Vendors are not permitted inside the graduation venue unless approved by the school or Central Office.
- Graduates and guests may enter the venues one hour prior to the ceremony.
- Doors will close five minutes before the start of the ceremony and re-open after the processional, posting of colors and National Anthem. Plan to arrive early to witness graduates as they enter.
- After the ceremony, please meet graduates outside.
- Memphis Police Department requires that we keep Main Street trolley tracks clear; they will be monitoring.

Graduates' Attire/Dress code

- Caps, gowns, stoles and chords are determined by the school. Graduates will be informed of the required attire.
- Students must arrive in required attire, including cap and gown (regalia).
- To ensure safety and uniformity, students are not allowed to bedazzle caps, decorate or alter the designated attire.

LiveStreaming

- All ceremonies will be streamed lived, available for viewing at www.scsk12.org, and available for purchase after the ceremony. Instructions will be provided during or shortly before the ceremony.

We appreciate your support in adhering to these guidelines. Again, congratulations on achieving this milestone.

With sincere thanks,

Lori Phillips, Ed.D.
Chief of Family, Student and Community Affairs