

John McEachern High School
Class of 2017
Commencement Information and Schedule of Activities
Thursday, May 25, 2017, 9:00 A.M.
Cantrell Stadium
McEachern High School

Graduation is one of the most cherished moments of a student's life and very soon your son or daughter will be achieving this important milestone. Seniors and their parents should read all information in this packet carefully. Seniors are responsible for knowing and following all directions and schedules in this packet. Enclosed is a senior contract, on blue paper, that must be signed by both the senior and their parent and turned into **Mr. Lockhart's office** in the **Senior Building** by **May 5, 2017**. This must be signed to participate in the commencement ceremony. **PARTICIPATION IN THE COMMENCEMENT CEREMONY IS A PRIVILEGE, NOT A RIGHT. STUDENTS MUST MEET ALL EXPECTATIONS AND REQUIREMENTS IN ORDER TO PARTICIPATE.**

On the day of graduation, graduates should park in the Taylor Farm Parking Lot, which is located by the track field on Brand Road. Students may not park on campus for this event. **Every senior must be in the Lovinggood Gym and in their seats by 8:00 A.M. on the day of graduation.** Gates at Cantrell Stadium will open for individuals who need special assistance and seating at **8:00 A.M.** Otherwise, general admission entrance to the stadium begins at **8:15 A.M.**

We ask the cooperation of all who attend the commencement ceremony to help make it the dignified ceremony it is meant to be. Commencement is a solemn ceremony for graduating seniors and their families and guests. Possession of any disruptive objects or disruptive behavior may lead to the immediate removal from the ceremony. Balloons and signs will not be allowed in Cantrell Stadium. Please refrain from any inappropriate noises that will detract from the dignity of the ceremony. Since this ceremony is an official function of McEachern High School, all Cobb County School District and McEachern High School policies, rules, and regulations are in effect.

General Information

Seniors must meet all requirements for graduation before the diploma will be granted. All required courses must be successfully completed by Monday, May 22, at 4 P.M., or the student will not be able to participate in the graduation ceremony. All financial obligations, including payment for lost textbooks, parking fines, etc., must be cleared before final grades can be given and before the senior will be allowed to participate in commencement practice on Tuesday, May 23. **All graduation practices are mandatory.**

Ticket Allocation for Graduation

Students will receive **fourteen** tickets per graduate to be used for the **Cantrell Stadium ceremony only**. In the event of inclement weather on the morning of May 25, the ceremony will be held inside the Lovinggood Gym. In that case, students will receive **four** tickets per graduate to use for the **Lovinggood Gym** ceremony **ONLY**. Tickets will be distributed at the final commencement practice on Wednesday, May 24. There are **NO** extra tickets available. **Everyone entering the commencement ceremony, wherever it is held, must have a ticket. This includes small children and babies.**

Special Needs Seating

There will be limited space available for guests who need special seating. **Guests with special needs must have both a stadium ticket and a seating ticket, which is a different color.** Tickets will be collected at the North Gate, the South Gate, and the gate to the stadium behind the gym. **If the event is**

moved inside due to weather, **only the Lovinggood Gym tickets will be accepted.** Please contact Mr. Lockhart in advance for special needs tickets. Please be mindful that this section is limited; therefore, on the day of the ceremony, please arrive by 8 A.M. in order to be seated in this special section.

Honor Graduates

Students with a minimum of 3.500 cumulative GPA (not rounded off) will receive their honor cords at the final commencement practice on May 24. Please do not go by the Counselors' Office to check on your grades. You will be contacted by your counselors if there are any problems with your grades. Final report cards will be delivered with the diploma after commencement.

SENIORS EXAMS AND GRADUATION SCHEDULE

May 17	Senior Finals (Full Day for Seniors)
May 18	Senior Finals (Full Day for Seniors)
May 19	Senior Finals (Seniors may leave after their last final with parent consent)
May 22	Senior Finals (Seniors may leave after their last final with parent consent)
May 23	Mandatory Graduation Practice, 8:30 – 11:00 A.M.
May 24	Mandatory Graduation Practice, 8:30 – 11:00 A.M.
May 25	Graduation Ceremony, 9:00 A.M.

REHEARSAL AND CEREMONY BEHAVIOR

- All policies, rules, and regulations of the school will be enforced, especially dress code.
- Students must remain properly dressed throughout the ceremony, and they are expected to follow directions explained during rehearsal; otherwise, they will be excluded from the ceremony.
- Possession of any disruptive objects may lead to immediate removal from the ceremony.
- Students must arrive on time, follow directions, and cooperate fully during the rehearsal and the ceremony.
- Disruptive students will be removed and not allowed to participate in the ceremony.

COMMENCEMENT PRACTICES

ATTENDANCE AT BOTH COMMENCEMENT PRACTICES IS A MANDATORY PREREQUISITE FOR PARTICIPATION IN THE COMMENCEMENT CEREMONY.

Students must be on time for practices and will not be admitted late.

Cobb County School System policies and McEachern High School policies, rules, and regulations, including the dress code, are in effect at all commencement practices and at the ceremony itself.

Students must have met all financial obligations prior to the first practice. Practice dates and times are listed below.

Tuesday, May 23, 2017, 8:30 A.M.-11:00 A.M. in the Lovinggood Gym at McEachern High School

Wednesday, May 24, 2017, 8:30 A.M.-11:00 A.M. in the Lovinggood Gym at McEachern High School

Seniors should park in their regularly assigned spaces for practice. Seniors with no assigned space should park in the “N” Lot. Seniors must be inside the gym and seated by **8:30 A.M.** We will not admit students who are late, and practice will not be delayed for anyone. The dress code will be in effect for practice.

BOTH PRACTICES ARE MANDATORY.

Tickets and honor cords will be distributed at the conclusion of practice on **Wednesday, May 24, 2017.**

COMMENCEMENT CAPS, GOWNS, and ANNOUNCEMENTS

Delivery of graduation products is scheduled for April 13 in the Lovinggood Gym during all lunches. You must bring either your school ID or driver’s license to pick up your order. If you are absent on the day of delivery, re-delivery is scheduled for May 4 in the Lovinggood Gym during all lunches. After the May 5 date, students must go to the Senior Office to collect their orders. If you have questions concerning your order, call Herff-Jones’ office at (770) 795-1626, or email them at info@herffatlanta.com. Each student should have a gown, a matching mortarboard, and a tassel in order to participate in the ceremony.

SENIOR DRESS

Every graduate must wear the correct McEachern robe and may only adorn the robe with the cords or stoles that have been officially bestowed upon them from the school. Before commencement, please iron your gown using a low setting. Please do not hem the commencement gown.

- Ladies should wear light colored dresses and either white or cream comfortable dress shoes. (You will climb stairs and walk across the stage in front of your families and classmates. No tumbling!) The dress may not hang below the gown.
- Young men should wear dark pants, black dress shoes with dark socks, and a white collared shirt with a tie.

Mortarboards are to be placed on the top of the head so that the mortarboard is flat on top. Bobby pins are suggested to hold the hat in place. Tassels are to be placed on the LEFT side of the mortarboard during the ceremony.

Only those in proper attire will be allowed in the processional. Flowers and large pieces of jewelry are not allowed. **SLIPPERS, DECORATIONS OR ADORNMENTS ON CAPS OR GOWNS will not be permitted. You will not participate in the ceremony if you are not dressed appropriately!**

COMMENCEMENT PHOTOS AND DVD

We have arranged for Cady Studios to take individual photographs of graduates as they receive their diplomas. Cady Studios will email the parents a proof of this photo with ordering information.

We also arranged for Memory Maker Video to record certain senior events that are also available for purchase. This information is included in this packet.

To our guests, only hand-held cameras that do not block the view of other guests may be used. No one will be allowed to set up cameras with tripods to video the ceremony. Also, the use of selfie-sticks is prohibited inside Cantrell Stadium.

If yearbooks are not already sold out on the day of graduation, they will be available for purchase in Senior 105 for \$85, cash only. Yearbooks can be pre-ordered at any time by contacting Mrs. Chandler (whitney.chandler@cobbk12.org) and students are guaranteed to receive those copies in early May.

Final Transcripts

1. If you are planning to attend one of the schools given in this packet, you will need to request your final transcript through www.gafutures.org or after May 31, 2017.
2. If your school is not listed below, you will need to request a final transcript through the Office of School Counseling, starting May 1, 2017. Transcripts cost \$2 each. You will also need to provide the address of the school where you want your transcript sent. *Note: Keep in mind that we will not be able to send official transcripts until after June 5, 2017 due to the finalizing of the HOPE process.

How to Send Your Transcript to Colleges using www.gafutures.org

1. Go to: www.gafutures.org.
2. "SIGN IN" to your account, or "CREATE AN ACCOUNT"
3. Click on "COLLEGE PLANNING"
4. Click on "HIGH SCHOOL TRANSCRIPTS"
5. Choose college (s) from drop down menu "MY TRANSCRIPT REQUEST"
6. If not displayed, make sure to enter SOCIAL SECURITY NUMBER, DATE OF BIRTH, HIGH SCHOOL NAME, and GRADUATION YEAR.
7. Click on box at bottom acknowledging TERMS OF USE.
8. Click SEND.
9. Transcript requests will be viewed and released by the school counseling office on a daily basis.

Abraham Baldwin Agricultural College
Agnes Scott College
Albany State University
Albany Technical College
American Intercontinental University
Andrew College
Argosy University
Armstrong Atlantic State University
Art Institute of Atlanta
Art Institute of Atlanta-Decatur
Athens Technical College
Atlanta Metropolitan State College
Atlanta Technical College
Augusta Technical College
Augusta University
Bainbridge State College
Berry College
Brenau University
Brewton-Parker College
Central Georgia Technical College
Chattahoochee Technical College
Clark Atlanta University
Clayton State University
Coastal Pines Technical College
College of Coastal Georgia
Columbus State University
Columbus Technical College
Covenant College
Dalton State College
Darton College
Devry University
East Georgia State College
Embry-Riddle Aeronautical University
Emmanuel College
Emory University
Fort Valley State University
Georgia College & State University
Georgia Gwinnett College
Georgia Highlands College
Georgia Institute of Technology
Georgia Military College
Georgia Northwestern Technical College-Coosa Vall
Georgia Perimeter College
Georgia Piedmont Technical College
Georgia Southern University
Georgia Southwestern State University
Georgia State University

Gordon State College
Gwinnett College
Gwinnett Technical College
Herzing University
Kennesaw State University
Lanier Technical College
Lagrange College
Life University
Mercer University
Mercer University Atlanta
Mercer University Extended Education
Middle Georgia State College
Morehouse College
Morris Brown College
NAIA Eligibility Center
North Georgia Technical College
Oconee Fall Line Technical College
Ogeechee Technical College
Oglethorpe University
Paine College
Piedmont College
Point University
Reinhardt University
Saint Leo University
Savannah College of Art & Design
Savannah State University
Savannah Technical College
Shorter University
South Georgia College
South Georgia State College
South Georgia Technical College
South University
Southeastern Technical College
Southern Crescent Technical College
Southern Polytechnic State University
Southern Regional Technical College
Spelman College
Thomas University
Toccoa Falls College
Truett-McConnell College
University of Georgia
University of North Georgia
University of West Georgia
Valdosta State University
Wesleyan College
West Georgia Technical College
Wiregrass Georgia Technical College
Young Harris College

PARENTS GET THE MEMORY THAT LASTS A LIFETIME!

A 2017 McEACHERN HIGH SCHOOL GRADUATION DVD

It features each senior receiving his or her diploma, up-close. The entire graduation ceremony will be on this video production, providing years of memories for you and your senior. We also video other events that you may enjoy; you may order them separately or in a special package.

Order on website: memorymakervideo.com

E-mail: memorymakervideo@gmail.com

Mail orders to: MemoryMaker Video, 2144 Independence Lane
Buford, GA 30519

Fax: 1-866-464-4456

Call: 770-654-2219

----- Allow up to 10 weeks after Grad -----

Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Payment: ___ Cash ___ Check (Check # _____) ___ Visa ___ MC

No.		Amount
-----	--	--------

	Shipping on any size order \$5	_____ \$5 _____
--	--------------------------------	-----------------

_____	Graduation DVD \$25 (\$20 if order by June 1st)	_____
-------	---	-------

_____	Senior Assembly DVD \$20 (\$15 if order by June 1st)	_____
-------	--	-------

_____	Special Package \$40 (\$35 if ordered by June 1 st)	_____
-------	---	-------

Total _____

Credit Cards can be used for all ordering options:

Card # _____ 3 digit # on back of card _____

Exp Date _____ Credit card billing zip code _____

Check the website for shipping updates

Other Important Dates

Senior Movie Night:	April 26, 2017 at 7 PM in Cantrell Stadium
Powder Puff Game:	April 27, 2017 at 5 PM in Cantrell Stadium (Cost \$3)
Senior Assembly	April 28, 2017 at 10 AM in the Lovinggood Gym
Senior Supper:	May 8, 2017 at 6:00 P.M. in the McEachern Cafeteria (Guests \$10 each, seniors are free. You must purchase tickets in advance)
Senior Honors Night:	May 11, 2017 at 7:00 P.M. in the J. Alton Keith Theater (PAC)
College Signing Night:	May 16, 2017 at 7 PM in the J. Alton Keith Theater (PAC)
Baccalaureate Service:	May 21, 2017 at 3 P.M.
	Location: First Baptist Church of Powder Springs 4330 North Ave, Powder Springs, GA 30127

For directions to McEachern High School, click on the following link:

<http://www.meachernhigh.org/page/directions/>

Questions?

See Mr. James Lockhart in the Senior Office. You can also contact Mr. Lockhart at 770) 222-3710 X 225 or by email at james.lockhart@cobbk12.org.

McEachern High School
Cobb County School District
Regina Montgomery, Principal

Class of 2017
Graduation Contract

The Graduation Ceremony is a dignified ceremony to honor the Senior Class. **Participation in the graduation ceremony is optional, and in order to participate, students must follow all guidelines.** Please read the following information, and if the student wishes to participate in the graduation ceremony, please print both the student and parent names and sign at the bottom of this page.

Return this to Mr. Lockhart in the Senior Office by May 5, 2017.

In order to participate in the graduation ceremony at McEachern High School, the following requirements must be met:

1. The student will adhere to all attendance requirements for practices and the ceremony. This includes arriving promptly and remaining throughout the entirety of the activities.
2. All financial obligations must be cleared prior to graduation practices and the graduation ceremony. This includes, but is not limited to, payment for lost textbooks, Media Center fines, parking fines, and uniforms or equipment from an extra-curricular activity.
3. Any disruptive behavior will result in the immediate removal of that person from the ceremony. This would include anything detracting from the dignity of the ceremony (see Rehearsal and Ceremony Behavior Section).
4. Students will follow the dress guidelines for all practices and the ceremony, or they will not be allowed to participate in the graduation ceremony. Students must remain properly dressed throughout the ceremony.
5. Students serving or having any outstanding detention, Out-of-School Suspension, In-School Suspension or Saturday School will not be allowed to participate in the graduation ceremony.
6. Any student exhibiting inappropriate behavior during the ceremony will not receive a diploma at the time; instead, the student will be required to report to the principal's office on May 31, 2017.
7. All students and parents must read and understand the information provided in this Commencement Information and Schedule of Activities Handout.

PRINT STUDENT NAME _____ STUDENT SIGNATURE _____

PRINT PARENT NAME _____ PARENT SIGNATURE _____

Please check one:

____ My son/daughter **may** leave school after his/her final exams on May 19 and May 22.

____ My son/daughter **may not** leave school after his/her final exams on May 19 and May 22.