



ALLATOONA HIGH SCHOOL



3300 Dallas-Acworth Hwy
Acworth, GA 30101
770-975-6503

Dear Senior Parents,

Congratulations on your child reaching this point in his or her high school career. At the forefront of our thoughts is graduation. We are working diligently to ensure that your child's graduation is memorable.

Allatoona's Commencement will take place on Friday, May 25, 2018 at 9:00 a.m. in our stadium. Enclosed with this letter, you will find the following important information about the commencement ceremony:

- General Information
- Exam Schedule
- Behavior Expectations
- Dress Code
- Commencement Practice
- Commencement Photos
- Ticket Request Procedures

Tickets will be provided to ensure that seats are available for your family and friends. All guests must have a ticket to enter the venue. Our ticketing procedure is designed to allow families to request the **number** of tickets they would like to have to accommodate their guests, rather than issuing a pre-determined number of tickets to each family. This ticket procedure will allow us to maximize the tickets we have available.

Every senior will be required to submit a ticket request form. The online ticket request form must be submitted no later than noon on Wednesday, April 11, 2018. If it is received after noon on April 11, the student will only receive 4 tickets, unless additional tickets become available. Students will receive a notification indicating the exact number of tickets they will receive in homeroom on Wednesday, April 18.

Please closely monitor your senior's behavior and academic progress throughout the spring to ensure that he or she meets all expectations for graduation. If you have questions regarding academic progress, our counseling department is available to assist you.

Sincerely,

John Kelly

John Kelly
Principal



ALLATOONA HIGH SCHOOL CLASS OF 2018



Commencement Information and Schedule of Activities

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.

Commencement is an optional, dignified, formal ceremony for graduating seniors, their families and guests. Possession of any disruptive objects or disruptive behavior may lead to immediate removal from the ceremony.

We ask that everyone in attendance cooperate to make the commencement ceremony the dignified event it is meant to be. Please avoid making any distracting noises that would detract from the decorum of the ceremony. The ceremony is an official function of Allatoona High School; therefore, all Cobb County School District and Allatoona High School policies and rules must be followed.

Commencement

Friday, May 25 9:00 a.m.
Allatoona High School Stadium

Senior Arrival

Graduates should park in the student lot (cafeteria side) the morning of graduation. Graduates will report to the 2200 hallway (English hall) by **7:30 a.m.** to meet their homeroom advisors and prepare for the ceremony.

Commencement Parking

A limited number of handicap parking spaces will be available in the lot adjacent to the gymnasium as well. Guests may park in the available spaces on either side of the campus.

Ceremony Admission

Stadium gates will open at 8:00 a.m. for early seating of handicap guests and any other guests needing special assistance. The doors will open for family and friends at 8:15 a.m. Tickets are required for all persons entering, regardless of age. (Note: *Children and babies do need a ticket. Strollers are discouraged.*) Balloons and signs are *not permitted* in the venue.

Ticket Requests

Each senior must submit a ticket request for the number of guest tickets that he or she would like to receive. Requests for guest tickets **MUST** be made online by accessing the Google Doc at <https://goo.gl/LXYyFC> by **noon Wednesday, April 11.** Requests will be evaluated so that each senior will receive the greatest number of tickets possible; however, seniors may **NOT** receive all of the tickets that they request. Notification of ticket allocation will be distributed in homeroom on Wednesday, April 18. Tickets will be distributed to graduates **AFTER** the final graduation practice on Thursday, May 24. Students that do not have a homeroom at Allatoona can stop by the School Counseling Office to pick up their ticket notification.

Inclement Weather Plan

If unexpected rain occurs the morning of Commencement, the ceremony will be postponed until 9:00 a.m. **Saturday** morning. Depending on the weather at that time, the ceremony may take place in the gym or in the stadium. Each graduate will be given a **limited number** of tickets for the alternate location in the gym.

General Graduation Information

Seniors must meet the following requirements for graduation before a diploma will be granted.

1. Graduates must pass all required classes for graduation by Thursday, May 17. Please do not go by the School Counseling Office to check on grades. The parents of any potential graduates who failed a class will be contacted by the teacher of record by the end of the day Thursday, May 17. The assigned counselor will also contact the student's parent to discuss alternative graduation options.
2. Graduates must meet all financial obligations, including payment for lost textbooks, parking fines, etc., and be "**cleared**" before the graduate will be allowed to participate in commencement practices. *Payments for financial obligations must be made in cash, cashier's check, or money order and taken to the bookkeeper. No personal checks will be accepted.*

Commencement Caps and Gowns

Delivery of graduation products has been scheduled for April. If you have questions concerning these items, call Herff Jones at 770-795-1626. Each graduate should have a red gown, black hood, and a matching mortarboard and tassel.

Honor Graduates, Scholarship Information and Community Service

Honor graduates (minimum 3.5 cumulative GPA- not rounded up) will receive their honor cord at the final commencement practice. Graduates offered scholarships should bring the scholarship letters to the School Counseling Office as they are received. To be considered for a community service medal, all hours must be turned in to Mrs. Brewer in the front office by Friday, April 27.

Report Cards, Diplomas and Transcripts

Final report cards will be available in studentvue by Friday, June 1. Diplomas will be distributed after the ceremony in the auxiliary gym. Final transcripts for the college the graduate plans to attend must be requested through the School Counseling Office starting May 1. It is the graduate's responsibility to request his/her final transcript be mailed to the school he/she plans to attend. Transcripts are **NOT** mailed automatically.

Senior Exam Schedule

Some core courses specified by the Georgia Board of Education shall use the appropriate end-of-course Georgia Milestone assessment which counts as 20% of the graduate's final grade. Teachers will notify graduates of those test dates.

Wednesday, May 16

8:20-9:52 1st block
10:12-11:44 2nd block
11:49-1:52 3rd block (**Final Exam**)
1:57-3:30 4th block (**Final Exam**)

Thursday, May 17

8:20-9:45 1st block (**Final Exam**)
10:35-12:00 2nd block (**Final Exam**)

Mandatory Clearance

All graduates must complete a graduation checklist, complete ALL financial obligations and be cleared by Thursday, May 17 at 3:30 p.m. in order to participate in practice and graduation.

Commencement Practices

ATTENDANCE AT THE COMMENCEMENT PRACTICES IS A MANDATORY REQUIREMENT FOR PARTICIPATION IN THE COMMENCEMENT CEREMONY. Graduates must be on time for practices and will not be admitted late or permitted to leave early.

Practice Guidelines:

- Graduates are expected to follow directions explained during practices, or they will be excluded from the ceremony.
- Cobb County School District policies and Allatoona High School policies, rules and expectations are in effect at all commencement practices.
- Appropriate attire is expected at practice; gym shorts, sunglasses and hats are allowed.
- Graduates should park in the lot near the gym on both days.
- Food and drinks are **not allowed** in the stadium or on the field during practice. Water and snacks will be provided.

DATE	EVENT	TIME & PLACE
Wednesday, May 23	Graduation Practice	9:00 a.m.-12:00 p.m. Auditorium FREE!! Los Maguey's Luncheon after practice in cafeteria
Thursday, May 24	Senior Brunch- dressy/casual attire <i>(no jeans/no shorts-students may change before practice)</i> If a senior paid: -\$55 for senior dues, brunch has already been paid for -\$40 for senior dues, the cost is \$15 for the brunch. -no senior dues, but wants to attend the brunch, the cost is \$25. <i>Payment due by May 4</i>	9:00 a.m.-11:00 a.m. Clarence Brown Center Cartersville, GA <i>Return to AHS by 11:45a.m.</i>
	Graduation Practice (Distribute guest tickets after practice) Ladies should bring the shoes they plan to wear.	12:00 p.m.-3:00 p.m.

Ceremony Behavior

- All policies, rules and expectations of the school and the Cobb County School District will be enforced. Graduates must remain properly dressed throughout the ceremony.
- Possession of any disruptive objects may lead to immediate removal from the ceremony.
- Graduates should not bring valuables (cameras, phones, purses, etc.) to the ceremony. No one is available to monitor their valuables. Keys and cell phones will be taken up by homeroom teachers and held in auxiliary gym.
- Graduates must arrive on time, follow directions and cooperate fully during the ceremony.
- Disruptive graduates will be removed and not allowed to participate in the ceremony.
- If any of the above issues occur, diplomas will be held.

Graduate Attire

Caps and gowns must be worn by graduating seniors. Please steam or hang the gown before commencement; do NOT hem or iron commencement gowns. Only those in proper attire will be allowed in the processional.

Ladies: Wear a solid color dress and black closed-toe dress shoes of reasonable height (ballet flats are recommended). **Bring your shoes to practice on Thursday** to make sure that the heels don't sink into the turf. The dress may not hang below the gown. No oversized earrings. Flowers and large pieces of jewelry are not appropriate with the commencement gowns.

Men: Wear a white shirt, a dark tie, black solid slacks (no jeans), black dress shoes (no athletic shoes), and black socks.

Caps: Place on top of the head so that the mortarboard is flat, not tilted on the back of the head. Adjust your hair accordingly. Do NOT put any type of decoration on top of your mortarboard. The graduation ceremony is a formal, dignified event.

Tassels: Place on the RIGHT side of the mortarboard during the ceremony.

*Only medals awarded for graduation will be worn. Only Honor Cords issued by the school will be worn. **Below is the FINAL list of APPROVED Honor Cords and Medallions to be worn during the ceremony:**

Beta Club, AHS Community Service Medallion, CTAE – Pathway Completers with Distinction, Governor's Honors Program, Honor Graduates, National French Honor Society, National Honor Society, National Spanish Honor Society, Thespian Honor Society, Tri-M Music Honor Society, Mu Alpha Theta (Math), and National Latin Honor Society.

Recessional

Following the ceremony, diplomas will be distributed to graduates by homeroom teachers in the auxiliary gym. Family and friends may meet the graduates in the front courtyard near the flag outside the main entrance for the cap toss.

Commencement Photos

To maintain the dignity of the ceremony, **guests must remain in their seats throughout the Commencement Ceremony**. Family and guests will NOT be permitted in the stadium aisles, inside the track fence or in the stage area to take videos or photos. Only hand-held cameras that do not block the view of other guests may be used. No tripods and no selfie sticks please.

We have arranged for Cady Studios to take graduation photos. Options available for purchase include:

Individual Graduate Photo (cap optional)

Commencement Photos (taken as the diploma is awarded and as the graduate leaves the stage)

Proofs will be mailed to your home address for you to preview and purchase.

Ceremony DVD

Digital Creations 4U will video record the ceremony and offer DVD copies for sale to graduates and their parents. Information about this service is provided in this packet.

TICKET REQUESTS for AHS Graduation Ceremony 5/25/2018

Please have **one (1) member** from each family complete the Ticket Request form online.

DEADLINE: NOON, Wednesday April 11, 2018.

If you DO NOT submit your form by the above deadline, you will ONLY receive 4 tickets.

HOW TO REQUEST TICKETS:

1. **Open a browser (Google Chrome is recommended) and type the following URL in the address bar (This is where you typically type in a web address.):**

URL: <https://goo.gl/LXYyFC> (This link is case sensitive). You will enter all of the requested information on the form and submit the document.

TROUBLE ACCESSING THE TICKET REQUEST?

1. Make sure you are using Google Chrome as the browser, and that you are typing the URL exactly as it is listed above. **OR**
2. It may not work from your phone. You may have to submit using a computer. **OR**
3. Access the form by going to the Senior Information page on the Allatoona Counseling homepage at www.allatoonacounseling.com, select 9-12 Information, Senior Info should be at top. Click on Graduation packet link **OR**
4. If you have attempted to complete the form and continue to have problems accessing it, please contact Mrs. Neely at dawn.neely@cobbk12.org or 770-975-6503 ext. 701021.

NUMBER OF TICKETS PER FAMILY:

Ticket requests will be evaluated so that each family will receive the greatest number of tickets possible; however, families may not receive all of the tickets that they request.

Your child will receive final ticket confirmation in homeroom on April 18. If they are off campus, they can stop by the School Counseling Office to pick up their notification form. Tickets will be distributed to graduates after the final graduation practice on Thursday, May 24, 2018. Tickets will not be distributed early and will only be distributed to the graduate for whom they are assigned.

EXTRA TICKETS:

You will **NOT** be allowed to increase the number of tickets you requested after the April 11 deadline. If you need to increase your ticket request prior to that date, please contact Mrs. Neely directly. **DO NOT** complete another online ticket request.

If you find that you **DO NOT** need all of the tickets you requested, please notify Mrs. Neely in writing ASAP at dawn.neely@cobbk12.org.

If we have extra tickets, we will hold a lottery drawing for any extra tickets after the final graduation practice. Those that need extra tickets will stay after practice on Thursday, May 24, 2018. Please note extra tickets are not guaranteed. The number of extra tickets available varies each year.

NON-PARTICIPATION IN COMMENCEMENT—If your child **IS NOT** participating in the Commencement Ceremony, please make sure to complete the following form at <https://goo.gl/cxezDd>.

Diplomas will not be available for non-participants until after the graduation ceremony. If you are having difficulty accessing the form, please follow the suggestions listed above.

Digital Creations 4 U LLC will be providing the Video Coverage of the 2018 Baccalaureate & Graduation Ceremony for Allatoona High School. The Ceremonies will be covered with multiple cameras. The Ceremonies will be delivered as a MP4 file or a Blu-ray Video and shipped directly to the address listed on the order form below.

Please complete the order form below.
 Detach and return
 To: Digital Creations 4 U
 P.O. BOX 658 Bethlehem, GA 30620
 *All DVDs will be shipped out by
 June 26, 2018*

A Graduation 2018

Order Today & Save

Digital Creations 4 U

Photography Video Production Video Transfers
 Graphic Design Printing Banners Signs & More...
 Studio Location 13 W Star St. Bethlehem, GA
 30620 678.963.0077
 Email: info@dc4ullc.com
 Facebook Digital Creations 4 U LLC

Pre-Order Graduation Video or Graduation & Baccalaureate Video
 Now thru May 1, 2018
 Save \$5.00
 Order must be received by May 1, 2018

2018 Graduation Video MP4
Shipped to Home

\$35.00

Graduation & Baccalaureate
Video MP4 Shipped to Home

\$45.00

Graduation & Baccalaureate
Video Blu-Ray Disc
Shipped to Home

\$50.00

Detach here and return to P.O. Box 658 Bethlehem, GA 30620

Detach here and return to P.O. Box 658 Bethlehem, GA 30620

Please Complete & Return

Order Summary

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email: _____

If paying with credit card please complete with billing address

Name on Card: _____ Type of Card VS MC AM Discover
 Card # _____ Exp Date _____
 CID# on back _____

I Authorize Digital Creations 4 U LLC to charge my card for the amount listed on order form

_____ Date: _____

2018 Graduation Video MP4
 \$35.00
 _____ QTY

2018 Graduation, & Baccalaureate
 MP4
 \$45.00
 _____ QTY

2018 Graduation, & Baccalaureate
 Blu-Ray
 \$50.00
 _____ QTY

PRE-ORDER DISCOUNT
 \$5.00 order by 5-1-2018

Total: \$ _____

Cash\$ _____ Check# _____

Credit Card \$ _____

Please complete & return to P.O. Box 658 Bethlehem, GA 30620 Allatoona High School 2018
 Contact Us: info@dc4ullc.com Office: 678-963-0077