

- Sunday, May 20 3:00 p.m.** **Baccalaureate** – The Baccalaureate Service will be held at Heritage Hills Baptist Church which is located on the corner of Highway 212 and Smyrna Road (2987 HWY 212 SE, Conyers 30094). This is a spiritual celebration to honor a graduating senior class. This is an **optional** activity; however, all graduates and their families and guests are invited to attend. Graduates should arrive by 2:00 p.m. in FULL GRADUATION ATTIRE and report to the Fellowship Hall (someone will be there to guide you). Class officers should arrive by 1:45 p.m. Those students who do not arrive on time will not be allowed to sit with the graduating class and will be directed to sit in the balcony.
- Wednesday, May 23 8:30 a.m.** **1st Graduation Practice** – Report directly to the gymnasium and **DO NOT BE LATE!!! FULL DRESS REHEARSAL**: cap, gown, stoles, shoes, etc. SENIOR GROUP PHOTO WILL BE MADE. IF YOU ARE LATE, YOU WILL NOT BE IN THE GROUP PHOTO. You will be placed in your seat for graduation according to the list of those who have paid senior dues and met all graduation requirements. Students who owe fines, cafeteria fees, library fees, uniforms, etc. will be notified during this practice. All school debts must be paid prior to Thursday, May 24 at 8:30 a.m. in order to participate in the ceremony. **DO NOT WAIT UNTIL THE LAST MINUTE TO CLEAR YOUR FINES!!!**
- Thursday, May 24 8:30 a.m.** **FINAL GRADUATION PRACTICE** – Report directly to the gymnasium and again **DO NOT BE LATE!!!** Wear school appropriate clothing (remember you are still a student until you graduate Friday night). **Senior Breakfast will begin at 8:30 a.m.** in the cafeteria.
- Friday, May 25 6:30 p.m.** **GRADUATION** – Graduates should report to the **GYMNASIUM** in FULL GRADUATION ATTIRE **by 4:30 p.m.** This means that you should plan to **arrive by 4:15 p.m.** in order to park. (In case of rain, report to C and D Halls, at **Heritage High School**) Only graduates and faculty working graduation will be allowed inside the building before graduation. Parents should report directly to the stadium.

ATTENDANCE AND CONDUCT

All practices for graduation are MANDATORY! **You must attend and be on time** for all practices in order to participate in Friday's graduation ceremony. Roll call will begin promptly at 8:30 a.m. and those students who are tardy will be taken off the graduation list. It is vital that you are on time and you maintain proper conduct, so we can prepare for your graduation ceremony. It is essential that everyone's part in the graduation exercises be well rehearsed; **anyone who misses a practice will not be allowed to participate in the graduation exercise.** Parents and seniors have a responsibility to make the necessary arrangements to be at graduation practice. There are **NO EXCEPTIONS** to this rule. **All school rules will be enforced, including the school dress code, during all practices.** We cannot give a specific time for completion of practice. We are giving the seniors Friday off prior to the ceremony. Please make all necessary appointments for that day.

Graduation for Heritage High School is a formal occasion and is one of the largest academic events held in the community each year. Graduation is a DIGNIFIED ceremony that will leave a lasting impression on all that attend. The ceremony is to honor an **ENTIRE** class of graduates. An individual does not have the right to ruin the ceremony for everyone else. It is essential that everyone work together to maintain the dignity and respect that you, our seniors, deserve. **All school rules will be enforced including the school dress code.** During the ceremony, you should remain alert, quiet, and courteous at all times. Remind guests that they too should be quiet and only applaud at the appropriate time. Rude, unruly, or disruptive behavior may result in removal.

We hope the graduation ceremony will be streamed live over the Internet. If the graduation ceremony has to be moved inside due to weather, this may prevent the live streaming. If we do stream the ceremony, please check the following websites for a link to the live streaming:

Heritage High – <https://hhs.rockdaleschools.org/>

Rockdale County Public Schools – <https://www.rockdaleschools.org/>

SENIOR EXAMS

Senior exams will take place Thursday, May 17, 2018 and Friday, May 18, 2018. At the teachers' discretion, seniors may be able to exempt their exams. Seniors may be allowed to exempt exams if they have an 80 or higher average and have missed no more than two class periods. Be aware that at the end of the day Friday, May 18 (at the conclusion of exams), seniors who have completed their work at a Rockdale County Public School are considered visitors. Seniors may only enter the building, must sign in at the front office in order to pay outstanding debts Monday, May 21st.

PROPER FULL GRADUATION ATTIRE

Female Attire – Solid-colored dress or blouse and skirt (shorter than gown but within dress code), navy, black, or nude colored shoes. **NO HEELS ALLOWED.**

Male Attire – Dark pants, shirt, tie and dark shoes with dark socks. **NO JEANS OR TENNIS SHOES.**

Please follow the directions included with your cap and gown to get the wrinkles out before graduation practice.

*Girl's shoes may be sandals, BUT MUST HAVE A STRAP BEHIND THE HEEL. Please be mindful that graduation will take place in the stadium on our new turf field. High spiked heels are not allowed as they will ruin the track and the turf. **ABSOLUTELY, NO FLIP FLOPS!** Hair should be styled in such a way that permits the graduation cap to be worn **on top of the head** – not on the back of the head.

DO NOT bring purses, cell phones, cameras or other valuables with you during the baccalaureate service and/or graduation ceremony. There will be NO secure place to store anything. Let your parents and/or friends keep them for you, nothing will be allowed to be left in the holding room.

TICKET INFORMATION

In the event that the ceremony is moved to the Heritage High School gym due to severe weather, only the 2 predetermined guests with armbands will be permitted into the gym. Each person who enters (INCLUDING SMALL CHILDREN) must have an armband (the fire marshal counts every single body, no matter how small). Seating will begin at 5:00 p.m. ***Please remember that your selected 2 guests with armbands will only be permitted in the gym in the event that the ceremony is moved inside.*** The armbands must be securely fastened on the arms of all guests and visible **BEFORE** entering the doors of the gym. Every effort will be made to have the ceremony in the stadium.

Tickets will not be necessary for the ceremony in the stadium.

Notice: No armbands will be replaced once they have been issued to the graduates, and the school will not be responsible for lost or stolen armbands. Our graduates and parents must assume responsibility for their armbands.

GRADUATION DUES

On April 1st the dues amount will increase to \$160, in order to insure the gown will arrive on time. This fee may increase again, and you may be required to drive to Suwanee, to the Balfour office, in order to get your cap and gown. The fee includes the purchase of the cap and gown, as well as, covers the cost of the graduation ceremony (diploma covers, seating and staging, programs, flowers and decorations for baccalaureate and graduation plus many other miscellaneous costs).

ALL SENIORS PARTICIPATING IN GRADUATION MUST PAY SENIOR DUES THROUGH BALFOUR (<https://www.gabalfour.com>)!!!

GRADUATION PROGRAM

All seniors will be listed on the graduation program as candidates for graduation. However, to participate in the graduation ceremony, students must meet **ALL** requirements for graduation including the payment of senior dues and school debts. If a student does not meet all the graduation requirements, he/she will NOT participate in the ceremony.

HONOR GRADUATES

Honor graduates will be identified (after all grades have been calculated) as students with a cumulative weighted grade point average of the following:

- o Cum Laude (Honors): minimum 3.5 GPA through 3.69, unrounded;
- o Magna Cum Laude (High Honors): minimum 3.7 GPA, unrounded ;
- o Summa Cum Laude (Highest Honors): overall GPA of at least 3.9, unrounded.

In recognition of these honors, students will wear a stole designated to each honor level. Each honor graduate will be able to purchase their stole the second day of graduation practice (May 24th).

EXPECTATIONS OF THE AUDIENCE

Graduation is a ceremony, which honors an entire class of graduates. No individual has the right to spoil a ceremony that honors so many. We expect our audience to exhibit appropriate and dignified behavior during the graduation ceremony. Every graduate's family deserves the opportunity to hear their graduate's name; therefore, please refrain from distracting noises that would prevent someone else from hearing their child's name. Cell phones should also be turned off or silenced and phone conversations should not be conducted in the seating area. All policies and procedures of Rockdale County Public School System and Heritage High School apply to this ceremony. Tailgating and hanging out in the parking lot prior to the ceremony taking place, will not be permitted. Only graduates, faculty, and distinguished guests will be allowed on the track and field.

Handicap seating will be available for those that need it. The stadium has numerous spots for wheelchairs; however, if you have a guest who will not be able to sit in the stands, please email Ms. Barksdale at bbarksdale@rockdale.k12.ga.us by Wednesday May 23rd. One guest will be able to accompany the guest needing special seating; however, the guest must follow the same guidelines in regards to shoes on the track as the graduates.

IMPORTANT REMINDERS

1. Seniors will not be allowed to participate in graduation practice or graduation ceremony until all debts have been settled. These debts can go all the way back to 9th grade.
2. The Graduation Program will list all potential candidates for graduation. Names appearing in the program are not indicative of those officially graduating. All students must meet the requirements of Rockdale County Public Schools and the State of Georgia.
3. **REHEARSAL IS MANDATORY** for those choosing to participate in the graduation ceremony. **BE ON TIME!!!** Tardiness will not be tolerated. If you are not in your seat when roll is called, your name will be taken off the graduation list.
4. **DO NOT PARK IN FACULTY LOTS, CURBS IN THE FRONT, SIDES, OR BACK OF THE SCHOOL FOR GRADUATION PRACTICE!!! VIOLATORS WILL HAVE THEIR CARS TOWED!!!**
5. **FULL GRADUATION ATTIRE MEANS THE CAP, GOWN, APPROPRIATE CLOTHING UNDERNEATH THE GOWN, AS WELL AS, THE SHOES YOU INTEND TO WEAR DURING THE CEREMONY. If you are not dressed appropriately, you will not be allowed to participate in the ceremony. You may NOT decorate your caps. We will exchange your decorated cap with a new one before the ceremony begins if we have any available. If we do not have any undecorated caps, you will not participate in the graduation ceremony.**
6. A group cap and gown picture will be made on Wednesday, May 23rd at 8:30 a.m. in the gym. They will be available for purchase online through Ezell's Studios at <http://www.ezellsstudios.com> or by calling 770-918-1198.
7. The length of graduation practice will depend upon the seniors. Generally speaking, the seniors determine the length of the graduation practice by their punctuality, attention to the purpose, response to directions, etc. **NO SPECIFIC TIME FOR COMPLETION OF PRACTICE CAN BE GIVEN**, please bring a snack.

**HERITAGE HIGH SCHOOL
GRADUATION PROCEDURES 2018**

Students – Please read over all the graduation information attached, sign and return this sheet to Ms. Barksdale or the box in the front office by Friday, May 18th.

I, _____, have received and read the graduation procedures for Heritage High School. I will comply with these procedures and will share them with my family and friends who will be attending as my guests.

Student Signature

Parent Signature

Date

