

HILLGROVE HIGH SCHOOL

2018 Graduation Information and Scheduled Activities

Graduation Ceremony Saturday, May 26, 2018, at 10:00 A.M. Kennesaw State University Convocation Center

- **Graduates report to the Carmichael Student Center no later than 8:30 a.m.**
- Graduates are to park in the **Central Parking Deck (#42 on the campus map)**.
- Guest will park in the East Parking Deck (#9 on the campus map).
- There is a \$10.00 parking fee for participants and guests. Everyone is encouraged to carpool.
- Those with handicap and elderly guests needing assistance should park in either **Lot A** or **Lot B**.
- **Beginning at 9:00 a.m., the handicap and elderly guests may enter the Convocation Center through selected entryways.** Graduates will receive additional information closer to graduation concerning handicap and elderly assistance.
- **Doors will open to the Convocation Center for friends and family at 9:15 a.m.**
- Tickets are required for all children, including infants, and adults attending graduation.
- Tickets are distributed at the last graduation practice on May 23, 2018. Each graduate will receive a minimum of six (6) tickets for their family and friends.
- **Remind your guests that the doors close at 9:55 a.m. Guests who are not seated by 9:55 a.m. will be instructed to wait in the lobby until all graduates have been seated. Seats are made available as guests arrive. Therefore, saving seats is not allowed.**
- Graduation is an esteemed ceremony to recognize the graduating seniors for their years of hard work and accomplishments where families and friends gather to celebrate. Please help us make this celebration special by adhering to the following instructions:
 - Signs and balloons are not allowed in the Convocation Center.
 - Guests will be escorted into the graduation ceremony.
 - Objects that may disrupt the graduation ceremony, such as air horns, noisemakers, beach balls, etc. are not allowed. Disruption caused by the use of such items will lead to immediate removal from the graduation ceremony.
 - The graduation ceremony is an official school activity of Hillgrove High School, therefore Cobb County School District policies and regulations and Hillgrove High School local procedures 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 the end of the school day on May 18, 2018, or the student will not graduate with the class. The graduation practices start on May 22, 2018. Before seniors are allowed to participate in the graduation practices, all financial obligations, (payment for lost/damaged textbooks, media center fines, parking fines, lost/damaged equipment, fundraiser balances, etc.) must be resolved on or before May 21, 2018. You may reference the Cobb County Policy IKDB-R on Graduation Ceremonies. **Although participation in the graduation ceremony is optional, students must meet all graduation requirements in order to participate.**

Honor graduates are students who have a minimum of 3.5 cumulative GPA. Monday, May 21, 2018, is Senior Clearance Day. During the Senior Clearance Day, students will receive their honor cords and complete the form to request their transcript to be sent to the college of their choice. There is no charge for the final transcript. If a student needs additional transcripts, there is a \$2.00 fee per transcript.

Attendance Information

Student attendance is required in order to participate in the graduation ceremony. Therefore, students must obtain approval from administration prior to being absent for graduation practices. Students who do not attend all graduation practices will compromise their opportunity to participate in the graduation ceremony.

Tickets will be distributed at the last graduation practice on Wednesday, May 23, 2018. Students who did not resolve their financial obligations will not be issued graduation tickets. Seniors are responsible for their individual transportation.

Graduation Activities

Monday, May, 21, 2018

8:45 a.m. – 11:30 a.m.

Senior Clearance Day (see schedule attached)

Hillgrove High Auxiliary Gym

Monday, May, 21, 2018

3:15 p.m. – 4:00 p.m.

Technical Rehearsal (speakers, singers, etc.)

KSU Convocation Center

Tuesday, May 22, 2018

8:20 a.m. – 10:30 a.m.

Graduation Practice

Hillgrove HS Main Gym

Wednesday, May 23, 2018

8:20 a.m. – 10:30 a.m.

Graduation Practice

Graduation tickets will be distributed at the end of practice.

Saturday, May 26, 2018

10:00 a.m. – 12:00 p.m.

Graduation Ceremony at Kennesaw State University.

Graduates must be in their assigned areas by 8:30 a.m. Personal items are not secured. Do not bring any valuables.

Tuesday, May 29, 2018

9:00 a.m. – 11:00 a.m.

Hillgrove Auditorium Lobby

Return gowns and pick-up diploma (see schedule attached)

Graduation Ceremony and Practice Etiquette

The graduation ceremony is a school activity. CCSD policies and regulations are enforced. Students shall remain properly dressed throughout the ceremony and are expected to follow ceremonial procedures. Graduates may not decorate or throw their caps inside the KSU Convocation Center. Use of any items that may cause a disruption, such as balloons, air horns, beach balls, noisemakers, flyers, or banners, will lead to immediate removal from the commencement exercises. Students are expected to arrive on time, follow directions, and cooperate fully during practice and the graduation ceremony.

Graduation Practice Behavioral Expectations

The graduation practice is beneficial for the students, graduation committee, administration, and teachers. As the graduates are being prepared for this milestone occasion, below are the expectations graduates are expected to adhere to during the graduation practice:

1. Arrive on time
2. Follow instructions and listen, listen, listen
3. Respect adults and their peers

4. School dress code is expected
5. Silence/power off electronic devices
6. Food and drinks are not allowed

Graduation Attire

Caps and gowns are to be worn by all students. Do not hem gowns. Gowns should be placed on a hanger to minimize wrinkles. For uniformity, do not adorn gowns with flowers and large pieces of jewelry.

Females should not wear dresses or skirts that hang below the gown. Stockings or hosiery should be natural colors blending with the skin tone. Wear black dress shoes (no tennis or gym shoes). Males should wear white collared dress shirt, dark colored slacks, with black dress shoes.

Caps are to be placed on the top of the head so that the mortarboard is flat and tassel is on the right side. It is recommended to wear black or brown hair pins to secure the cap in place. Only graduates wearing the proper attire will be allowed in the processional.

Cap and Gown Information

Graduates may pick-up their cap and gown on April 13, 2018 from 8:30 a.m. – 9:45 a.m. in the HHS cafeteria. The cap and gown redelivery is on May 15, 2018, in the cafeteria from 11:45 a.m. to 1:45 p.m. If you have questions or concerns, you may contact Herff Jones directly at (770) 795-1626.

When graduates pick-up their diploma, they must also return their gown on Tuesday, May 29, 2018, from 9:00 a.m. to 11:00 a.m. Graduates will not receive their diploma until their gown is returned. Souvenir tickets are also available for pick-up at this time.

KSU Security Protocol

In accordance with requirements set forth by Kennesaw State University, all bags and packages brought to the Convocation Center will be checked. Guests are advised not to bring any packages that cannot be opened or inspected. Allow extra time for entry as there may be delays.

Photographs and Video Taping

To maintain the dignity of the ceremony, guests must remain in their seats throughout the graduation ceremony. Only hand-held cameras that do not block the view of other guests may be used. Guests may not set up tripods or other obstructions in the aisles or near seating areas.

Professional photography services have been arranged with Cady Photography to take candid photos and/or posted portraits before, during, and after the ceremony. Individual proofs will be mailed home. The graduates and their families will have an option to purchase photos.

Graduation DVDs are available for purchase through the Cobb County School District. The cost is \$30.00. The graduation ceremony may also be seen live online via the Cobb County School District website at www.cobbk12.org.

Recessional

At the close of the graduation ceremony, graduates will exit the Convocation Center through the lower rear doors. The graduates' families and friends can meet them outside. Parents and other family members are not allowed inside the Carmichael Student Center prior to the graduation ceremony.

Senior Exams

Seniors are administered exams on Thursday, May 17 during blocks 3 and 4 and on Friday, May 18 during blocks 1 and 2. Each block is a 90 minute period. These are required school days. Seniors must follow all attendance procedures which include retrieving a tardy pass if they are late. Lockers should be cleaned and items removed by the end of the day Friday, May 18, 2018. Seniors will report by last names at assigned times on Monday, May 21, 2018, for graduation clearance. Schedules for clearance, gown return and diploma pick-up are attached.

Textbook Collection Information

Students may return and pay textbook fees on Tuesday, May 15, 2018, through Friday, May 18, 2018. Textbooks are returned in the cafeteria before school from 7:45 a.m. – 8:15 a.m. or during the lunch period. The school counseling office is an alternative location to drop off textbooks. Textbook fees are collected in the media center from 8:15 a.m. to 3:00 p.m.

Baccalaureate Service

The Baccalaureate service will be held at the McEachern United Methodist Church on Tuesday, May 22, 2018, at 7:00 p.m. This is an optional religious ceremony not affiliated with Cobb County School District or Hillgrove High School. Specific details regarding the Baccalaureate service will be distributed to the students at a later time.

Senior Clearance Schedule

Monday, May 21, 2018, Auxiliary Gym

Time	Seniors Last Name Ending with Alphabets:
8:45 a.m.	A through C
9:15 a.m.	D through H
9:45 a.m.	I through M
10:15 a.m.	N through S
10:45 a.m.	T through Z

Pick-up Diploma and Return Gowns

Tuesday, May 29, 2018, Auditorium Lobby

Time	Seniors Last Name Ending with Alphabets:
9:00 a.m.	A through C
9:20 a.m.	D through H
9:40 a.m.	I through M
10:00 a.m.	N through S
10:20 a.m.	T through Z

Note: Graduates who do not return their gown will not be issued their diploma.

IMPORTANT DATES TO REMEMBER

Date	Activity
MARCH 17	SENIOR PROM – HIGH MUSEUM, 7:00 P.M.-11:00 P.M.
APRIL 13	CAP AND GOWN DELIVERY - GRADUATE ANNOUNCEMENT REDELIVERY
APRIL 19	SENIOR PROJECT NIGHT
MAY 3	HONORS NIGHT, 6:30 P.M.
MAY 7-11	SENIOR WEEK
MAY 7	SENIOR PICNIC/SENIOR YEARBOOK DISTRIBUTION (5:30 P.M.)
MAY 15	LAST CAP AND GOWN DELIVERY
MAY 15-18	TEXTBOOK COLLECTION
MAY 17	SENIOR FINALS (BLOCKS 3 AND 4)
MAY 18	SENIOR FINALS (BLOCKS 1 AND 2)
MAY 21	SENIOR CLEARANCE (Auxiliary Gym)
MAY 21	TECHNICAL REHEARSAL – SENIORS PERFORMING IN GRADUATION CEREMONY- 3:15P.M.-4:00P.M.
MAY 22	GRADUATION PRACTICE AT HILLGROVE
MAY 22	BACCALAUREATE – MCEACHERN UNITED METHODIST CHURCH, 7:00 P.M.
MAY 23	GRADUATION PRACTICE/TICKET DISTRIBUTION AT HILLGROVE
MAY 26	GRADUATION CEREMONY AT 10:00 A.M., GRADUATES ARRIVE AT 8:30 A.M.
MAY 29	GOWN RETURN AND DIPLOMA PICK-UP

