

# Hillgrove High School

## Class of 2025

### Commencement Information and Schedule of Activities

Monday, May 19, 2025, 7:30 pm  
Kennesaw State University  
Convocation Center

#### LOCATION OF VENUE AND DIRECTIONS

The Convocation Center is located on the Kennesaw campus of Kennesaw State University at the intersection of I-75 and Chastain Road. From I-75, exit at Chastain Road (Exit 271) and turn west. Go to the first traffic light past the I-75 ramps and turn right onto Frey Road for graduate or guest parking. For accessible and special assistance parking, continue to the second traffic light and turn right on Kennesaw State University Road. Additional approach information and alternate routes are available on the district website at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

#### COMMENCEMENT TICKETS

- Every person entering the event, including infants, **MUST** have a ticket.
- Tickets will be distributed to each graduate during commencement practice on Thursday, May 15<sup>th</sup>.
- Tickets will not be provided to students who choose **not** to participate in the ceremony.
- The Cobb County School District will provide a live webcast of the commencement ceremony that will be available via the district website at [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).
- Each ticket will have a unique barcode and will be valid only for the ceremony, date, and time shown on the ticket.
- Lost or damaged tickets cannot be replaced.
- Once a ticket is scanned for entry into the venue, it is no longer valid. A guest cannot re-use a ticket for further entry.
- A photograph of a ticket (including, but not limited to, images on a cell phone) may not be substituted for a legitimate ticket.

#### SENIOR CLEARANCE

- Seniors need to be cleared from all outstanding fees by Friday, May 9<sup>th</sup> at 12:00 pm.
- All fees for lost or damaged textbooks, media materials, parking, classroom instructional equipment, CCSD-issued laptops, uniforms, or any other materials owed to the school must be cleared by or at this time.
- Payments for financial obligations will be on MyPaymentsPlus (left-hand side of the dashboard).
- Textbooks and CCSD laptops can be turned in to administration in the cafeteria starting Monday, April 28<sup>th</sup> through Friday, May 9<sup>th</sup>.
- Administration will notify parents of uncleared students before rehearsal.

## FINAL EXAMS

**Thursday, May 8, 2025**

3<sup>rd</sup> Block and 4<sup>th</sup> Block

**Friday, May 9, 2025**

1<sup>st</sup> Block and 2<sup>nd</sup> Block

## COURSE EXTENSION

- Course Extension begins Monday, May 12<sup>th</sup> and ends Wednesday, May 14<sup>th</sup>.
- Time: 8:45 am to 3:30 pm
- Room: 1111
- ***Seniors requiring Course Extension are at risk of their names not being printed in the commencement ceremony program.***

## COMMENCEMENT PRACTICE

- **Practice is mandatory for participation in the commencement ceremony.**
- **Ticket Distribution:**
  - Morning Session: Thursday, May 15<sup>th</sup> 7:45 am – 8:45 am – Hillgrove Main Gym
  - Afternoon Session: Thursday, May 15<sup>th</sup> 12:00 pm – 1:00 pm – Hillgrove Main Gym
- **Graduation Practice:**
  - Thursday, May 15<sup>th</sup> 9:00 am – 12:00 pm – Hillgrove Main Gym
- **Technical Rehearsal:**
  - Monday, May 19<sup>th</sup> 8:30 am – 9:15 am – KSU Convocation Center – **ONLY** individuals with speaking or performance parts.
- All policies, rules, and regulations of the Cobb County School District and Hillgrove High School will be enforced.
- No food or drink will be allowed during practices.
- Must have completed Senior Clearance **BEFORE** rehearsal.
- Honor cords and stoles will be distributed to qualifying students.

## COMMENCEMENT ATTIRE

Graduates are expected to dress as follows:

- Dark dress slacks, any color dress, or a skirt and blouse.
- Collared shirt, tie, dark dress slacks, dress shoes, and socks.
- Flat shoes are recommended due to the distance graduates will walk from graduate parking to the line-up room and the ceremony venue.
- No house shoes or slippers will be permitted.
- Flowers and large pieces of jewelry are not appropriate with commencement gowns.
- 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 cap in place. Tassels are to be worn on the **RIGHT** side of the mortarboard during the ceremony.
- **To ensure the decorum of the ceremony and to provide consistency among schools, alterations to the mortarboard and gown will not be permitted. Graduates may only wear stoles, cords, and other insignia authorized by the school. Club sponsors will provide cords and/or stoles directly to students. Cords for honor graduates will be given to students during commencement practice.**

## COMMENCEMENT DAY/ENTRY

- **Monday, May 19, 2025, 7:30 pm – Kennesaw State University Convocation Center**
- Graduates will line up at **6:00 pm** on the basketball courts in the **Siegel Recreation Center**. Graduates should NOT have any bags, as there is no place to store personal items in the Siegel Recreation Center. **In accordance with KSU requirements, all graduates and staff must pass through metal detectors upon arriving for line-up.**
- To participate in the ceremony, each student must have a gown with a matching mortarboard and tassel. To order a cap and gown, please visit [highschool.herffjones.com](https://highschool.herffjones.com) as soon as possible.
- **Guest Assistance:** Guests with disabilities, limited mobility, and elderly guests needing individualized assistance may enter through the designated door beginning at **6:30 pm**. Early admission will be granted to the person requiring assistance and one (1) ticketed companion only. Ushers will be available at the doors and throughout the Convocation Center to assist guests needing assistance.
- Guests may enter the Convocation Center beginning at **6:45 pm**.
- Following the ceremony, graduates and families should meet on the Campus Green in front of the Convocation Center for family gatherings and photographs.

## CONDUCT OF GUESTS AND GRADUATES

Commencement is an exciting occasion for the graduates, their families, and guests. Please follow these guidelines and be considerate of other family members and guests so that everyone may have a memorable experience:

- Saving seats in the Convocation Center is NOT permitted. Seats are available on a first-come, first-served basis.
- Balloons and signs are not permitted in the venue. Strollers are not permitted in the venue.
- All aisles, stairwells, and doorways must always remain clear. Standing along railings is not permitted.
- The use of tripods, monopods, selfie-sticks, and other camera stabilizing devices is not permitted.
- Guests are not permitted forward of the rope line on the arena floor. This area is reserved for graduates and processing faculty only.
- Please silence all cell phones and other electronic devices prior to the start of the ceremony.
- Behavior at the ceremony and practices must be exemplary. Throwing caps in the KSU Convocation Center is inappropriate, dangerous, and not permitted. Restitution for any damage to the venue or district property will be the responsibility of the graduate or guest who causes said damage.
- Commencement is an optional, dignified, solemn ceremony designed to honor all graduates in the Class of 2025. No individual has the right to disrupt this event.
- Anyone causing a disturbance or in any way conducting themselves inappropriately during the ceremony will be removed.
- All policies, rules, and regulations of Cobb County School District and Hillgrove High School will be enforced during the rehearsal and ceremony.
- We ask the cooperation of all who attend commencement to make this a dignified ceremony. Please refrain from inappropriate noise that might detract from the dignity of the ceremony.

## PARKING

- KSU charges a **parking fee of ten dollars (\$10.00) per vehicle**. Graduates and guests should be prepared to pay with a credit/debit card upon entering the parking deck or lot. No cash will be accepted.

### Parking Locations

Graduates	Central Parking Deck – bring/wear comfortable shoes for walking from the Central Parking Deck to the Siegel Recreation Center.
Guests	East Parking Deck and the East Economy Lot (across Frey Road from the East Parking Deck). Overflow parking will be available in the Central Parking Deck.
Guests with disabilities and elderly guests needing individualized assistance	Lot A or Lot B. Golf carts will run continuously to transport guests to and from the Convocation Center.

## COMMENCEMENT PHOTOS

- Guests are to remain in their seats throughout the commencement ceremony. Only hand-held cameras that do not block the view of other guests may be used.
- Guests may not walk into the aisles to take photographs.
- We have arranged for *Cady Studios* to take an individual photograph of each graduate. Via email, *Cady Studios* will provide each graduate with a unique ordering code.

## VIDEOS

- Video sales will be made available online on the school district website [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation) and can be ordered in the atrium of the Convocation Center.
- The school district will provide a live webcast of the commencement ceremony. The webcast will be publicly available via the school district website [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

## FLOWER/GIFT SALES

- Flowers and other graduation gifts will be available for purchase in the Atrium (lobby) and outside the venue before and after each ceremony.

## PROHIBITED ITEMS




- Any object which obscures the view or impacts the safety of others is not allowed in any district-managed venue. A complete list of prohibited items is available on the district graduation web page [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).

## ADDITIONAL SECURITY MEASURES REQUIRED BY KENNESAW STATE UNIVERSITY

In accordance with KSU requirements, all persons entering the Convocation Center must pass through metal detection devices. Also, guests entering the facility with a bag **MUST** use either a **CLEAR TOTE**, **PLASTIC ZIP TOP BAG**, or **SMALL CLUTCH** to be approved for entry into the venue. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.

KSU requires that all persons entering the facility submit all bags for inspection by public safety personnel. Diaper bags are permissible when accompanied by an infant but will be subject to search.

Please see the description below regarding clear totes and small clutches:

Clear Totes 	Plastic Zip Top Bag 	Clutch Bag or Small Purse 
<ul style="list-style-type: none"> <li>Size may not exceed 12"x 6"x 12"</li> <li>Logo may only be on one side of the bag</li> <li>Items in the tote must be loose</li> <li>All bags are subject to search</li> </ul>	<ul style="list-style-type: none"> <li>Size may not exceed 11" x 11"</li> <li>Resealable</li> <li>Clear</li> <li>All bags are subject to search</li> </ul>	<ul style="list-style-type: none"> <li>Size may not exceed 6.5"x 4.5"</li> <li>May include a handle or strap</li> <li>Does NOT need to be clear</li> <li>All bags are subject to search</li> </ul>

## DIPLOMA DISTRIBUTION

- Diplomas will be available for pick up on **Tuesday, May 20th in the Theater lobby**. Please follow the schedule below:

### Student Last Name

### Time

A – C

9:00 am

D – H

9:20 am

I – M

9:40 am

N – R

10:00 am

S – Z

10:20 am

## ADDITIONAL INFORMATION

- Participation in the ceremony is optional and a privilege. Students must meet all expectations and requirements to participate.
- Students are identified as honor graduates if they have a cumulative GPA of 3.500 (not rounded).
- One official final transcript will be provided to graduates free of charge. There will be a \$2.00 fee for each additional transcript request.
- For additional information and updates, please check the commencement page on the district website: [www.cobbk12.org/graduation](http://www.cobbk12.org/graduation).
- If you have any questions, please contact:
  - Amy Pothel (Graduation Administrator) at [amy.pothel@cobbk12.org](mailto:amy.pothel@cobbk12.org).

DAY	DATE	SENIOR EVENTS
Wednesday	April 2	Who's Who Ceremony – 9:45 am – Hillgrove Main Gym Guests arrive at 9:15 am to Hillgrove Theater Lobby
Monday	April 14	Senior Class Meeting – 2 <sup>nd</sup> Block - Theater
Monday	April 14	Final Herff Jones Cap and Gown Delivery to Hillgrove During All Lunches
Saturday	April 19	Prom – 7:00 pm – 11:00 pm - Southern Exchange Ballrooms 200 Peachtree Street NW, Atlanta GA 30303
Monday – Friday	April 28 – May 2	Senior Week
Thursday	May 1	Awards Night – 6:00 pm – Main Gym *Recognized Seniors will receive an invitation to attend
Monday – Friday	May 5 – May 16	AP Exams *AP Exams take priority over Final Exams or Rehearsal
Monday	May 5	Senior Yearbook Distribution – Ice Cream Social Cafeteria 4:00 pm – 6:00 pm
Thursday	May 8	Senior Exams – 3 <sup>rd</sup> and 4 <sup>th</sup> Blocks
Friday	May 9	Senior Exams – 1 <sup>st</sup> and 2 <sup>nd</sup> Blocks *Early Release for Seniors *Final day for Senior Clearance
Friday	May 9	Senior Sunset – 7:30 pm – Football Stadium
Monday - Wednesday	May 12 – May 14	Course Extension – 8:45 am – 3:30 pm – Room 1111
Thursday	May 15	Ticket Distribution – Morning Session : 7:45 am – 8:45 am or Afternoon Session: 12:00 pm – 1:00 pm – Main Gym MANDATORY Rehearsal – 9:00 am – 12:00 pm - Main Gym
Thursday	May 15	Baccalaureate (optional ceremony) 7:00 pm – McEachern Memorial United Methodist Church
Friday	May 16	Elementary Senior Walks: Cheatham Hill – 8:30 am      Dowell – 1:15 pm Kemp – 1:00 pm      Still – 8:00 am
Monday	May 19	Technical Rehearsal – ONLY ceremony performers and graduates with speaking parts - 8:30 am – 9:15 am – KSU Convocation Center
Monday	May 19	Mandatory Line-Up at the Siegel Recreation Center at 6:00 pm
Monday	May 19	Commencement at 7:30 pm at KSU Convocation Center
Tuesday	May 20	Diploma Distribution – Theater Lobby A – C 9:00 am    D – H 9:20 am    I – M 9:40 am N – R 10:00 am    S – Z 10:20 am