

John McEachern High School
Class of 2024
Commencement Information and Schedule of Activities
Thursday, May 23, 2024, 9:00 AM
Walter H. Cantrell Stadium
McEachern High School

It is important that you and your family review the following information carefully.

LOCATION OF VENUE AND DIRECTIONS

Cantrell Stadium is located on the campus of McEachern High School at 2400 New Macland Road, Powder Springs, GA 30127. From Macland Road turn south onto New Macland Road. From Richard D. Sailors Parkway, turn north onto New Macland Road.

TICKET ALLOCATION FOR COMMENCEMENT

- All tickets will be distributed at the final commencement practice on Wednesday, May 22.
- Everyone entering the commencement ceremony must have a ticket. This includes small children and babies.
- Students requested tickets via the Student Portal; however, the number of tickets requested are not guaranteed.
- In the event of inclement weather on the morning of May 23, the ceremony will be held inside the Lovinggood Gym. Students will receive four tickets per graduate to use for the Lovinggood Gym ceremony only.

HONOR GRADUATES

Students with a minimum of 3.500 cumulative GPA (not rounded) will receive their honor cords at the final commencement practice of May 22. The final transcript will be delivered along with the diploma after commencement.

SENIOR CLEARANCE

- A letter will be sent out to each student indicating their fines by April 19, 2024.
- All fees for lost or damaged textbooks, media materials, district laptop, parking, classroom instructional equipment, uniforms, or any other materials owed to the school must be cleared by Friday, May 17, at 4:00 PM. Please see Mrs. Susan Harmon in the bookroom prior to May 17 to take care of such matters.
- Band, Orchestra, and Chorus fines must be paid in the Band Building. Please see Mr. Wilson.
- Fines can be paid in cash only in the bookroom or to the necessary party.
- Students with outstanding fees will be prohibited from participating in the commencement 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. Cobb County School District and McEachern High School policies, rules, and regulations, including the dress code, are in effect at all commencement practices and the ceremony. Students must have met all financial obligations prior to the first practice.
- Practice dates and times are listed below:
 - Tuesday, May 21, 2024, 8:20 AM – 11:00 AM in the Lovinggood Gym at McEachern High School
 - Wednesday, May 22, 2024, 8:20 AM – 11:00 AM in the Lovinggood Gym at McEachern High School

COMMENCEMENT CAPS, GOWNS, AND ANNOUNCEMENTS

If you have questions concerning your order, contact the Herff Jones office at (770) 795-1626, or email at seniors@atlgrad.com. Each student should have a current gown, matching mortarboard, and tassel to participate in the ceremony.

COMMENCEMENT ATTIRE

Graduates are expected to wear academic attire available from the school's graduation vendor. Commencement is a formal ceremony of prestige and honor. 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.

- Women are expected to wear dark slacks, a dress or a skirt and a blouse of any color with dress shoes. The dress may not hang below the gown. Flat shoes are recommended due to the distance graduates will walk from the Taylor Farm parking lot to the Lovinggood Gym (HPEW) and Cantrell Stadium.
- Men are expected to wear a collared shirt of any color with a tie, dark dress slacks, dress shoes.
- Only those in proper attire will be allowed in the processional. Flowers and large pieces of jewelry are not allowed. Remove your gown from the packaging prior to commencement and hang it up so wrinkles will fall out. Use a cool iron to press, if necessary. **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 DAY

- On the day of commencement, 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 by 7:45 AM on the day of commencement for line up.**
- Parking for guests is available using entrances on New Macland Road and Gaydon Road. Accessible and special assistance parking will be available in front of the Performing Arts Center (PAC) using either the north entrance on New Macland Road or the northwest entrance on Gaydon Road. Officers will direct guests to parking. Overflow parking will be available in the Taylor Farm Parking Lot.
- Gates at Cantrell Stadium will open for individuals who need special assistance and seating at 8:00 AM. Otherwise, general admission entrance to the stadium begins at 8:15 AM. Guests with disabilities and elderly guests requiring individualized assistance may be seated on the field in the designated sections. Please complete the Graduation Special Seating form and submit to Mr. Lockhart no later than May 13, 2024, at 4:00 PM if applicable.

DIPLOMA DISTRIBUTION

All graduates will receive their official diploma in the McEachern cafeteria immediately following the conclusion of the commencement ceremony.

CONDUCT/EXPECTATIONS OF GRADUATES AND GUESTS

- All policies, rules, and regulations of McEachern High School and Cobb County School District 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.
- Balloons and signs will not be allowed in Cantrell Stadium.
- 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.
- Restitution for any damage to the venue, district property, or vendor property will be the responsibility of the graduate(s) and/or audience who cause the damage.

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).

COMMENCEMENT PHOTOS

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

FINAL TRANSCRIPT

- **Class of 2024 Final Transcript Process**
Please use this link: <https://forms.office.com/r/vFZHeVWJaz>
- **CLASS OF 2024 Seniors:** If you are planning to attend a 2-year or 4-year college/university, an athlete registered with the NCAA or NAIA, or plan to join the military, **you must request your Final Transcript to be sent to the institution or organization.**
- **We will start processing/sending final transcript requests on June 5, 2024. This transcript has your final grades and graduation date.**
- **ALL FINAL TRANSCRIPTS FOR COLLEGES WILL BE SENT ELECTRONICALLY VIA NAVIANCE. ALL FINAL TRANSCRIPTS FOR NCAA OR NAIA WILL BE UPLOADED TO THE NCAA OR NAIA.**
- You must use this form link to request your final transcript(s). You may visit the School Counseling Office in the Business Technology (BT) Building for assistance with this form. Please remember, you are allowed to receive **ONE FREE Final Transcript. Each additional Final Transcript request is \$2.00 cash.**
- You may pay for additional Final Transcripts by physically going to the School Counseling Office in the Business Technology (BT) Building and submit \$2.00 per transcript, in exact cash.
- We are unable to accept Mypaymentsplus/electronic payments after May 31, 2024 at 11:59 PM. All seniors will receive a copy of your **unofficial final transcript** when you pick up your diploma after graduation. Because this transcript is "unofficial", colleges will not accept it for final transcript verification.
- During the summer, the School Counseling Office is open most Wednesdays from 9 AM to 4 PM. with the exception of the week of July 4, 2024. The School Counseling Office will be closed from 12 PM. to 1 PM. for lunch.
- Please do not submit multiple requests for the same school. Submitting multiple requests will delay the process.

- You only need to submit this form one time for your ONE FREE transcript. Two additional FINAL transcripts may be requested on this form but **must be paid for in the School Counseling Office in the Business Technology (BT) Building**. You may request up to 3 Final transcripts on this form. If you need to request more than 3 FINAL transcripts, please resubmit a new form. In order to take advantage of your free final transcript, you must make your request by July 12, 2024. After July 12, 2024, you may come to the School Counseling Office in the Business Technology (BT) Building and pay in person or make your request on CCSD's records website: [Student Records and Transcripts \(cobbk12.org\)](https://www.cobbk12.org/Student-Records-and-Transcripts)
- McEachern's School Counseling office will reopen for the 2024-2025 school year on July 25, 2024. The electronic transcript portal on the Naviance website will shut down for maintenance at the beginning of the 2024-2025 school year. After July 12, 2024, we are not able to send your final transcripts electronically. We can give you a paper copy of your official final transcript. You can then send that transcript via U.S. Mail.

ADDITIONAL INFORMATION

- Participation in commencement is a privilege.
- Please remember all graduation requirements must be met by May 17 to participate in the commencement ceremony.
- 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.
- Yearbooks can be purchased online through www.MyPaymentsPlus.com or directly from the vendor at www.yearbookordercenter.com.
- If you have any questions, you may also contact either Mr. Lockhart at (770) 222 - 3710 extension 017, james.lockhart@cobbk12.org or Ms. Camese at (770) 222 – 3710 extension 015, myra.camese@cobbk12.org.
- All bags are subject to inspection by Cobb County School District Police Department. Please do not bring any packages that cannot be opened or inspected. Also, please allow extra time for entry as there may be delays.

For additional information and updates, please check the commencement page on the school web site: <https://web.cobbk12.org/mceachern/page/36575/graduation-information>.

McEachern High School
Class of 2024
Important Dates

Date	Event
April 15 – 19	Senior Week Activities
April 20	Prom at the Cobb Energy Center
May 6 – 17	Senior Clearance This includes (but is not limited to) textbooks, outstanding fees, parking tickets, and Media Center fines.
May 15	Seniors 3rd and 4th Block Exams
May 16	Seniors 1st and 2nd Block Exams
May 17	Seniors Credit Extension Day
May 19	Baccalaureate Program at McEachern United Methodist at 2:00 PM
May 21	Mandatory Commencement Practice from 8:20 AM to 11:00 AM in the Lovinggood Gym
May 22	Mandatory Commencement Practice from 8:20 AM to 11:00 AM in the Lovinggood Gym
May 23	Commencement at 9:00 AM at Cantrell Stadium

**Graduate Clearance Form
May 2024**

Student Name _____ ID# _____

Department	Date Cleared	Authorized Signature	Remarks
Bookroom (Textbooks, Novels, Calculators, Laptops)			
Media Center (Library books/fines)			
Career Tech Building (Parking Tickets)			
Macland 114 AP Fees			
School Counseling Office (BT Building) Complete Senior Graduation Survey (Instructions on the back)			
Athletics (All Sports)			

- 1. Seniors may NOT begin completing this form until May 6, 2024.**
- 2. All fees/fines must be paid in full prior to May 17, 2024.**

Signature: _____ **Date** _____

Turn in to Ms. Harmon in the Bookroom

Senior Graduation Survey Instructions

1. Go to www.cobbk12.org
2. Click on **Find It Fast** on top right of the screen
3. Click on **Naviance** (4th from the bottom)
4. Log into your Naviance account
5. Click on **Planner** (at the top right of your screen)
6. Click on **Tasks**
7. Click on **Class of 2024 Graduation Survey**
8. Click on the words **Take This Survey** (next to the pink diamond with the white arrow)
9. Answer ALL questions and click SAVE

**McEachern High School
Cobb County School District
Regina Montgomery, Principal**

**Class of 2024
Graduation Contract**

The commencement ceremony is a dignified ceremony to honor the senior class. **Participation in the commencement ceremony is optional. To participate, students must follow all guidelines.** Please read the following information, and if the student wishes to participate in the commencement ceremony, please print both the student and parent names and sign at the bottom of this page.

Return this to Mr. Lockhart in the Career Technology Office by April 19, 2024.

To participate in the commencement 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 commencement practices and the commencement 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.
4. Students will follow the dress guidelines for all practices and the ceremony, or they will not be allowed to participate in the commencement 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 commencement 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, 2024.
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 _____