

2018 GRADUATION CEREMONY & PRACTICES GUIDELINES

The last page must be signed and returned

- 1) All practices for graduation are MANDATORY! You must attend all practices and remain until dismissed in order to participate in the ceremony on Friday night, May 25, 2018.
- 2) **All financial obligations must be cleared before participating in graduation. This includes, but is not limited to the Holds List and returning textbooks.** You may now begin ordering senior items and paying senior dues by going to www.gabalfour.com
(MAHS Faculty will not collect any dues)
- 3) Sign up for Reminder Texts: Simply text @2gk6ae to the number 81010

<u>Dress Code</u>	
Females	Males
Dress- modestly sleeveless is ok (No strapless, spaghetti straps or halter tops.	Dark dress pants (black is preferred)
Low or flat dark dress shoes or sandals (No flip flops or leg laces allowed)Navy, black, brown	White shirt
Simple jewelry – no large or dangling earrings	Dark tie
	Dark dress shoes (no tennis shoes or boots)

This dress code will be checked at the time of the students arrival on graduation night. Any senior not complying with the dress code could/will be pulled from the line. NO EXCEPTIONS.

This attire is required any time the cap and gown are worn except for the group picture. If the cap or gown is altered in any way, you will be pulled from the lineup. **NO EXCEPTIONS. (No lettering on cap, unapproved cords, etc.)**

*Violations of the dress code will result in loss of participation in the ceremony.

ARRIVAL TIMES

Baccalaureate Practice 9:00 am **Baccalaureate Ceremony** 4:30 pm MAHS Auditorium
May 19th tentative

Graduation practice Wednesday 5/23/2018 **and** Thursday 5/24/2018 (tentative)
7:15 A.M. to 12:00 or dismissal on the field.

****PLEASE DO NOT MAKE PLANS FOR EITHER DAY, PRACTICES FOR BOTH DAYS ARE MANDATORY IN THEIR ENTIRETY**

Graduation 4:45 Red hall

GRADUATION SPEECHES

Speeches will be made during the graduation ceremony by the Valedictorian and Salutatorian. Other speeches will be made by Student Council members designated by the Student Council Sponsors, Graduation Committee, and School Administrators.

CONDUCT

Graduation is the largest academic event held in the community each year. Graduation is a DIGNIFIED ceremony that will leave a lasting impression on all who attend. Exemplary behavior and flawless execution of the ceremony are essential. The ceremony is to honor an entire class of graduates. An individual does not have the right to ruin the ceremony for everyone else. All school rules will be enforced including the school dress code and the dress described above.

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 will necessitate removal by security personnel. **IMPORTANT - GRADUATES DO NOT RECEIVE DIPLOMAS DURING THE CEREMONY.** You must report to the field house after the ceremony to pick up your diploma. Any graduate who exhibits inappropriate behavior before or during the ceremony will report to Mr. Hicks the week of May 28, 2018 to discuss the diploma and possible legal action.

GUESTS

ALL CELL PHONES SHOULD BE TURNED OFF OR ON SILENT. Guests should not use cell phones during the ceremony. Do not bring noisemakers or air horns to the ceremony. Do not bring balloons to the ceremony. Balloons are not allowed in the stands or in the gym.

For safety reasons, children may not run or roam in the stands. No baby strollers are allowed in the stands. Gates will open at 4:30 p.m. Please plan to be seated no later than 5:30.

Handicapped parking will be available for those with proper designation. Wheelchair bound guests and one attendant may sit in a designated area on the track. Golf carts may be available to aid in transporting those with limited mobility. Guests should wear "dressy casual attire" to the ceremony.

Guests will be seated on a first come basis. Both sides of the stadium will be designated for family and guest seating. Seniors will sit on the field facing the field house. All field chairs are reserved seating for honored guests, members of the BOE and faculty.

Rain Plan- Each senior will be given 6 tickets for gym entrance. Each person will need a ticket to enter. That includes children. Guests should bring tickets in the event of a last minute location change. Closed circuit television will be set up in the auditorium and cafeteria and should be used by those choosing to bring small children. Additional seating will be available in selected classrooms in the event of rain. Lost/stolen tickets will not be replaced.

PHOTOGRAPHY

Information about the group and individual photos taken by Lifetouch when you receive your diploma will be distributed at practice. Your family may take personal photos from their seats in the stands. No one will be permitted to stand in the aisles or move in front of others. **NO ONE** will be permitted to block the view of another audience member.

Wednesday, May 23rd practice:

Practice is from 7:15 a.m. to 12:00 or dismissal. School dress code applies. **DO NOT** go in the building or leave the stadium for any reason without permission from Mr. Coleman, Coach Crawford, Ms. Ava Brooks or Ms. Foley. This applies to both practice days. **WEAR SUNSCREEN AND BRING PLENTY OF WATER.** This is a very serious time and should be treated as such. You are expected to be on your best behavior at all times.

Thursday, May 24th practice:

7:15 a.m. to 12:00 or dismissal. Last chance for everything to be in order before the ceremony. One practice in the gym will be held. Bring cap and gown for group picture (make sure you write your name in your cap and gown). You must be in the picture even if you do not intend to buy one. The picture costs about \$15. Pictures are taken by Lifetouch.

Friday Night Graduation Ceremony

ALL seniors are to report to the RED HALL by 4:45. **SENIORS AND FACULTY ONLY** will be allowed on the red hall. Room assignments will be posted beside the doors. **DO NOT** bring personal items, keys, etc. to the red hall as you will not be allowed to go back to the red hall after the ceremony. We will line up at 5:45 SHARP and graduation will begin exactly at 6:00.

Diplomas may be picked up at the field house unless it has been pulled due to inappropriate behavior.

If you or your parents have any questions, please contact members of the graduation committee at the following email addresses:

Angela Crawford-Williams angela.crawford@walton.k12.ga.us

Ronnie Coleman rcoleman@walton.k12.ga.us

Ava Brooks ava.brooks@walton.k12.ga.us

Amanda Foley amanda.foley@walton.k12.ga.us

Mr. Bryan Hicks, principal bryan.hicks@walton.k12.ga.us

MAHS phone # 770-266-4599

Additional Information for MAHS Seniors

Baccalaureate Ceremony (May 19th 4:30)

The Baccalaureate ceremony is a service of worship in celebration of and thanksgiving for lives dedicated to learning and wisdom. This service consists of a series of speeches and musical presentations made to and by the graduating class. Speeches are made by selected seniors and local ministers. Anyone wishing to participate in the program should contact the CLC teacher, Mr. Brian Widmer, by April 13, 2018. This optional service for seniors is open to all family, friends, and faculty of the graduating class of Monroe Area High School.

Scholarships

A list of scholarships can be found in the student handbook as well as on the MAHS counselor's website. Please check often as there may be some added throughout the year (www.monroeareahigh.org)

Honor Graduates

All seniors recognized as honor graduates must have a grade point average of 90.0 and above, and highest honor graduates must have a grade point average of 93.0 and above. Percentages are not rounded up. Honor graduates will be recognized at a reception before baccalaureate, but this recognition at the Honors Reception is based on the current GPA as of the fall semester of their senior year. This honor graduate distinction may change at the graduation ceremony if the student's GPA falls below 90.0 or 93.0 GPA respectively. Honor distinction at graduation is based on all coursework at Monroe Area High School and any dual enrollment coursework completed before the day of graduation.

Explanation of Honor Designations (tentative list)

The members of the Class of 2018, as a group, have exemplified themselves as individuals in a myriad of ways. Those students who are adorned with various cords, tassels, and stoles while earning a diploma have demonstrated strengths in the areas listed below.

The *Wearing of the Gold Medallion* designates that the student is the Valedictorian of the Class of 2018. This is the student who has earned the highest cumulative grade point average for all four years of high school.

The *Wearing of the Bronze Medallion* designates that the student is the Salutatorian of the Class of 2018. This is the student with the second highest cumulative grade point average for all four years of high school.

The *Wearing of the White Stole* designates that the student is an Honor Graduate. Honor Graduate status is conferred upon all students receiving a diploma that have a cumulative grade point average of a 90 or above for all four years of high school.

The Wearing of the Blue and Gold Tassel designates that the student is a member of the National Honor Society. Membership into the National Honor Society is by invitation only. In order to be eligible for membership: a student must have maintained a 93 or higher cumulative grade point average and must apply for membership having demonstrated strong character, commitment to service and leadership abilities.

The Wearing of the Purple and Silver Cord designates National Technical Honor Society membership. Students have maintained a 90 or higher cumulative grade point average, have credit for at least three CTAE classes with a 90 or higher overall average, and maintain an active membership in a Career Technical Student Organization.

The Wearing of the Advanced Placement Scholar Medallion designates that the student has taken and passed three (3) or more Advanced Placement exams during the student's four years in high school. The curriculum of the Advanced Placement courses is significantly more arduous than other academic courses; therefore, the wearing of this medal also represents the student's fervent dedication to exceptional academic achievement and advancement.

The Wearing of the Gold Cord designates that the student is a member of the National Beta Club whose qualifications mandate that a student has maintained a 90 or above cumulative grade point average for the student's four years in high school.

Cords of varying colors may be awarded to designate participation in school sponsored organizations and clubs.

At the discretion of the principal, other honor designations may be added or removed.

Expenses for Commencement 2018 at MAHS

Senior Dues (\$100 required) are used to provide items such as:

Cap, Gown, Medallion, Diploma Cover	Sound system
Printing of program and program paper	Senior Picnic (partially)
Security	Honors and Awards program
Decorations	Senior gift

Graduating Senior's Expenses Paid for by the Individual Senior (*Required)

- *Girls: dress (no strapless or halter tops, low or flat dark shoes (see additional information above)
- *Boys: dark pants, dark non-athletic shoes (no boots), white shirt, dark tie (preferably black)(see additional information above)

Optional items

- Announcements (Balfour)
- Name cards (Balfour)
- Senior paraphernalia (clothing items, jewelry, memory books)
- Pictures – individual or group (Lifetouch)
- Senior banquet (tentative)
- Senior DVD (if available)
- DVD of the graduation ceremony (Home Video/Creative Artists, Monroe 770 267 7368)
****Balfour will be at MAHS on 11/02/2017 for a senior meeting. They will return on 11/08 & 11/09/2017 to take orders. Senior dues can be paid at this time.**

All questions regarding the purchase of materials from Balfour are handled by that company. They can be emailed at (scholasticimages@gabalfour) or by phone at 770-614-9353. No one

from MAHS handles any money or makes financial arrangements for any product sold by Balfour.
 You may order senior material by going to www.gabalfour.com

Monroe Area High School Class of 2018

Scheduled Events (subject to change) Please check MAHS website for changes

Date	Event	Time	Location
11/02/2017	Senior Meeting /Balfour (www.gabalfour.com)	Advisement	Auditorium
11/08/2017	Order Senior Material (Grad announcements/letter jackets,class rings) Collection of Senior Dues \$100.00	Lunch	Cafeteria
11/09/2017	Order Senior Material (Grad announcements/letter jackets, class rings) Collection of Senior Dues \$100.00	Lunch	Cafeteria
12/15/2017	Order Senior Material (Grad announcements/letter jackets, class rings)	Lunch	Cafeteria
01/16/2018	Order Senior Material (Cap & Gown/ letter jackets) Collection of Senior Dues \$100.00	Lunch	Cafeteria
01/17/2018	Order Senior Material (Cap & Gown/ letter jackets) Collection of Senior Dues \$100.00	Lunch	Cafeteria
02/09/2018	Order Senior Material (Cap & Gown/ letter jackets) Collection of Senior Dues \$100.00	Lunch	Cafeteria
03/14/2018	Class rings & Letter Jackets	Lunch	Cafeteria
03/15/2018	Class rings & Letter Jackets	Lunch	Cafeteria
03/28/2018	Delivery of Senior Material	Lunch	Cafeteria
04/25/2018	Delivery of Senior Material	Lunch	Cafeteria
05/19/2018	Baccalaureate Practice	9:00 a.m.	Auditorium
05/19/2018	Senior Awards Program	2:00 pm	Auditorium
05/19/2018	Baccalaureate (Optional Service)	4:30 p.m.	Auditorium
05/21/2018	Senior Exams 3 rd & 4 th block		
05/22/2018	Senior Exams 1 st & 2 nd block		
05/22/2018	Senior Picnic 3 rd & 4 th block		Football field
05/23/2018	Graduation Practice (Mandatory)	7:15-12:00 or dismissal	Hurricane Field
05/24/2018	Graduation practice (Mandatory)	7:15 a.m.–12:00 or dismissal	Hurricane Field/ Gym
05/24/2018	Group picture (bring cap and gown) Lifetouch	11:00 a.m.	Hurricane Field
05/25/2018	Arrive for graduation	4:45 p.m.	Red hall
05/25/2018	Commencement Exercises	6:00 p.m.	Hurricane Field
	You may order senior material or pay at any time by going to www.gabalfour.com		

Return this signed form by November 17, 2017 to Mrs. Crawford-Williams in the Gym /112 or Ms. Ava Brooks room 230 (purple hall).

FAX – 770-266-4598.

Seniors and parents/guardians: please read over the graduation procedures. Your signature on this page confirms that you and your parents/guardians have read, understand, and agree to the graduation procedures at MAHS.

Please return this form – signed – to Mrs. Crawford-Williams (Gym/112) or Ms. Ava Brooks (230/purple hall) by November 17, 2017. If you do not turn in this form, signed, you will be placed on the NO WALK list. You will not be allowed to walk the field if you and your parents (guardians) have not signed this form.

I fully understand the graduation policies and procedures outlined. I fully understand that if I (the student) violate any of the requirements, I may not be able to participate in graduation.

Student name (printed) _____

Student signature _____

I fully understand the graduation policies and procedures outlined. I fully understand that if my child violates any of the requirements, s/he may not be able to participate in graduation.

Parent(s) name(s) (printed) _____

Parent/guardian signature _____

Phone number _____

Mailing _____

Address _____

(Address and phone number are needed for picture proofs.)

Student's Full Legal Name – as it should appear on the diploma
(no nicknames) PLEASE PRINT CLEARLY.

(First) (Middle) (Last) (Jr., III, IV ?)

Thank you for helping to ensure a safe, orderly, dignified graduation ceremony.

*Please check Icampus to ensure your name is spelled correctly. This information will be used for names printed on diploma covers. If there are issues please contact the school's registrar