

**John McEachern High School**  
**Class of 2023**  
**Commencement Information and Schedule of Activities**  
**Thursday, May 25, 2023, 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. From Richard D. Sailors Parkway turn north onto New Macland.

**TICKET ALLOCATION FOR COMMENCEMENT**

Students will receive ten tickets per graduate to be used for the Cantrell Stadium ceremony only. In the event of inclement weather on the morning of May 25, the ceremony will be held inside the Lovinggood Gym. Students will receive four tickets per graduate to use for the Lovinggood Gym ceremony only. Tickets will be distributed at the final commencement practice on Wednesday, May 24. There are NO extra tickets available. Everyone entering the commencement ceremony must have a ticket. This includes small children and babies.

**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 24. 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 20, 2023.
- 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 19, at 4:00 PM. Please see Mrs. Susan Harmon in the bookroom prior to May 19 to take care of such matters.
- Band, Orchestra and Chorus fines must be paid in the Band Building. Please see Mr. Clupper.
- 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 policies and McEachern High School policies, rules, and regulations, including the dress code, are in effect at all commencement practices and at the ceremony itself. Students must have met all financial obligations prior to the first practice. Practice dates and times are listed below.

Tuesday, May 23, 2023, 8:20 AM – 11:00 AM in the Lovinggood Gym at McEachern High School

Wednesday, May 24, 2023, 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 them at [info@herffatlanta.com](mailto:info@herffatlanta.com). Each student should have a gown, a matching mortarboard, and a 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 Health, Physical Education, and Wellness Gym (HPEW) and Cantrell Stadium.
- Men are expected to wear a collared shirt of any color, dark dress slacks, dress shoes, and socks.

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 Gaydon Road. Officers will direct guests to parking. Overflow parking will be available 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 15, 2023, 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 the school 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](http://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

- Are you planning to attend a 2-year or 4-year college/university or technical school? Are you a college athlete registered with the NCAA or NAIA? Do you plan to join the military? **If you answered YES to any of these questions: You must send a final transcript!**
- Your transcript will be available for in-person pick-up, USPS mail, or sent electronically through NAVIANCE on June 1, 2023.
- Every student at McEachern High School receives ONE FREE FINAL TRANSCRIPT. If you need more than one final transcript, you must pay for any additional final transcripts. Each additional final transcript costs \$2.00. You must request your FREE Final Transcript by July 21, 2023.
- To request your final transcript(s) between March 23, 2023 and May 31, 2023 please complete the following link: <https://forms.office.com/r/vFZHeVWJaz>. Transcripts requested by May 31, 2023 will be sent no later than June 1, 2023.
- To request your final transcript(s) after May 31, 2023, please complete the following link: <https://forms.office.com/r/c1htGnCV5c> – this link will be open from June 1, 2023 to July 21, 2023 only. Transcripts requested after May 31, 2023 will be sent once a week when the Counseling Office is open on Tuesdays. Please note the counseling office will be closed the week of July 4, 2023.
- Please do not submit multiple requests for the same school/destination. You only need to submit this form one time for each college/institution/organization/post-secondary destination. Submitting multiple times will delay the process.
- Please BE SPECIFIC when making your requests. List the college/organization where you would like your transcript sent. Also indicate whether you would like the transcript sent electronically (through Naviance) or through the United States Postal Service. If you need it mailed via US Mail, you must provide the address where you want it sent.
- After completing the Final Transcript Form for a college, you must also log into your NAVIANCE account and add the name of the college (if you haven't already). Failure to do so will delay delivery of your final transcript.
- The Office of School Counseling is not permitted to send final transcripts via email. The counseling office will reopen again for the 2023 - 2024 school year on July 24, 2023. Please be aware that payment will be required for all transcripts if you make your request after July 21, 2023.

- Payment for additional final transcripts:
  - You may pay online on Mypaymentsplus.com with a credit/debit card until May 31, 2023.
  - After May 31, 2023, you will need to pay in-person in the BT School Counseling office. Our office is open M-F, 8-4pm until May 26, 2023. Our office accepts cash only. Please bring exact change for your transcripts.
  - After May 26, 2023, our office is open on Tuesdays from 9:00 AM to 4:00 PM during the summer. We close for lunch from 12:00 PM to 1:00 PM. Our office will be closed the week of July 4, 2023.

#### **ADDITIONAL INFORMATION**

- Participation in commencement is a privilege.
- Please remember all graduation requirements must be met by May 19 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.MyPaymentPlus](http://www.MyPaymentPlus) or directly from the vendor at [www.yearbookordercenter.com](http://www.yearbookordercenter.com) (school code 137)
- If you have any questions, please see Mr. James Lockhart in the Career Technology Building. 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.

**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 2023  
Important Dates**

Date	Event
April 17 – 21 April 22	Senior Week Activities Prom at the Cobb Galleria Centre
May 8 - 19	Senior Clearance. This includes (but is not limited to) textbook, outstanding fees, parking tickets, and Media Center fines.
May 15	Seniors 1 <sup>st</sup> and 2 <sup>nd</sup> Blocks A/B Exam Even Day
May 16	Seniors 3 <sup>rd</sup> and 4 <sup>th</sup> Blocks A/B Exam Odd Day
May 17	Senior Exams 3 <sup>rd</sup> and 4 <sup>th</sup> Blocks
May 18	Senior Exams 1 <sup>st</sup> and 2 <sup>nd</sup> Blocks
May 21	Baccalaureate Program at McEachern United Methodist at 3:00 PM
May 23	Mandatory Commencement Practice from 8:20 AM to 11:00 AM in the Lovinggood Gym
May 24	Mandatory Commencement Practice from 8:20 AM to 11:00 AM in the Lovinggood Gym
May 25	Commencement at 9:00 AM at Cantrell Stadium

**Turn In to Ms. Harmon in the Bookroom  
Graduate Clearance Form  
May 2023**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

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

- 1. Seniors may NOT begin completing this form until May 1, 2023.**
- 2. All fees/fines must be paid in full prior to May 19, 2023.**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Senior Graduation Survey Instructions

1. Go to [www.cobbk12.org](http://www.cobbk12.org)
2. Click on **Find It Fast** on top right of the screen
3. Click on **Naviance** (4<sup>th</sup> 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 2023 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 2023  
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 Senior Office by March 30, 2023.**

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, 2023.
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** \_\_\_\_\_