



Elliott Berman  
Principal

# Sequoyah High School

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Cherokee County  
School District

*Dr. Brian Hightower  
Superintendent of  
Schools*

April 20, 2018

Dear Sequoyah High School Senior and Parents:

Graduation from high school is an event that only comes once in a lifetime. Along with your immediate family, other friends and family deserve a graduation ceremony that will be dignified and memorable. To that end, the Cherokee County School District has entered into a partnership with the First Baptist Church of Woodstock (FBCW) which allows our high schools to conduct indoor graduation ceremonies in their beautiful facility.

Where schools were confined to either limit each family's attendance at their indoor graduation ceremonies, or moving them outside and dealing with environmental factors, the FBCW facility is large enough to accommodate all parents and relatives who wish to attend.

In preparing for this event, we ask that each family of graduating seniors review the attached guidelines, as these procedures are essential for making this year's graduation an event to remember with pride.

The following is the address for the FBCW facility:

*First Baptist Church of Woodstock  
11905 Hwy 92  
Woodstock, GA 30188*

Sincerely,

Elliott Berman  
Principal

# Sequoyah High School Graduation Practice and Ceremony Guidelines

Dear Senior:

Graduation from high school is an event that comes only once in a lifetime. Your parents, relatives, friends, and, most importantly, you deserve a graduation ceremony that will be dignified and memorable. Your cooperation is essential. The following guidelines explain what is expected of you!

Not permitted are shorts, jeans, t-shirts, flip flops, tennis shoes, extremely informal attire inappropriate for the occasion, or any decoration or deviation from the traditional cap and gown, which would draw undue attention to the individual. The administration in charge has the final decision in denying a graduate's participation due to inappropriate attire. Please don't embarrass yourself, your family, and your school.

It is unnecessary to itemize the kinds of negative behavior unacceptable at the graduation ceremony. Any behavior which draws attention to you as an individual or detracts from the dignity of the ceremony itself will result in your exclusion from the ceremony.

We want your graduation to be special; we want it to have "class." Please do your part to make this graduation the best ever at Sequoyah.

**THE FOLLOWING GUIDELINES HAVE BEEN DEVELOPED BY BOTH FACULTY AND STUDENTS:**

- 1. SENIORS PARTICIPATING IN THE CEREMONY MUST BE PRESENT AT ALL GRADUATION PRACTICES. IF YOU ARE NOT AT PRACTICE, YOU WILL NOT BE ALLOWED TO MARCH AT GRADUATION.** Students graduating first semester or from night school must make arrangements to attend the practices. **YOU ARE NOT TO BRING FOOD OR DRINK TO GRADUATION PRACTICE!** You must follow the county dress code for all practices.
2. Immediately following graduation, seniors will report to their homeroom teacher to receive their diploma. You will then be free to begin to celebrate your graduation!
3. Cooperation with members of the faculty in charge of practice is essential. Any breaking of school rules during practice will result in student's being taken out of the line-up and not participating in the graduation ceremony.
4. Seniors should report for graduation at **11:30 a.m. on Saturday, May 26<sup>th</sup>**. Report immediately to the area besides the Magnolia Room for lineup. Students are to carry caps/gowns to graduation. They are not to be on a hanger. You will put them on prior to lineup. No items, except for the cap/gown are to be brought to the graduation ceremony by the graduate. These include but are not limited to: cell phones, purses, cigarette lighters, book bags, gum, etc. **YOU WILL BE ASKED TO EMPTY YOUR POCKETS BEFORE YOU LINEUP, SO DO NOT BRING THESE ITEMS, OR WE WILL HAVE TO CONFISCATE THEM UNTIL AFTER THE CEREMONY. WE ARE NOT RESPONSIBLE FOR ANY LOST ITEMS. DON'T BRING THEM!**
5. All students should be shown respect during the ceremony. Everyone is asked to refrain from excessive movement and unnecessary noise.
6. All spectators are required to dress in an appropriate manner, nice dress clothes.
7. Senior males should wear dark pants, white shirt, black dress shoes, and dark socks. Senior females should wear dark dress (if the dress does not show below the gown, any color will be OK) and black dress shoes, low heels are recommended.
8. **Graduation caps are not thrown in the air inside the facility.** After the Recessional, everyone will go out in front and caps will be thrown at that time.
9. Spectators will not be allowed to move up front or into aisles to take pictures of their graduates. (While you are standing there waiting for your graduate, you are blocking someone's view of their graduate.)
10. Any student apprehended for misbehavior will be removed from the ceremony and a record of the incident will be recorded on his/her permanent record. It's unfortunate when this is necessary, but it has been done before, and it will be done again if it is necessary.
11. At the discretion of the administration, the graduation ceremony may be stopped at any time.
- 12. Seniors must complete all course work (make-up tests, finals, etc.) by Wednesday, May 16<sup>th</sup> and satisfy graduation requirements by this time in order to participate in the graduation ceremony.**
- 13. Seniors must clear all outstanding debts by Wednesday, May 16<sup>th</sup> at 3:15 p.m. in order to participate in the graduation ceremony.**

# Sequoyah High School Graduation 2018 Calendar of Events

Friday, 4/20	Senior Meeting
Friday, 4/20	3 <sup>rd</sup> – 5 <sup>th</sup> periods – Senior Honor’s Picnic (By invitation only)
Friday, 4/27	Participation Agreement and Senior Exam Check-Out Form (included in this packet) are due to Student Services.
Monday, 5/7	6:30 p.m. – Scholarship Reception for those seniors receiving scholarships.
Friday, 5/11	1 <sup>st</sup> & 2 <sup>nd</sup> periods – Senior Slide Show and Yearbook Signing – SHS Theater
Tuesday, 5/15	<u>OFFICIAL TRANSCRIPTS FROM ANY ONLINE COURSE MUST BE RECEIVED IN THE RECORD FACILITATOR’S OFFICE IN STUDENT SERVICES.</u>
Thursday, 5/24	Optional Graduation Walks at Elementary Schools <ul style="list-style-type: none"><li>• Mountain Road Elementary School ~ 9:30 am</li><li>• Holly Springs Elementary School ~ 9:30 am</li><li>• Hickory Flat Elementary School ~ 10:00</li><li>• Indian Knoll Elementary School ~ 10:00</li></ul>

## Senior Exam Schedule

Monday, 5/14	6 <sup>th</sup> & 7 <sup>th</sup> period exams
Tuesday, 5/15	3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> period exams
Wednesday, 5/16	1 <sup>st</sup> and 2 <sup>nd</sup> period exams <b>ALL WORK DUE</b> <b>ALL DEBTS MUST BE PAID BY 3:15 ON WEDNESDAY, MAY 16<sup>TH</sup> TO BE ELIGIBLE TO PARTICIPATE IN GRADUATION.</b>

## Graduation Practice Schedule

Tuesday, 5/22	9:30 a.m.-12:00 p.m. – Theater – Required Graduation Practice
Wednesday, 5/23	8:30 a.m. – Cafeteria – Senior Breakfast 9:30 a.m. – Theater – Required Graduation Practice
Friday, 5/25	<b><u>DO NOT COME TO CAMPUS</u></b> 10:15 a.m. – Woodstock First Baptist – Required Graduation Practice We will begin promptly, so be on time, or you will not be allowed to practice.
Saturday, 5/26	Seniors must report by 11:30 a.m. – Woodstock First Baptist

**REMEMBER, YOU MUST ATTEND EVERY PRACTICE TO PARTICIPATE IN THE GRADUATION CEREMONY.**

# Final Transcripts

To send your Final Transcript to the college of your choice you will use GA Futures or Parchment. Set up your free account with both. You will be able to send your final transcript to any college in Georgia through GAcollge411 for free. You can go to Sequoyah's website and click on the Request Transcript button. Set up your free Parchment account and send your transcript anywhere in state or out of state for a \$5.00 fee. Both links are listed below.

All final transcripts will be uploaded to both GA Futures and Parchment by the end of June, if there are no complications. As soon as they are uploaded, an email will be sent to all graduates. **DO NOT ATTEMPT TO SEND A FINAL TRANSCRIPT UNTIL AFTER YOU HAVE RECEIVED THIS EMAIL.** If you do not wait, you will only be sending transcripts that were uploaded in January.

Links:

<https://www.gafutures.org>

<https://www.parchment.com/u/auth/login>



## Senior Breakfast

This year's Senior Class Breakfast will be on Wednesday, May 23<sup>rd</sup> organized by the PTSA. The seniors appreciate all of the breakfast items that their parents volunteer to bring in every year! To participate this year, simply use the Signup Genius link that will be emailed out to all senior parents in May. Thank you in advance for volunteering to make one of your student's last events at Sequoyah memorable!



## Senior Walk at Elementary Schools

The four elementary schools that feed into Dean Rusk Middle School and Sequoyah High School (Mountain Road Elementary School, Holly Springs Elementary School, Hickory Flat Elementary School, and Indian Knoll Elementary School) would like to have their former students that are graduating this year attend an informal "Graduation Walk" at their former elementary school. If you wish to participate in this optional opportunity, please indicate this by completing an online questionnaire located at <https://goo.gl/forms/7y6MTDlCqpJ8OqRz2>. Sequoyah High School will not be providing transportation to the elementary schools. More details about participation will be given out during graduation practices in May.

The Graduation Walks will take place on Thursday, May 24<sup>th</sup> at the following times:

- Mountain Road Elementary School ~ 9:30 am
- Holly Springs Elementary School ~ 9:30 am
- Hickory Flat Elementary School ~ 10:00
- Indian Knoll Elementary School ~ 10:00

# Senior Exam Days Check-out

Seniors may check out after Senior Exams on May 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup> provided that the following criteria are met:

- All debts to Sequoyah High School and the Cherokee County School System are paid in full.
- The SENIOR EXAM CHECK OUT PERMISSION AGREEMENT (below) is signed and turned in to Student Services by Friday, April 27<sup>th</sup>.
- The Sequoyah High School Graduation 2018 Participation Agreement (reverse side) is signed and turned in to Student Services by Friday, April 27<sup>th</sup>.

## SENIOR EXAM SCHEDULE

Monday, 5/14	6 <sup>th</sup> & 7 <sup>th</sup> period exams
Tuesday, 5/15	3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> period exams
Wednesday, 5/16	1 <sup>st</sup> and 2 <sup>nd</sup> period exams

## Senior Exam Check Out Permission Agreement

I agree for my student to check out after Senior Exams. I am aware that my student must leave campus immediately after the exam period and, additionally, will not be allowed on the campus of Hickory Flat Elementary or Dean Rusk Middle School.

I understand that if my student violates this policy, he or she will lose this check-out privilege for the rest of the Senior Exam Week.

Student Name: \_\_\_\_\_

ID # \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Sequoyah High School Graduation 2018 Participation Agreement

In order for a senior to participate in the graduation ceremony, this agreement must be signed by the senior and his/her parent and returned to Student Services for filing. Failure to do this will result in the senior's not being able to participate in the ceremony. This agreement must be signed and returned to Student Services by Friday, April 27<sup>th</sup>.

I understand that I must comply with everything in the Graduation 2018 Calendar of Events and the Graduation Practice and Ceremony Guidelines for Sequoyah High School sheet, which are both attached, to be eligible to participate in the graduation ceremony and receive my diploma.

NAME (PRINTED) \_\_\_\_\_ ID # \_\_\_\_\_

\_\_\_\_\_ I will be participating in Sequoyah's Graduation Ceremony

\_\_\_\_\_ I will NOT be participating in Sequoyah's Graduation Ceremony. I am aware that I am able to pick up my diploma from Student Services beginning Tuesday, May 29, 2018.

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_