



WHEN THE TASSEL TURNS

Class of 2017

Temple High School

Mr. Tim Gribben, Principal

Graduation/Baccalaureate

Senior Protocol Booklet

It is with great pleasure that I extend hearty congratulations to the Temple High School Class of 2017. Your work and dedication has led you to this moment—a singular moment that will lead you to many opportunities. As you celebrate your accomplishment and prepare for all that lies ahead of you, remember those who have helped you achieve this milestone and how proud they are of you. Aspire to inspire!

--Mr. Gribben

Graduation & Protocol Information Booklet

IMPORTANT DATES

Tuesday	May 9	6:00p	THS Gymnasium	Senior Awards Night
Sunday	May 7	3:00p	Mill Town Music Hall	Baccalaureate
Wednesday	May 17	8:30a	THS Cafeteria	Senior Breakfast
Wednesday	May 17	9:45a	THS Football Field	Mandatory Graduation Rehearsal
Thursday	May 18	8:00a	THS Front entrance	Bus departure—UWG Mandatory Rehearsal

(Wear cap and gown on May 18 AM and May 19 PM. Buses will stop by Temple Cluster schools on the way to University of West Georgia on May 18 for rehearsal. Taking bus to and from UWG is mandatory for Thursday AM rehearsal. You provide your own transportation for the actual ceremony Friday PM.)

Friday	May 19	6:00p	Assemble--marching order	UWG Coliseum tunnel
Friday	May 19	7:00p	UWG Coliseum	Graduation Ceremony begins

Announcements/Thank You Notes

Announcements:

Announcements should be mailed two weeks prior to the graduation date. Be sure to send announcements only to friends and family...not someone you met once. DO NOT SEND ANNOUNCEMENTS TO PARENTS OF CLASSMATES OR TEACHERS. If you have not already prepared your announcements, remember these instructions:

-Use black ink.

-On the outside of the envelope, place the return address, complete name (formally written: Mr. and Mrs. John T. Smith, *not* John and Mary Smith), complete address/zip code.

-On the inside envelope, write the friendly names (John, Mary, Shmoopy, etc.) of the family you are inviting.

-Insert your personal name card over the engraved announcement. Place the announcement inside the small envelope so that the front of the announcement is visible when the envelope is opened; put the folded edge down. Now put the small envelope inside the outside envelope so that the friendly name can be seen when the outside envelope is opened.

Thank You Notes:

Thank you notes should be sent within two weeks of the time you receive the gift. However, if you do not get them written in that time frame, please write them anyway...even if it takes all summer. Most people understand that you are busy, but they will not understand that they invested time and money in getting you a gift and received no acknowledgement of that gift. Notes should mention the gift given and what you plan to do with it.

Unpaid Fees

No student is allowed to march in commencement ceremonies or receive a diploma if he/she owes the school fees. ALL FEES should be paid by Friday, May 12, 2017. Please see Mrs. Weathers for details.

Clothing for Ceremonies

Hat: The hat (mortarboard) is a symbol of academic achievement and honor. It is worn flat on the head with the tip in front and two fingers above the eyebrows. *It should not be perched on the back of the head.* Try the hat on at home to see if you need hairpins to keep your hat on when walking. Mortarboards are to be left unadorned. No writing or decoration of any kind is allowed on mortarboards.

Tassels: You will wear the tassel on the RIGHT SIDE.

Gowns: Graduation gowns should be worn so that the hem hangs evenly in front and back.

Gowns should be ironed or steamed BEFORE Baccalaureate/Graduation ceremonies. Use a cool iron on the wrong side of the robe (Test a small spot on the seam for iron temperature). Make sure your dress is not longer than your robe. Shorts are NOT acceptable under your robe.

Dress code for ladies:

Knee-length dress or skirt under gown, dark color or black full length dress pants with dress blouse. Top and bottom of shoes must be black, heels no higher than 2 inches, flats recommended. No flip flops, boots, tennis shoes, etc. Sandals must have an all-black upper and straps around the heel. The sole may be black (or a dark/neutral color).

Dress code for gentlemen:

White dress shirt with a collar. Ties are optional but must be dark color if worn. Black, navy or dark gray dress trousers. Dark socks and dark dress shoes. No flip flops, boots, tennis shoes, etc.

Honor Society or Group Stoles or Cords: If you are member of an honor society that has a stole or cords, you will receive your cord/stole during the graduation ceremony.

Baccalaureate Ceremony

Baccalaureate is a religious service with music and a short inspirational message. The entire program will last about forty-five minutes.

Please make sure you check in with the teacher in charge upon arrival.

You DO wear caps and gowns.

Meet at the church 20 minutes prior to the ceremony to line up.

Tickets are NOT required for Baccalaureate. This is a good time to invite any extended family that may not be able to attend the graduation ceremony. They will still get to see you in your cap and gown.

GRADUATION PRACTICE

Is Graduation Practice required?

-YES, if you intend to march.

-There are two mandatory Graduation Practices. The first practice happens immediately after the Senior Breakfast on Wednesday, May 17. The second practice happens at the University of West Georgia Coliseum on Thursday, May 18 around 9:30a—right after our Temple Cluster Walkthrough. Practices will be approximately 2 hours. Students in serious jeopardy of not meeting graduation requirements will not be permitted to practice until all units of study are completed.

-BE CONSIDERATE...DON'T BE LATE!!!

Attendance at BOTH graduation rehearsals (Wed morning 5/17 and Thur morning 5/18) is MANDATORY. Appropriate behavior at BOTH graduation rehearsals is MANDATORY. This is important because the marching order is complicated—it's not simply lining up in alphabetical order. When a student isn't there, it creates time-consuming problems and confusion for the other students. Being there AND listening to/ following directions is imperative to getting this right.

Having said that, skipping either rehearsal OR inappropriate behavior at either rehearsal means you forfeit the privilege of walking. No exceptions. Sadly, this happens on occasion. Don't let this happen to you. Graduation is a formal ceremony, and your participation in it is a privilege—it is not anyone's right. We want it to be a great night for you, your friends, and family. Doing what you're supposed to helps make that possible. Thanks in advance for your understanding on this.

Wed 5/17 Grad Rehearsal takes place at THS (football field) right after Senior Breakfast. REMEMBER, YOU ARE THE LEADERS OF THE SCHOOL AND THE THS dress code will be enforced.

Thur 5/18 Grad Rehearsal takes place at the University of West Georgia Coliseum. Wear cap and gown (casual clothes that meet school dress code are okay this time only under gown) on Thur AM for the Temple Cluster Walkthrough which happens on the way to UWG. You MUST ride the bus to and from UWG on Thur 5/18 for the rehearsal. Signed permission slips are REQUIRED for the bus transportation to this rehearsal (turn in to Mrs. Pope or Mrs. Jones). Bus leaves at 8:00AM on Thur 5/18 from the front entrance of THS. However, for the actual graduation ceremony, you must provide your own transportation. Graduates must be in the Coliseum tunnel at UWG in cap and gown at 6pm sharp on Fri 5/19.

GRADUATION TICKETS

DO NOT LOSE THEM-THERE ARE NO REPLACEMENTS!

The THS Graduation Ceremony will be held at 7:00p on Friday, May 19 at the University of West Georgia Coliseum, 325 West Georgia Drive, Carrollton, GA 30117.

-Each graduate will be issued four free tickets at the Senior Breakfast.

-EVERYONE, including children and infants, will need a ticket to enter the UWG Coliseum for Graduation.

-Additional tickets are available from Mrs. Pope or Mrs. Weathers for \$2.00 each. This money does not go to THS—it helps defray the cost of renting the UWG Coliseum.

PICTURES AT GRADUATION

Senior Pictures at Graduation Ceremony:

-Lifetouch will be set up to take pictures of you as you receive your diploma. They will take pictures of EVERY graduate as they are awarded their diploma and mail proofs to students' homes. Students may choose to purchase or not to purchase photos. No money is collected in advance. Only students ordering pictures must pay for pictures. All monies are handled by the company, not the school. See Mrs. Potter for details.

Personal Photos and Videos:

May your families do personal photography and videos? Yes, of course. However, they will not be allowed to set up equipment on the UWG Coliseum floor. We would ask that they very quietly take any pictures they wish and that they be mindful and respectful of other families/friends who are doing so. Another great reason to pay attention during rehearsal is so that you can tell them which side of the Coliseum you will be seated on—this will help them get a good vantage point for photos. Make sure they know your picture will be on the Jumbotron as well. Failure to follow these procedures will forfeit the right to take pictures or to videotape.

GRADUATION CEREMONY

Marching:

Leave 1 ½ yards between you and the next person. Make sure that you keep the pace set for you by the marshals.

Stage:

When you are getting ready to receive your diploma, stand just to Mrs. Jones' left (beside the podium) at the top of the ramp until the person in front of you has received his/her diploma cover and had the Lifetouch photo made. At this time, Mrs. Jones will call your name and you will proceed toward Mr. Gribben, who will present you with your diploma cover. You will accept the diploma cover with your left hand and shake Mr. Gribben's right hand. A Lifetouch photographer will be stationed on the floor at the center of the stage. Please look toward them and SMILE! After your picture, proceed toward the other end of the stage (where the band is) and head down the ramp.

Turning the Tassel:

You will be turning the tassel as a ceremonial procedure at a designated place in the ceremony. When Mr. Gribben says: "Graduates, at this time, by the power vested in me by the Carroll County Board of Education and State of Georgia, I now pronounce you alumni of Temple High School" (on the word **pronounce**, put your LEFT hand on your tassel; on the word **alumni**, move the tassel from the right to the left). Remain silent until the complete statement is pronounced because this official statement proclaims you graduates and alumni.

When to Remove Hats:

Men will remove their hats when the flags are presented, leave them OFF during the National Anthem and Pledge of Allegiance, and put them back on after the pledge. You will leave them on the rest of the ceremony.

YOUR BEHAVIOR

-Graduation is a solemn occasion. It is a ceremony to honor the tremendous time and effort it has taken for you to reach this milestone. Everyone has planned this day for a long time. Among the guests will not only be your families and friends, but mayors, former principals, school board members, the superintendent and other dignitaries.

-We expect you to act in a manner that will show you consider it special that so many people are honoring you!

-ALL students' parents, families and friends deserve hearing their student's name being announced!

-Please reserve any loud celebrating until you have tossed your caps after the Graduation ceremony.

-Your families and guests must exit upstairs from the coliseum, and they will meet you on the lawn.

Information for Parents & Guests

-Parents and guests must enter the UWG Coliseum using the main entrance at the front of the building.

-The doors at the main entrance open at 6:00pm. Lines typically start forming at 5:00-5:30pm. Please make sure you have your tickets with you. Tickets will be available for sale at the gate.

- We ask that family and friends who have Graduation tickets arrive at the UWG Coliseum NO LATER than 6:30pm for the ceremony in order to allow extra time for parking.

-EVERY guest MUST have a ticket, including children and infants, to enter the UWG Coliseum due to fire code regulations.

-Remember, graduates will enter the gym at 6:00pm.

-We ask that ALL cell phones and pagers be turned OFF during the ceremony. If anyone feels they must make or receive a phone call during the ceremony, please do so in the lobby area.

-We ask that any children brought to the ceremony be properly supervised.

-Due to Fire Regulations, NO Helium Balloons are allowed in the UWG Coliseum.

-ALL of these requests are based on our basic philosophy: Both your parents and you have waited a long time for this day! Your family and friends deserve the right to clearly hear your name called and see you graduate without trying to hear over noise made by others or trying to see between people standing in front of them! PLEASE BE COURTEOUS!

Handicapped Arrangements

The Coliseum has a total of 14 handicapped parking spaces in the South parking lot adjacent to the facility. Three of these spaces are van accessible. Use of these spaces requires a permit and the named permit holder should be in the vehicle. If these requirements are not met, parking personnel will re-direct the vehicle to other on-campus parking lots. These spaces are available on a first come, first served basis and will not be reserved.

The Coliseum offers 14 sections of seating for graduation ceremonies! Most of the seating is standard bleacher seating; however, on the North side of the arena, the lower levels contain chair-back seating.

ADA seating is located along the top of the concourse. If you or a member of your party requires ADA seating, please feel free to speak with one of the Operations Assistants in the red shirts.

UWG COLISEUM POLICIES

Animals:

Animals or pets of any kind are prohibited in The Coliseum with the exception of trained service animals and service animals in training for guests with disabilities. Service animals are welcome inside the venue, but must remain on a leash or in a harness at all times.

Hearing Impaired Guests:

For those guests who are hearing impaired, The Coliseum has a limited number of Assistive Listening Devices it can provide at no charge. Please contact a member of The Coliseum before the event staff to obtain one of these devices. A driver's license will be required to check out one of these devices.

Elevator:

An elevator to the arena floor area is located in the Southwest corner of The Coliseum next to the Ticket Office. Use of this elevator is regulated during events and might not be available for general public use.

First Aid:

Coliseum staff members are committed to providing proactive and immediate responses to issues affecting our guests. Should a concern arise during an event, please inform a member of The Coliseum event staff to make us aware of your concern and to have your concern addressed.

Guest Conduct:

In order to maintain a safe and enjoyable atmosphere, The Coliseum asks that guests be courteous to those around them and abide by Coliseum policies. Guests who use offensive or abusive language, behave in an unruly manner, or appear to be intoxicated are subject to removal and prosecution.

Prohibited Items:

Alcohol: Possession and consumption of alcohol in The Coliseum is prohibited.

Animals: Animals are not permitted in The Coliseum unless they are service animals assisting a disabled guest.

Bags and Coolers: Duffels, other large bags and coolers are not permitted in The Coliseum. If you arrive with such items you will be requested to return those items to your vehicle. If accommodations need to be made for medical reasons,

please contact The Coliseum Business Office at least 24 hours in advance of your arrival to The Coliseum. All bags and purses brought into The Coliseum may be subject to a search by Coliseum security or crowd control personnel.

Firearms and Weapons: No firearms or weapons of any kind are permitted for guests in The Coliseum.

Handouts: The distribution of promotional items, handbills, flyers, pamphlets, printed materials, as well as the solicitation of signatures is not permitted on The Coliseum's premises without the express written consent of the University of West Georgia.

Restrooms:

The Coliseum has men's and women's restrooms located in all four corners of the facility. All restrooms are accessible for physically disabled guests. The Coliseum does not have family restroom facilities.

Baby changing tables are located in every restroom on the Concourse Level.

Water Fountains:

Water fountains are located on the concourse level on all four corners of the facility near the restrooms.

Where can I park?

Parking for graduation ceremonies can often be hectic; therefore, it is extremely important that you follow the direction of event staff parking personnel.

Parking will be available in The Coliseum parking lot, the Tyus Hall parking lot, the Bookstore parking lot, and at University Stadium.

What can I bring?

The Coliseum is devoted to providing the best possible experience for all graduates and families attending the graduation ceremony. In order to do so, the **following items are prohibited in The Coliseum:**

- Noisemakers/Air horns
- Balloons
- Signs larger than 8.5" x 11"
- Outside food or beverages
- Alcohol
- Tobacco

*Flowers will be available for purchase at the Coliseum.

Will there be food?

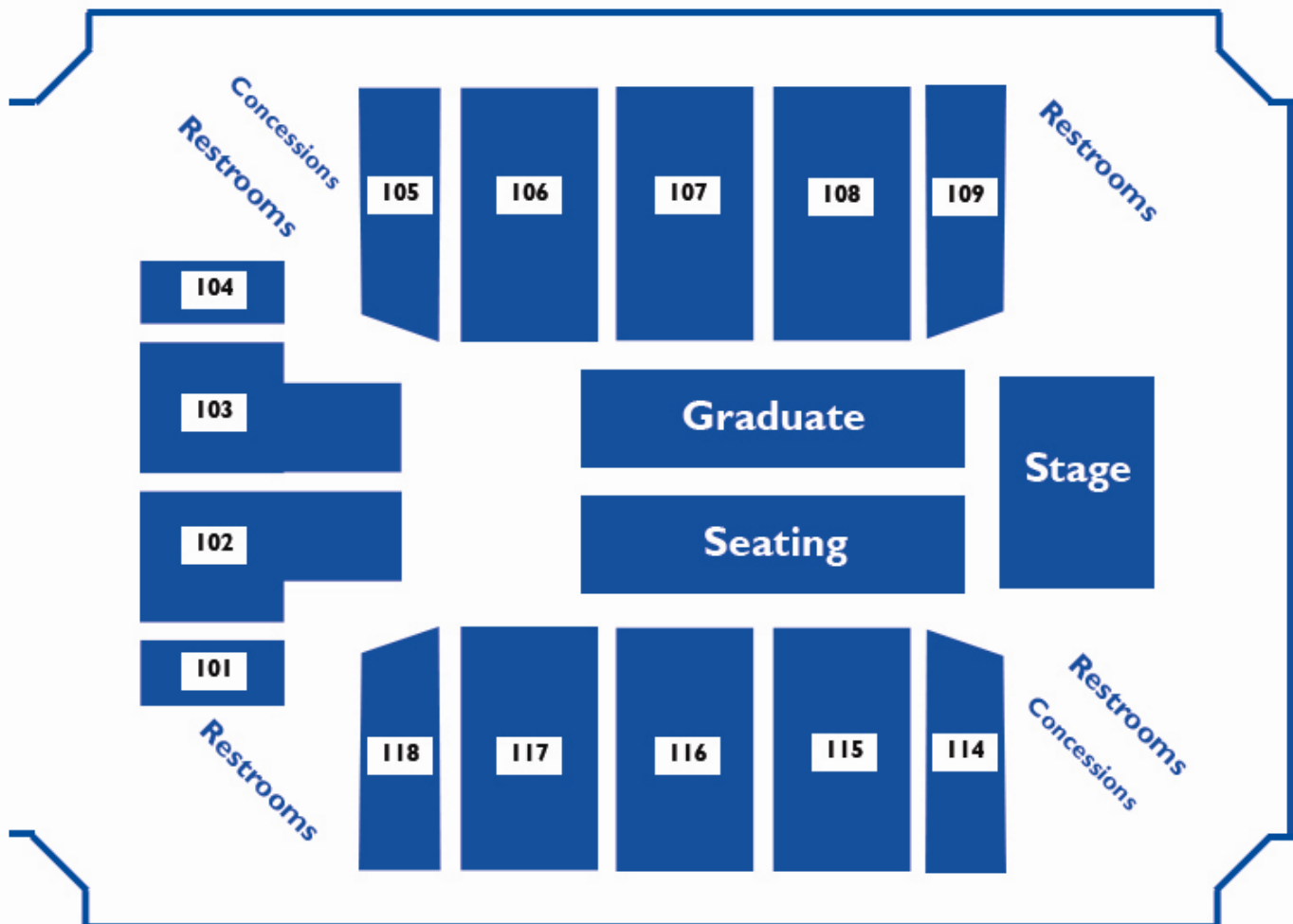
Concession stands are located on the Northwest and Southeast corners of The Coliseum and will be in operation throughout the graduation ceremony. The concession stand on the Southeast is cash only while the Northwest concession accepts cards or cash.

Where can I sit?

The Coliseum offers 14 sections of seating for graduation ceremonies! Most of the seating is standard bleacher seating; however, on the North side of the arena, the lower levels contain chair-back seating (see UWG Coliseum Seating Chart below).

ADA seating is located along the top of the concourse. If you or a member of your party requires ADA seating please feel free to speak with one of our Operations Assistants in the red shirts.

UWG The Coliseum



If any Senior does not follow the rules contained in this booklet or is disrespectful during the Graduation ceremony, that Senior and his/her parent will be required to schedule a meeting with the principal, Tim Gribben, before receiving the diploma. Appropriate behavior and attire are expected for the duration of our Graduation ceremony.
-Mr. Gribben

