



# NEW MANCHESTER HIGH SCHOOL

The mission of New Manchester High School is to provide meaningful learning experiences that develop the **character, academic ability, and talent** of all students.

## Graduation Information: Class of 2017

**Friday, April 14, 2017**

Dear Parents and/or Guardians of **Graduating Jaguars**:

We are elated to be making final preparations to acknowledge the graduating Class of 2017. Please review this letter for important information about graduation and the remaining senior activities for this year.

- Place: **New Manchester High School football field**
- When: **Friday, May 26<sup>th</sup>**
- Time: **8:00 p.m.** (Gates will open at 6 pm)
- Tickets: **8 tickets per student**
- Seniors (only) will report at 6 pm to the auxiliary gym

**Inclement Weather "Rain Day"** – In case of bad weather, graduation will be held on Saturday, May 27<sup>th</sup> at 10 a.m. Students should report to the auxiliary gym at 8 am. **The same graduation tickets will be used for either ceremony.**

### **Tickets**

Graduates will be given 8 tickets for family and/or friends to attend the graduation ceremony. The tickets will be distributed to those seniors in **good financial standing** on May 25<sup>th</sup> at graduation practice. In order to be admitted to the stadium for the ceremony, a ticket should be presented and subsequently surrendered to the ticket taker at the gate. **No ticket, no admittance. No exit/reentry will be allowed.** Tickets will be required for everyone, including infants and children. No exceptions will be given.

**Additional tickets/reserved seating requests** - Families may purchase additional tickets in our reserved seating area on the track. **Reserved seating tickets are \$20 each.** Tickets will be on a first come, first serve basis until supplies have been exhausted. **Tickets will be sold in the media center from May 8<sup>th</sup> – 23<sup>rd</sup> between the hours of 8:15 a.m. & 1:30p.m. each day.** Only Money Orders or cash will be accepted.

**Hold List** –Any senior who owes money, textbooks/books, athletic gear, etc. will be on the hold list. Any senior on the hold list will not receive his/her tickets at graduation practice. Please take care of any financial obligations you have with the school prior to the end of the semester.

### **The Audience**

The audience is expected to act in a dignified manner. Parents and guests are requested to dress appropriately for the occasion. Once the ceremony begins, no movement will be permitted. Guests should arrive early enough to locate seats. **Gates will be open at 6 pm for guests to enter.** Anyone who arrives intoxicated will be barred from attendance. Security officers will remove anyone who becomes excessively noisy, loud, or disruptive during the ceremony. Graduates will be asked to identify guests who are in wheelchairs, or who may need some other special assistance during the ceremony. A section of the stadium on the home side will be reserved for these guests. **Please return the required special seating form to Ms. Lunsford in the main office.**



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**Audience members are requested to stay in their seats until the ceremony has concluded and graduates have tossed their caps indicating the end of the ceremony.** Parents wishing to come onto the field after the ceremony must remember that high heels are not allowed on either the track or the field. Please wear appropriate shoes.

**Parking for Graduation** – Ample parking is available in the lots surrounding the school. Handicapped seating will be available at the top of the home stands at the football stadium. Anyone needing to drop off for handicapped seating should notify the parking lot attendants.

## **Graduation Attire**

Gentlemen: <ul style="list-style-type: none"><li>○ Shirt with Tie</li><li>○ Dark pants</li><li>○ Dark dress shoes <b>(NO TENNIS SHOES)</b></li></ul>	Ladies: <ul style="list-style-type: none"><li>○ Dark (solid color) slacks/dresses</li><li>○ Dark shoes <b>(NO TENNIS SHOES)</b></li><li>○ Note: <b>No high heels. Heels will be prohibited</b> due to the turf field and rubber track. Girls wearing shoes that make it difficult to walk will be required to change before check-in.</li></ul>
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**Students will not be allowed to carry cell phones, electronic devices, or any other items on the field during graduation.** *Do not bring any items with you.* Doing so will result in disciplinary actions up to and including not participating.

**Students may only wear honor cords, tassels or stoles that have been awarded by New Manchester High School.** Students must discard chewing gum before the graduation program begins.

**May 26<sup>th</sup> – Graduation Evening** – Seniors will check-in the auxiliary gym at 6 pm. **Do NOT bring any items with you.** Parents and/or friends will **not** be allowed in the gym prior to graduation.

**Graduation Practice** – 8:45 a.m. to noon each day

- Tuesday, May 23<sup>rd</sup>
- Wednesday, May 24<sup>th</sup>\*\*
- Thursday, May 25<sup>th</sup>

**\*\*Senior cap and gown panoramic picture, bring cap and gown**

**Students should report to the visitor's side of the football field at **8:45 a.m. sharp** on all three days. Breakfast will be provided for all days of practice.** Students who are late to graduation practice(s) will be required to stay for stadium work detail. Wear cool but appropriate clothing; it will be warm during practice. You are also encouraged to bring a water bottle for hydration.

**Students may not leave practice early for work or any other appointments. Students who do not attend practice will not be allowed to walk Friday evening.** Students are not to leave campus at any time during graduation practice. If there is a bona fide emergency, call the main office at 770-651-2700 and let Ms. Millie know. Provide her with a call back number so that an administrator can contact you.

**Once seniors are dismissed from practice, they are to leave campus and may not go back into the school.** All other students will be taking final exams. Any senior found inside the main campus after practice dismissal will be subject to disciplinary action.



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## Prom:

Seniors voted on this year's prom theme, "A Night in Paris". The prom is **May 6, 2017 from 8:00 PM to 11:00 PM**. The cost for tickets is \$100. Students may see Mrs. Baker-Burch in room C2111. The last day to purchase Prom Tickets is Friday, April 28, 2016. Tickets will not be sold during the week of the Prom.

## Senior Award Programs:

- **Senior Honors Night** **Date:** Tuesday, May 16, 2017; **Time:** 6:30 PM – 8:00 PM;  
**Location:** NMHS Theater; **Students that are being recognized will receive an invitation to the event.**
- **Senior Breakfast** **Date:** Friday, May 19, 2017; **Time:** 9:00 AM – 12:00 PM;  
**Location:** The Centre at Arbor Connection, **7475 Douglas Blvd #100a, Douglasville, GA 30135;**  
**All seniors are encouraged to attend. Program will open for parents from 9:45 AM until 10:15 AM.**

## Final Exam Schedule:

- Monday, May 15<sup>th</sup> – 5<sup>th</sup> and 7<sup>th</sup> periods
- Tuesday, May 16<sup>th</sup> – 6<sup>th</sup> and 8<sup>th</sup> periods
- Wednesday, May 17<sup>th</sup> – 1<sup>st</sup> and 3<sup>rd</sup> periods (1/2 day for seniors only)\*
- Thursday, May 18<sup>th</sup> – 2<sup>nd</sup> and 4<sup>th</sup> periods (1/2 day for senior only)\*

**\*Seniors will be released early on Wednesday and Thursday. They are expected to leave campus at the conclusion of their final exams. Seniors should make arrangements ahead of time.**

**Senior Walk** – On Thursday, May 18<sup>th</sup>, we will be on a morning advisement schedule. Seniors will report to the theater during advisement. Details for the senior walk will be shared at this time. Seniors should wear spirit wear (in dress code). **Seniors who behave inappropriately will be disciplined.** Parents are invited to line the front of the school and watch the senior processional.

**Baccalaureate Service** – **This is a student generated and student led event. Attendance is voluntary.** It is scheduled to be held on **Monday, May 22, 2017, at 6:30 p.m. in the theater at New Manchester High School.** Seniors wishing to participate should report to the chorus room by 6:00 pm in their caps and gowns. There will be a reception for seniors and their guests after the program in the courtyard.

**Final Transcripts** – Seniors must request final transcripts to be sent to colleges/NCAA as needed. See Ms. Morris in the Career Center - \$3.00 fee per transcript. Transcript requests should be turned in by Thursday, May 12<sup>th</sup>.

Again, we are excited about the Graduating Class of 2017. We look forward to your participation in acknowledging our Jaguars!

Best regards,

Marco Holland

*Principal*