



EAST PAULDING HIGH SCHOOL

3320 East Paulding Drive
Dallas, Georgia 30157

Ronnetta Simpson, Principal
770-445-5100

Dear Senior and Senior Parents,

Congratulations on your child reaching this point in his or her high school career. During this unprecedented time at the forefront of our thoughts has been our seniors and graduation. Graduation is a special time to recognize all of the hard work students have put in to get to this point. Ideally, we would want all 380+ students graduating together however; due to COVID-19 this is not possible. Nevertheless, we will have a MARVELOUS ceremony to celebrate our deserving students. The Graduation Planning Committee is working diligently to ensure that your child's graduation is memorable.

This year's Commencement Ceremony will be held on **Saturday, June 20, 2020** at the East Paulding High School Stadium! Due to COVID-19 we will hold two graduation ceremonies to comply with social distancing guidelines. The first ceremony will be held at **8:00 AM** for graduates with the last name beginning with the letters **A - K**. The second ceremony will be held at **8:00 PM** for graduates with the last name beginning with the letters **L - Z**.

Enclosed with this letter, you will find the following important information about the commencement ceremony:

- General Information
- Behavior Expectations
- Dress Code
- Commencement Practice
- Commencement Photos
- Ticket and Parking Information

After reviewing this packet, if you have any questions please contact a member of the Graduation Planning Committee.

Sincerely,

Ronnetta Simpson, Principal

EAST PAULDING HIGH SCHOOL CLASS OF 2020

Commencement Information and Schedule of Activities

Seniors and their parents should read all information in this packet carefully. Seniors are responsible for knowing and following all directions and schedules in this packet.

Commencement Ceremony

The Commencement Ceremony will be held **Saturday, June 20, 2020** at the East Paulding High School Stadium! Due to COVID-19 we will hold two graduation ceremonies to comply with social distancing guidelines. The first ceremony will be held at **8:00 AM** for graduates with the last name beginning with the letters **A - K**. The second ceremony will be held at **8:00 PM** for graduates with the last name beginning with the letters **L - Z**.

Commencement is an optional, dignified, formal ceremony for graduating seniors and their families and guests. Possession of any disruptive objects or disruptive behavior may lead to immediate removal from the ceremony. We ask that everyone in attendance cooperate to make the commencement ceremony the dignified event it is meant to be. Please avoid making any distracting noises that would detract from the decorum of the ceremony. The ceremony is an official function of East Paulding High School; therefore, all Paulding County School District and East Paulding High School policies and rules must be followed.

Ceremony Behavior

All policies, rules, and expectations of the school and the Paulding County School District will be enforced. Graduates must remain properly dressed throughout the ceremony. Possession of any disruptive objects may lead to immediate removal from the ceremony. Graduates should not bring valuables (cameras, phones, purses, etc.) to the ceremony. No one is available to monitor their valuables. Graduates must arrive on time, follow directions, and cooperate fully during the ceremony. Disruptive graduates will be removed and not allowed to participate in the ceremony.

Each and every graduate at EPHS deserves to hear his or her name during the graduation ceremony. The announcers cannot stop and pause for excessive noise following one graduate's name, or we would have to delay the ceremony. Please be respectful of the formal nature of the ceremony, but more importantly be respectful of your fellow graduates. No noise makers, beach ball, horns, or bells of any kind should be used on the field or by the audience. Please remind your parents and others planning to attend that we truly want to honor every graduate. Please note: *Seniors on the field can be removed for rude or obtrusive behavior.*

Valedictorian/Salutatorian

These highly esteemed positions are earned by the senior with the highest GPA and the student with the second highest GPA. These graduates will not only be honored with the title, but will also be recognized during the ceremony and have the chance to speak to the graduating class.

Honor Graduates

Any senior with a grade point average (GPA) of at least 89.5 (weighted) will be recognized as an honor graduate. These graduates will receive different hoods to wear over the top of their gown and will be lined up alphabetically at the beginning of the graduate line.

Commencement Ceremony Attire

All graduates must wear the cap and gown chosen by the school and ordered from Jostens. Please steam or hang the gown before commencement; do NOT hem or iron commencement gowns. Only those in proper attire will be allowed in the processional.

- ☐ Please inventory items received from Jostens. If you are missing items, please contact Jostens.
- ☐ If you did not get a chance to pick up your cap and gown, you may pick them up at graduation practice.
- ☐ If you need to pay for your cap and gown, please contact Jostens. **Click here for more information:** <https://www.jostens.com/apps/store/customer/1040172/East-Paulding-High-School/>
- ☐ If you are experiencing financial difficulty, please contact a Graduation Committee sponsor (**contact information below**).

Female Graduates: Must wear a dress, skirt, or black pants underneath their gowns with black shoes. If the graduate elects to wear heels they should be very careful of the type of heel they select. Wedges are recommended; stiletto type heels are not allowed. These shoes are a safety hazard. They will go into the field and possibly cause you to trip, especially on a turf field. No flip flops or tennis shoes of any kind are allowed. Please bring your shoes to practice on Thursday and Friday. If you are in need of any of these items, see Coach Johnson, Mrs. Bissell or Ms. Raymond.

Male Graduates: Must wear black dress pants, a white dress shirt with a tie, black socks, and black dress shoes. No flip flops or tennis shoes of any kind are allowed. If you are in need of any of these items, see Coach Johnson, Mrs. Bissell or Ms. Raymond.

Please Note: Graduates must not alter the appearance of the cap nor gown in any way including the top and rim of the cap. PLEASE DO NOT under any circumstances place any numbers, letters, images, or items of any kind on the top of the mortarboard for decoration. The only addition to any cap and gown outfit will be honor recognitions. Graduates who have received cords, sashes, or stoles as honor recognition from a recognized school organization can be worn during graduation.

Commencement Ceremony Graduate Arrival Information

- ☐ The arrival time for graduates participating in the morning ceremony will be 6:30 a.m. and for graduates participating in the evening ceremony the arrival time will be 6:30 p.m.
- ☐ Graduates will be required to park in the back parking lot.
 - ☐ Graduates with special needs or that are being dropped off will be allowed to enter campus via the main gate at East Paulding Drive.
- ☐ Graduates should arrive properly dressed and have their cap/gown with them. Graduates do not need to wear their cap and gown to the ceremony; they may bring it with them on a hanger.
 - ☐ Please **DO NOT BRING EXTRA BAGS/PURSES** as you will not have access to the gymnasium after the ceremony.
 - ☐ All graduates will exit the campus immediately following the ceremony.
- ☐ Upon arrival, graduates should report directly to the gym for check-in.
- ☐ Graduates will need to sit in their assigned seat to observe social distancing guidelines.
- ☐ Graduates are encouraged to wear masks.
- ☐ **Only graduates will be allowed to enter the gymnasium.**

Commencement Ceremony Tickets

- ☐ All students will receive 4 tickets for family and friends.
- ☐ We will not have extra tickets to give away nor for sale.
- ☐ Tickets will be disbursed to students on Friday, June 19, 2020 at the end of practice.
- ☐ There will be three gates for spectators to enter the stadium (2 upper gates and 1 lower gate near the field house).
- ☐ The gates will open at 7:00am (morning ceremony) and 7:00 pm (evening ceremony).

Commencement Ceremony Seating

- ☐ Seating for spectators will be available on the home and visitor sides of the stadium.
- ☐ Seating will be staggered and/or checkered to meet social distancing guidelines.
 - ☐ Seating will be arranged in sets of four for families.
- ☐ Handicap seating will also be available for those who cannot sit comfortably in the stadium bleachers.
 - ☐ Handicap seating will be in designated areas (home side by ramp with wheelchair access). See an attendant for assistance!
- ☐ Honor graduate family seating will be available on the track (tickets required).
- ☐ Unfortunately, there is NO reserved seating for this event. All seating is on a first come, first seated basis.

Commencement Parking, Handicap Parking and Seating

Graduation guests will have the use of the front and back parking lots as directed by parking lot attendants. For guests with a mobility issue or requiring assistance: Please report to an attendant (please display a handicap tag if you have one) and you will be directed to a specific lot. Handicap seating will also be available for those

who cannot sit comfortably in the stadium bleachers. Handicap seating will be in designated areas (home side by ramp with wheelchair access). Additional parking will be available at East Paulding Middle School.

Please note: Handicap drop-off will be available for both the home and visitor side of the stadium.

General Graduation Information

Seniors must meet the following requirements for graduation before a diploma will be granted.

1. Graduates must pass all required classes for graduation. The graduate's assigned counselor will contact any student requiring graduation options.
2. Graduates must meet all financial obligations, including payment for lost textbooks, library fines, senior dues, etc., and be "**cleared**" by the bookkeeper, Dana Mann, before final grades can be given and before the graduate will be allowed to participate in commencement practices. **Graduates will have until 12:00 am on Friday, June 19, 2020** to take care of any **outstanding fees**.

Payments for financial obligations must be made in cash or credit/debit card, cashier's check, or money order. No personal checks will be accepted.

- ☐ To pay **SENIOR DUES** online via RevTrak scan/click here: <https://tinyurl.com/y8z799hs>



- ☐ To pay **FINES/FEES** online via RevTrak scan/click here: <https://tinyurl.com/ycmb9bhe>



Commencement Practices

Attendance at both commencement practice sessions is a **MANDATORY** requirement for participation in the Commencement Ceremony. Graduates must be on time for practices and will not be admitted late or permitted to leave early.

Practice Guidelines:

- ☐ Graduates are expected to follow directions explained during practices; failure to do so may result in the student being excluded from the ceremony.
- ☐ All Paulding County School District behavior policies and East Paulding High School behavior rules, and expectations are in effect at all commencement practices and during the ceremony.
- ☐ Food will be provided for each practice however, students are encouraged to bring water to keep hydrated.
- ☐ Students are encouraged to wear a mask during practice.
- ☐ Graduates must adhere to the school dress code for practice; however gym shorts are allowed. (No tanks or short shorts!)
- ☐ Graduates must have met all financial obligations by 12:00 am Friday, June 19th.
- ☐ All practice sessions are scheduled for three (3) hours. Practice times are designed to meet specific goals for each session to ensure a marvelous ceremony. Please keep in mind these times are approximate and greatly depend upon the graduates' cooperation.
- ☐ Once practice ends, graduates are not allowed back into the school building for any reason.
- ☐ Graduates must make arrangements to leave campus once practice is over.

Commencement Photos, Video, & Streaming

To maintain the dignity of the ceremony, guests must remain in their seats throughout the Commencement Ceremony. Family and guests will NOT be permitted in the stage area to take videos or photos. Only hand-held cameras that do not block the view of other guests may be used.

We have arranged for Prestige Studios to take commencement photos (taken as the diploma is awarded and as the graduate leaves the stage). Prestige Studios will email you the proofs for you to preview and purchase.

As a courtesy, East Paulding High School's very own student-ran Raider Studios will live stream and record

both ceremonies. After editing, Raider Studios will have copies of the video available for purchase.

Diplomas

During the ceremony, as graduates cross the stage they will receive their diploma covers. After the ceremony, students will pick up their actual diploma and an informational packet at a designated location on campus. Directions for pick up will be announced during graduation practice and again prior to ceremony.

PTSA

The PTSA will have water and soft drinks available for sale.

Graduation Planning Committee Members

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