



Principal, Casey M. Bethel
Assistant Principal, LaVar Hickerson
Assistant Principal, Crystal Mattox
Assistant Principal, Michael Moffett
Assistant Principal, Alycia Richards
Assistant Principal, Susan Wilson

March 25, 2024

Dear Parents and Guardians of the Class of 2024:

We are elated to be making final preparations to acknowledge the graduating Class of 2024! For this occasion, the Class of 2024 will hold graduation on **Thursday, May 23, 2024, at 2:00 PM at the Legacy Arena, 9030 Highway 5, Douglasville, Georgia 30134**. In preparation for this grand occasion, please review this letter for important information about graduation and the remaining senior activities for this year.

GRADUATION CEREMONY: Thursday, May 23rd at 2:00 P.M. at the Legacy Arena.

Graduates must check in at NMHS at the bus gate at their assigned time.

Last names A-G must check in at 10:15 A.M.

Last names H-M must check in at 10:30 A.M.

Last names N-S must check in at 10:45 A.M.

Last names T-Z must check in at 11:00 A.M.

If you arrive after 11:15 A.M., you will not be able to participate in the graduation ceremony. Please be on time!

The Douglas County School System requires all graduates to be transported to the Legacy Arena via school system transportation. THIS IS MANDATORY! NO EXCEPTIONS!

Graduates are to leave any valuables with their parents or in their car. Graduates must have their cap and gown with them and be dressed appropriately to check in and participate in the ceremony.

GRADUATION ATTIRE:

Gentlemen:

- White shirt with black tie or bow tie.
- Solid, black slacks (**NO JEANS/DENIM, NO CARGO PANTS, etc.**)
- Solid, black dress shoes and black socks (**NO SNEAKERS, FLIP FLOPS, OR SLIPPERS/SLIDES**).
- **No decoration on graduation caps.**

Ladies:

- Solid, black slacks or dresses—dresses cannot extend beyond the gown (**NO JEANS/DENIM, NO CARGO PANTS, etc.**)
- Solid, black dress shoes (**NO SNEAKERS, FLIP FLOPS, OR SLIPPERS/SLIDES**).
- **No decoration on graduation caps.**

If any senior arrives out of the dress code, they will not be allowed to participate in the graduation ceremony and may pick up their diploma at NMHS on May 28, 2024.

GRADUATION CEREMONY EXPECTATIONS-STUDENTS: The graduation ceremony is a formal event where we ask all participants to act in good judgment and consideration for others. The ceremony is intended to recognize all students who have worked for this honor. Do not bring nuisance items to the ceremony. Doing so will result in disciplinary actions, including community service and/or removal from the program.

- **Students will not be allowed to carry cell phones or other electronic devices during graduation.**
- **Students will go through security checks upon check-in. The only item allowed at check-in is a single car key. If any additional items are found on their person, they will be confiscated and held for pick up at NMHS until the completion of your community service hours, beginning on May 28, 2024.**
- **Students may only wear honor cords, tassels, or stoles that have been awarded by New Manchester High School. Unapproved items will be confiscated and held for pick up at NMHS on May 28, 2024.**
- **Students do not make hand gestures or dance during the ceremony or after its completion.**
- **Students do not chew gum during the graduation ceremony. Make sure you discard it before lining up.**

GRADUATION CEREMONY EXPECTATION-AUDIENCE: A graduation ceremony is a formal event where we ask that all guests act in good judgment and consideration for others. The ceremony is intended to recognize all graduates who have worked for this honor. Audience members are expected to act in a **dignified manner**.

Parents and guests are requested to dress appropriately for the occasion. Items **prohibited** at the graduation ceremony include **balloons, banners, signs, fireworks, confetti, lasers, and artificial noise-makers (air horns, shakers, etc.)**.

Once the ceremony begins, no movement will be permitted. Guests should arrive early enough, with your entire party, to locate seats. Please keep talking and noises to a minimum. **Gates will open at 1:00 P.M.** for guests to enter.

GRADUATION PRACTICE: Graduation practice dates are as follows:

May 20, 2024 8:00 A.M. at the NMHS Jaguar Gymnasium.

May 21, 2024 11:30 A.M. at the NMHS Jaguar Gymnasium.

May 21, 2024 2:00 P.M. at the Legacy Arena (transportation will be provided).

The Douglas County School System requires all graduates to be transported to the Legacy Arena via school system transportation. THIS IS MANDATORY! NO EXCEPTIONS!

Attendance at practice in its entirety is **MANDATORY** for all

seniors who are participating in the graduation ceremony. **Do not** plan to arrive late or leave practice early for work or any other appointments. **Students who do not attend all practice days for the full time will not be allowed to walk in the graduation ceremony.** Students are not to leave campus at any time during graduation practice. If there is an emergency, call the main office at 770-651-2700 and let the receptionist know. Provide a callback number so that an administrator can contact you.

Once seniors are dismissed from practice, they are to leave campus. Do not go 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.

Attire for Graduation Practice: Please wear garments that adhere to the New Manchester High School dress code.

GRADUATION TICKETS: Each graduate will receive **twelve (12) tickets** to distribute to their guests for graduation. **ALL guests must have a ticket to enter the arena, regardless of age.** Tickets will be distributed to seniors in good academic and financial standing. Ticket distribution will take place on Wednesday, **May 22, 2024, during the timeslots listed below. Only the graduating senior will be allowed to pick up tickets. Students must present an ID to receive tickets. No extra tickets will be sold or provided.** The ceremony will be live-streamed, and the link will be shared during the graduation week.

DISTRIBUTION TIMES: Last names A-E at 9:00 A.M.
Last names F-J at 10:00 A.M.
Last names K-O at 11:00 A.M.
Last names P-T at 12:00 P.M.
Last names U-Z at 1:00 P.M.
Tickets will not be distributed after 2:00 P.M.

GRADUATION PHOTOS: Individual graduate photos will be taken professionally during the graduation ceremony. All photos will be emailed to the senior. You may also retrieve photos from cady.com/events and select New Manchester High School.

STUDENT HOLDS LIST: Any senior owing money, owing dues, **or** has not returned Chromebooks, textbooks/books, athletic gear, instruments, etc. will be on the hold list. All seniors must be cleared from the hold list no later than **May 15, 2024**. Seniors must return Chromebooks by **May 15, 2024, by 1:00 P.M.** Any senior remaining on the hold list **will not receive his/her tickets or diploma and their final transcript will be withheld until all holds are cleared.** Remember, senior dues are \$75 and can be paid on the [NMHS website](https://nmhs.org).

SENIOR EXIT SURVEY: Completion of the Senior Exit Survey is mandatory. The link will be posted to all communication platforms such as email, the school website, Google Classroom, and the Band app when it becomes available. Seniors who have not completed the exit survey will be placed on the holds list.

SENIOR FINAL EXAMS: **May 14, 2024**, 3rd and 4th Period Final Exams (full day of school).
May 15, 2024, 1st and 2nd Period Final Exams (seniors dismissed from 2nd period at 11:15 A.M.). Seniors last day of school will be May 15, 2024. No senior should be on campus until May 20, 2024, for graduation practice.

SENIOR WALK: **May 15, 2024, 11:30 A.M.** Seniors will participate in a Senior Walk following 2nd Period Final Exams. *All seniors are invited to participate.*

RETURN TO ELEMENTARY SCHOOL: On Friday, May 17, 2024, from 8:00 A.M. to 10:00 A.M., students are allowed to return to their elementary school and walk the halls for the last time before graduating high school. Seniors who remain in good academic / discipline status are encouraged to participate in this senior activity. A Google Form will be available on April 26, 2024, to ensure an accurate account of all attendees.

PROM: **May 4, 2024, from 6:00 P.M. to 10:00 P.M.** at The Roof at Ponce City Market. Purchase tickets on the NMHS school website.

SENIOR HONORS NIGHT: **Thursday, May 16, 2024, at 6:00 P.M.** Students being honored will receive an invitation from the counselors along with instructions.

SENIOR ACTIVITY: **TBA**

BACCALAUREATE SERVICE: **Sunday, May 19, 2024 at 2:00 P.M.**
New Mountain Top Baptist Church
7822 Conners Road, Winston, GA 30187

FINAL TRANSCRIPTS: The order form for requesting final transcripts is ready and available in the Class of 2024 Google Classroom. Note that final transcripts are processed by the district office and are sent out in late June.

Please sign up to receive important updates on the Senior **BAND** using the QR code below.



Thank you for your participation and cooperation in such an important and momentous occasion.

Best wishes,

Casey M. Bethel - Principal
New Manchester High School
Office: (770) 651 - 2717
Email: casey.bethel@dcssga.org