



Administrators

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**RICS Class of 2020 Graduation Date:
Thursday, May 21, 2020 @ 3:00pm
Cobb Energy Performing Arts Centre**

January 21, 2020

Greetings to the Riverwood Graduating Class of 2020 and their families:

On behalf of the faculty and staff of Riverwood International Charter School, we want to congratulate you on successfully completing your high school career. We truly hope that your time at Riverwood has been personally fulfilling and academically rewarding and that you are well-prepared for the next steps in your life.

The purpose of this letter is to inform you of upcoming events and information. It is very important that you read this letter and thoroughly understand what is expected of you in the months ahead.

A few general notes about the conclusion of the school year for our seniors:

- Senior grades close after the last senior final on May 15, 2020. Teachers have to finalize and submit all senior grades by that afternoon. All requirements for a Fulton County High School diploma must be completed by that time.
- Commencement for the Class of 2020 is an optional ceremony and participation is a privilege. Participating in the commencement ceremony is not required to receive your high-school diploma.
- Seniors must exercise good judgment to ensure they may participate in this long-awaited ceremony. Since this ceremony is optional, any action, behavior, or potential behavior that the administration believes is a detractor to the dignity of the commencement ceremony may result in the senior being excluded from the ceremony. Please keep in mind that this may include any actions of a student including, but not limited to, violation of school rules and District policy, arrests, inappropriate use of social media, participating in “senior pranks,” or actions that do not represent Riverwood in a positive way. In short, use good sense!
- Graduates who choose not to participate in the graduation ceremony at Cobb Energy Centre are requested to report their intention to the counseling office no later than Wednesday, May 1, 2020.
- Graduation practice is scheduled for Wednesday, May 20, 2020 from 8:20 AM until dismissal. Attendance at Graduation Practice for the entire time is

mandatory for participation in the commencement ceremony. Please do not schedule appointments or other activities during the graduation practice time. Only students taking an IB or AP test during the graduation practice time are exempt from attending graduation practice.

Please remember that the information contained in this letter, and more, is included in the Senior Page on the Riverwood website (www.riverwoodics.org). It is the responsibility of the graduating senior to stay abreast of all information and deadlines regarding graduation.

Senior Exit Survey

It is mandatory that each senior complete the Fulton County Exit Survey. You will receive information regarding the survey from your counselors by April.

Final Transcript Information

For the Counseling Department to be able to send final transcripts to colleges after graduation, all seniors need to log on to their Parchment accounts (www.parchment.com) and request their needed transcripts.

Scholarships Offered Form

The deadline to return the 2020 Scholarships Offered Form along with copies of official scholarship award letters/notices is April 22, 2020. Please note that official scholarship award letters/notices must be received in order for a student's scholarship information to be included in the graduation program. All scholarship information should be submitted to Mrs. Garber in the College/Career Center.

College Acceptances

Seniors are asked to submit a copy of all college acceptances to Mrs. Garber in the College/Career Center as they are received and no later than April 22, 2020.

Cap and Gown Distribution

Caps and Gowns will be distributed on Wednesday, April 15, 2020 during all three lunches.

Senior Final Exams

The policy for Senior Exam Exemptions is below:

During spring semester, all students may exempt final exams in any class in which they meet ALL the following criteria:

- An average of 85 or higher in that class (without quality points)
- No more than 3 unexcused absences in that class
- No OSS during that school year
- No more than five (5) tardies in the class period in which the student wishes to exempt a final exam

- Students enrolled in International Baccalaureate and/or AP courses are not allowed to exempt a final exam in an IB/AP course when the final is being administered in preparation for IB/AP exams.
- Exemption of the final AP/IB exam is at the discretion of the teacher.

If a senior is exempting a final exam, that student should not be on campus during the time that final is administered. The Final Exam Schedule for the Class of 2020 is as follows:

Senior Exam Schedule

Tuesday May 12, 2020	Periods B1 and B2
Wednesday May 13, 2020	Periods A1 and A2
Thursday May 14, 2020	Periods B3 and B4
Friday May 15, 2020	Periods A3 and A4

Senior Clearance

On Tuesday, May 19, 2020, all graduating seniors must clear outstanding debts and obligations before being allowed to participate in graduation practice. This includes returning books and equipment and paying any fines and fees. Please note that all payments must be made in cash-checks will not be accepted. Students will report to the upstairs track of the Tournament Gym using the following schedule:

Report Time	Last Name
9:00 AM	A-C
9:30 AM	D-H
10:00 AM	I-M
10:30 AM	N-S Students with IB/ AP Testing Conflicts
11:00 AM	T-Z
Senior Clearance will close at Noon	

It is strongly suggested that seniors check in advance of senior clearance to make sure they do not have any outstanding debts or obligations to the school that need to be cleared.

During Senior Clearance, seniors will complete several items needed to prepare for graduation including:

- Pay any fines or fees owed to the school. This includes parking fines, lost or damaged books, and other fees.

- Account for school issued property, especially athletic gear and uniforms
- Finalize name pronunciation

Seniors cannot participate in graduation practice or the graduation ceremony until all debts and obligations to the school are cleared. Please make sure you attend Senior Clearance on Tuesday, May 19, 2020.

Seniors are expected to provide their own transportation to and from school for Senior Clearance. If a senior is riding the bus to and from school, they are asked to remain in the Tournament Gym as to not disturb other students taking finals.

Graduation Practice

Graduation practice will begin promptly at 8:20 AM Wednesday, May 20, 2020 in the Auxiliary Gym.

Dress code for the graduation practice is as follows:

Casual Attire

Please remember that participation in graduation practice is mandatory to be able to participate in the graduation ceremony.

Students are welcome to bring clothes to change into for the Senior Picnic. There will be water games so bring a change of clothing if you plan to participate.

Only students involved in IB or AP testing during the graduation practice are exempt from graduation practice.

Graduation Ceremony

Commencement Exercises for the Riverwood Class of 2020 will be held at the Cobb Energy Performing Arts Centre on Thursday, May 21, 2020 at 3:00 PM.

Tickets: Each senior will receive six (6) graduation tickets after Graduation Practice on May 20, 2020. Cobb Energy Centre has made a change to their procedures as far as seating arrangements in order to promote a safer environment. This year, the tickets will be reserved seating only. During Graduation practice, students will randomly receive their group of 6 tickets that will indicate seating for the 6 family members that will attend. Any additional tickets will be disbursed at the end of graduation practice. Please note that the additional tickets may not be near your original 6 seats.

The Cobb Energy Centre will be live-streaming the graduation ceremony online. Instructions for accessing the online broadcast will be shared as soon as they are made available.

Students must arrive at the Cobb Energy Centre by 1:00 PM

Cobb Energy Centre offers parking in adjacent decks and lots with additional parking at the Galleria Office Park across Akers Mill Road. Parking is \$10.00 for ALL SENIORS driving and family members (cash only). Carpooling is strongly encouraged

Students not in dress code will not be allowed to participate in the ceremony. The Dress Code for the graduation ceremony is as follows:

Men:

- Blue, black or khaki color pants or slacks
- Comfortable dress shoes
- Light button-down shirt with a tie

Women:

- Any color of dress, skirt, or pants with any color top. Dress or top must have cover shoulders (no strapless attire)
 - Comfortable dress shoes or sandals (Remember you will have to go up and down stairs and ramps in front of a very large crowd)
- For the 2020 school year, Seniors will be permitted to decorate their cap for the graduation ceremony according to specific guidelines. Failure to follow these guidelines will result in the removal of the cap before the ceremony and the student incurring the cost of being issued a replacement cap to be paid at the time of receipt of the actual diploma the day after graduation.

GRADUATION CAP DECORATING GUIDELINES:

- Caps cannot contain any advertisement, symbols, abbreviations, initials, words, slogans, patches, or pictures that: Refer to drugs or controlled substances, tobacco, alcohol, or weapons or be of a sexual nature.
- Caps cannot denote an affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of another student.
- Caps cannot be obscene, profane, vulgar, or lewd.
- Caps cannot include numbers other than the graduation year.

- Caps cannot threaten the safety and welfare of any person or make noise. No bells, horns, or anything that makes noise.
- Only the flat top area of the mortar board may be decorated. There may be nothing standing up or hanging down from any of the sides of the cap.
 - Students, we highly suggest you trace your cap onto cardboard and decorate the cardboard. In case you make a mistake, you can start over with a new piece of cardboard. We will not furnish new caps if you mess yours up decorating. After you decorate your cap, stick it to your cap with double sided tape of Velcro stickers. Velcro tape can be purchased at any fabric store, Target, Wal-Mart and throughout many CVS and Walgreens stores. All decorated caps must be brought **to Senior Clearance on Tuesday, May 19th 2020** in order to receive approval of the hat décor. If it is not cleared during this time, your cap will remain undecorated. Administration will reserve the right to disallow anything that is not considered appropriate for the commencement ceremony.
 - Remember that graduation is a formal ceremony that is steeped in academic tradition. Graduates and their families are asked to conduct themselves in a manner that does not draw attention to them, does not detract from the ceremony, and does not bring embarrassment to Riverwood.
 - Any behavior by any graduate or their guests that is considered by the administration to be inappropriate may result in a hold being placed on your final transcript and/or diploma for an amount of time to be determined by the principal.
 - The school's professional photography company will take pictures as each graduate crosses the stage. Information about the purchase of photographs and other information will be communicated by Cady & Cady Photography.

Coordinating senior events is a large undertaking that requires the support of the entire Riverwood community. In addition to the activities coordinated by the school, the Riverwood PTSA organizes and funds a variety of senior events which you can learn more about by reading the included PTSA Senior Letter. You can also visit the Senior page at www.riverwoodics.org.

While seniors have paid dues to help alleviate some of the fees involved with senior activities, the Riverwood PTSA could still use donations of time and money to support senior activities. If you can donate, it is appreciated!

Thank you for taking the time to familiarize yourself with the content of this letter so that graduation can be an enjoyable experience for all. If you have any questions, please contact Anna Trentacoste (Trentacoste@fultonschools.org).

Congratulations!

Kindra Smith, Ed.S