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Riverwood International Charter School  
Class of 2021  
Graduation Date: Saturday, May 22, 2021 at 7:00pm  
Ameris Bank Amphitheater  
2200 Encore Pkwy, Alpharetta, GA 30009

February 26, 2021

Greetings to the Riverwood Graduating Class of 2021 and their families,

It is hard to believe that graduation is right around the corner. The Class of 2021 has overcome obstacles no one anticipated, we are so proud of you! As you prepare for the next step in your life journey, remember the lessons the past year have taught you, know that you can and will persevere.

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

Many of the following activities are required to participate in graduation. If you answer Yes to any of the questions prior to any of the activities, please contact the [COVID-Parent Portal](#) for additional guidance.

1. Has tested positive for COVID-19 in the last 15 days
2. Currently waiting for a result for test for COVID-19
3. Has been in close contact (within 6 feet for at least 15 minutes) in the past 15 days with someone diagnosed with COVID-19

Please do not send your child to any of the prescribed events if they fit into any one of the above categories.

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

- Senior grades close after the last senior final on May 19, 2021. Teachers must 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 2021 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.
- Graduates who choose not to participate in the graduation ceremony at Ameris Amphitheater are requested to report their intention to the Counseling office no later than Monday, May 3, 2021. [Click here to complete survey](#)
- Graduation practice is scheduled for Friday, May 21 from 9-12pm in the Riverwood Athletic Stadium. Graduation practice is a **mandatory** event. You must be present for the entire practice to be able participate in the Commencement ceremony. Please do not schedule appointments or other activities during this time.

## Senior Exit Survey

It is mandatory that each senior complete the Fulton County Exit Survey by April 23. Counselors will conduct classroom guidance to complete the process. Individuals who have not completed the form will be contacted directly by their counselor. If you have questions regarding this survey, please contact Jonathan Altidor at [altidorj@fultonschools.org](mailto:altidorj@fultonschools.org).

## 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 Naviance account and request their transcripts. Transcripts will be available for free until August 1, 2021. For questions regarding transcripts, please contact Olivia Gonzalez at [GonzalezO@fultonschools.org](mailto:GonzalezO@fultonschools.org).

## Scholarships Offered Information

The deadline to upload official copies of all scholarship award letters/notices in Naviance is April 23, 2021. Please note that official scholarship award letters/notices must be received for a student's scholarship information to be included in the graduation program. All scholarship information should be uploaded in the senior's Naviance portal. Students can access Naviance by logging into [Classlink](#) and clicking on Naviance. For questions regarding transcripts, please contact Roxie Garber at [Garber@fultonschools.org](mailto:Garber@fultonschools.org).

## College Acceptances

Seniors are asked to upload a copy of all college acceptances in Naviance no later than April 23, 2021. Please include copies of all official acceptance notifications, emails, and letters. Students can access Naviance by logging into [Classlink](#). For questions regarding college acceptances contact Roxie Garber at [Garber@fultonschools.org](mailto:Garber@fultonschools.org).

## Graduation Dues Payment Confirmation

For questions regarding the payment of your Senior Dues, please contact Che Mack [mackcm@fultonschools.org](mailto:mackcm@fultonschools.org)

## Cap and Gown Distribution

Seniors who ordered prior to April 5, will pick up their caps and gowns on April 22 during lunch. If you ordered your cap and gown after April 5, they will be shipped directly to your house. For questions, please contact [capsandgowns@gabalfour.com](mailto:capsandgowns@gabalfour.com) with questions.

Remote learners can pick up their cap and gown during lunch or after school from 4-5 on April 22. If you are unable to pick up your cap and gown on April 22, please contact the Riverwood front office 470-254-1980.

## Senior Final Exams

The policy for Senior Exam Exemptions is below:

- An 85% or higher average in the course (without quality points)
- No ISS/OSS during the school year
- ~~No more than five (5) tardies in the course~~ REQUIREMENT WAIVED FOR 20-21 SCHOOL YEAR
- ~~No more than three (3) unexcused absences in the course~~ REQUIREMENT WAIVED FOR 20-21 SCHOOL YEAR
- To be eligible to exempt final exams, students must complete **ALL** summative assessments.
- Students enrolled in IB/AP courses are not allowed to exempt if the final is in preparation for the IB/AP exam. IB/AP exemptions will be approved 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 2021 is as follows: For questions, contact Dr. Garcia at [garciak12@fultonschools.org](mailto:garciak12@fultonschools.org)

## Senior Exam Schedule

Friday May 14, 2021	Periods A1 and A2
Monday May 17, 2021	Periods B1 and B2
Tuesday May 18, 2021	Periods A3 and A4
Wednesday, May 19, 2021	Periods B3 and B4

## Senior Clearance

On **Thursday, May 20, 2021**, 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 will be made through Online Payment System (OSP).

- All students, f2f and remote, should report to Senior Clearance according to the schedule provided below.
- Students will check in through the main entry to have their temperature check and to receive their Senior Clearance Checklist. ***Masks must be worn at all times.***
- More information regarding debts will be shared once its available.
- During Senior Clearance, Seniors will complete several activities 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 technology, athletic gear, and uniforms.
  - Finalize name pronunciation
- What to bring:
  - School issued textbooks
  - School issued devices
  - Any other items that belong to the school, such as: library books, athletic uniforms, and musical instruments
- Fines and fees will be applied to any late, lost, or damaged items. *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 **Thursday, May 20, 2021**.*
- Since this is a typical school day for underclassmen, bus transportation will run on its normal schedule. If you do not wish to take the bus, you must provide your own transportation.
- Seniors report during their allotted time listed below. This is a strict schedule; therefore, you must arrive during your assigned clearance time.

Group	Last Name	Clearance Time
1	Abbott - Bell	9:00 am – 9:30 am
2	Ben - Cooper	9:30 am – 10:00 am
3	Cortes - Gomez	10:00 am – 10:30 am
4	Gonzalez - Johnson	10:30 am – 11:00 pm
5	Jones - Mendoza	11:00 pm – 11:30 pm
6	Meneses- Pettis	11:30 pm – 12:00 pm
7	Phan - Stice	12:00 pm – 12:30 pm
8	Stine - Zetina	12:30 pm – 1:00 pm

For any questions related to Senior Clearance, contact Natalie Cowart at [CowartN@fultonschools.org](mailto:CowartN@fultonschools.org).

## Senior Celebration

PTSA is hosting a Senior Celebration immediately following your student's Senior Clearance appointment time on Thursday, May 20. As students complete the Senior Clearance, their first stop will be a memorable exit with a treat to enjoy their almost alumni status and then continue down to the field for their Blue Envelope distribution. Students will be expected to leave the field promptly afterwards to avoid a large group gathering. Please contact the senior committees respectfully with questions.

## Prom

Riverwood is thrilled to host a Seniors-only Prom on April 17th. Due to safety precautions, this event will be for Riverwood Seniors only. We are finalizing the planning for a memorable evening for our Seniors and look forward to sharing all the important details in the weeks to come.

## Graduation Practice

Graduation practice will begin promptly on Friday, May 21 from 9am – 12pm in the Riverwood Athletic Stadium. Students are expected to dress appropriately in casual school attire for graduation practice. Shorts and jeans are acceptable, house slippers and heels are not. Use your best judgement and come dressed appropriately. ***Masks must be worn at all times.***

***Please remember that participation in graduation practice is mandatory to be able to participate in the graduation ceremony. You must be present for the entirety of graduation practice in order to receive your tickets to graduation.***

## Graduation Ceremony

Commencement Exercises for the Riverwood Class of 2021 will be held at the Ameris Amphitheater on *Saturday, May 22, 2021 at 7:00pm.*

- **Tickets:** Each senior will **receive four (4) graduation tickets** at Graduation Practice on Friday, May 21. ***This is a MASK REQUIRED event.***
- For those unable to attend the live event, Ameris Amphitheater will be live streaming the graduation ceremony online. Instructions for accessing the online broadcast will be shared as soon as they are made available.
- We are awaiting final details regarding arrival times for students and guests. Information will be made available to you once it is finalized.
- A strict dress code will be followed for graduation. Students not in dress code will not be allowed to participate in the ceremony. The dress code for the graduation ceremony is as follows:
  - Masks must be worn the entire time
  - Blue, black, or khaki color pants or slacks
  - Any color dress (no strapless) or skirt
  - Dress shirt, Light button-down shirt, no ties required, no strapless tops
  - Comfortable dress shoes – remember you will have to go up and down stairs and ramps in front of a large crowd
- For the 2021 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. **All decorated caps must be approved by administration prior to graduation. Please upload a picture of your finalized cap to [this form](#) by Senior Clearance on *Thursday, May20, 2021*. You will receive an e-mail after the cap has been cleared for graduation. Administration will reserve the right to disallow anything that is not considered appropriate for the commencement ceremony.**

[CLICK HERE TO SEE GRADUATION CAP DECORATION GUIDELINES](#)

Remember that graduation is a formal ceremony that is steeped in academic tradition. Graduates 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 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. We also expect our guests to behave in a manner that respects the ceremony. Please refrain from excessive noise so that all families can hear their child's name being announced.

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.

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. We will continue to provide regular communication with parents and students through the Tassel Newsletter. If you have any questions, please contact Natalie Cowart at [CowartN@fultonschools.org](mailto:CowartN@fultonschools.org)

On behalf of the faculty and staff of Riverwood International Charter School, we want to congratulate you on nearly completing your high school career - what an achievement. 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.

Congratulations to the Class of 2021!!

Kindra Smith  
Principal  
Riverwood International  
Charter School

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