

Senior COMMENCEMENT HANDBOOK



Class of 2015

**Fuquay-Varina High School
201 Bengal Blvd.
Fuquay-Varina, NC 27526**

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April 10, 2015

Dear Graduating Senior:

As we approach the end of the 2014-2015 school year, many of your thoughts turn to the eagerly-anticipated date and time of **Monday, June 8, 2015 at 8:00AM at the Raleigh Convention Center**. This date marks an important milestone in your lives - your high school graduation. On behalf of the faculty and staff of Fuquay-Varina High School, may I offer heartfelt congratulations! The memories and friendships that you have created will last for a lifetime. The education that you have received will prepare you for the challenges and opportunities that life will offer.

During your years at Fuquay-Varina, you have met challenges and overcome obstacles to achieve the honor of claiming your diploma. I am very proud of all of you. I admire and appreciate your hard work, intelligence, enthusiasm for life, and desire to achieve. Our nation and our society need you more today than ever before. I know that you take the responsibility and privilege of citizenship seriously. I expect each of you to make a difference in your places of worship, families, communities and the larger world.

In the next few weeks, many activities and preparations will begin in earnest for the graduation ceremony. Several events are planned in your honor. Take the time to be a part of these events - they will add to the treasured memories of your senior year at Fuquay-Varina High School. This booklet contains much essential information regarding upcoming events, activities, and details for the graduation ceremony. Please read and share this information with your parents. You are responsible for understanding and complying with all of the guidelines established for this special ceremony. It is my expectation that you will cooperate fully to make each activity and the graduation ceremony a success. We will not compromise the dignity of the occasion and the recognition that each one of you deserves. I am confident that we can accomplish this objective together.

Once again, CONGRATULATIONS and BEST WISHES!

Sincerely,

John Enns
Principal

Dear Parents/Guardians of Graduating Seniors:

The Commencement Program will be held at the **Raleigh Convention Center on Monday, June 8, 2015 at 8:00AM**. This site is a wonderful venue that will add to the dignity and formality of the occasion. Given the seating capacity, admission to graduation will be by ticket only. Each senior will be issued **8** tickets for guests. Tickets will be distributed on **Thursday, June 4 at scheduled times beginning at 2:30PM in the FVHS cafeteria**. Students will receive directions for getting their graduation ticks at the mandatory **Graduation Rehearsal on Tuesday, June 2, 2015 at 6:00 PM**. A ticket admits one person into the facility - please note this includes babies and small children. Only people with tickets will be admitted to graduation. Seating is first-come, first served. The only reserved sections are the seating for seniors and faculty. If you need to request additional tickets, please send your written request to Mrs. Tracey Bruining (tbruining@wcpss.net) in the main office by 2:30PM on May 24, 2015.

A photographer will be available to photograph the graduates as they receive their diploma covers. He will mail proofs to each senior's household shortly after commencement with information regarding purchase of photographs. A videographer will also be on hand to record graduation proceedings which will then be transferred to DVD. In order to retain the videographer's services we must meet a minimum quota of orders, otherwise the videographer's services may not be rendered.

While these ceremonies are certainly joyous occasions, we are intent on maintaining the dignity associated with honoring our graduates. Help us in this respect by reviewing our expectations for attire and etiquette found on pages 8 and 9 on this handbook with your son/daughter

Congratulations on your child's achievement! The administration and staff look forward to seeing you at the ceremony at the **Raleigh Convention Center on Monday, June 8, 2015 at 8:00AM**.

Sincerely,

John Enns
Principal

Dear Graduating Seniors:

Congratulations! You have reached an important milestone in your life and should feel very proud of your accomplishment. As you leave Fuquay-Varina High School to pursue new challenges and opportunities, I know you will find that the education you received at our school has prepared you for the future.

This is an exciting time for you and your family as you experience your final few weeks of high school and prepare for graduation! Treasure the moments and enjoy the many special activities in your honor! This booklet gives you specific information about these activities. Please read it carefully and follow the procedures.

We want to make your graduation one of the happiest memories in your life. Family members, friends, teachers, counselors, and administrators have helped you reach this momentous occasion. Let us all work together to ensure your graduation is a dignified occasion where your achievements are recognized.

Again, congratulations and best wishes for continued success in all your future endeavors!

Sincerely,

Mrs. Patricia Moore
Dean of Students

**Fuquay-Varina High School
Calendar of Events Overview
2015**

Date	Time	Activity	Location
April 25	Various Times	Senior Surveys Due	Online Survey
May 2	2:30 PM	Senior Speaker Audition Applications Due	Ms. Service's Room (419)
May 6	2:30 PM	Graduation Speaker Auditions	Auditorium
May 9	Various Times	Senior Meeting	Auditorium
May 14	End of Day	Scholarship Form Due	Student Services
May 23	3:00 PM	Additional Graduation Ticket Request Deadline	Ms. Bruining
May 28	5:00 – 6:30 PM	Honor Graduates Reception	FVHS Cafeteria
May 28	7:00 – 8:00 PM	Senior Awards Night	FVHS Main Gym
May 29	7:20 AM – conclusion of picnic	Senior Day	Cafeteria, FVHS Stadium, Main Gym
May 29	3:00 PM	All fines and fees must be cleared (Balance = \$0)	Front Office
May 30	11:00AM	Graduation Practice	Raleigh Convention Center, \$7 parking
June 2 & June 3	Various Times	SENIOR FINAL EXAMS	FVHS
June 5	Beginning at 2:30PM	Distribution of Graduation Tickets	FVHS Cafeteria
June 6	8:00AM	GRADUATION!	Raleigh Convention Center, \$7 parking
June 19-27	3:00 PM	Request for Final Transcript (free copies)	Ms. Lyle, Registrar
		Online Transcripts *cnfc.org (NC Colleges) *www.wcpss.net/transcripts (out-of-state colleges)	

CALENDAR OF EVENTS DETAILS

Honor Graduates' Reception

Date: Thursday, May 21, 2015

Time: 5 – 6:30 PM

Place: FVHS Cafeteria

Dress Code: Business Attire

Senior Awards Night

Date: Thursday, May 21, 2015

Time: 7 – 8 PM

Graduate line-up begins at 6:30 PM in Courtyard A

Place: FVHS Gym

Dress Code: Cap and Gown Required

Senior Day

Includes Senior Breakfast, Senior Group Picture (*Cap and Gown required*),
Commencement Practice, Senior Lunch, & Yearbook distribution

Date: Friday, May 22, 2015

Time: 7:20 AM – conclusion of picnic

Place: Cafeteria, FVHS stadium, gym

Dress Code: Cap and Gown Required for Senior Picture

MANDATORY Commencement Practice

Date: June 2, 2015

Time: 6:00 PM-8:00PM

Place: Raleigh Convention Center

EVERYONE MUST BE AT THE RALEIGH CONVENTION CENTER BY 5:30 PM.

Pay close attention to instructions so that we can make the rehearsal go smoothly.

During practice, your name will be read to ensure correct pronunciation.

At rehearsal, you will receive directions and an appointment time receiving your 8 tickets in the FVHS Cafeteria on Thursday, June 4, 2015 for the June 8, 2015 Commencement.



Commencement

Date: Monday, June 8, 2015

Time: 8:00 AM

Place: Raleigh Convention Center

Dress Code: Cap and Gown Required

All graduating seniors must report to the Raleigh Convention Center no later than 7:00AM.

Proceed directly to the holding area. All seniors are to remain in the holding area to prepare for the processional.

Graduation will proceed exactly as practiced.

THE PROCESSIONAL WILL BEGIN AT 8:00AM SHARP!

STUDENTS WHO ARRIVE AFTER 7:00AM WILL NOT BE ALLOWED TO JOIN THE PROCESSIONAL.

Seniors will graduate in alphabetical order.

A Junior Marshal will lead your row to the podium. Upon hearing your name called, walk across the stage and receive a diploma cover from Mr. Enns. You will receive your diploma cover by the left hand and shake right hands with Mr. Enns. Then, move down the steps and return to your seat.

Remain standing in your row until your entire row has received diploma covers and the last person has returned.

Watch the Junior Marshal who will signal your row to sit.

Exiting the Convention Center:

All seniors, relatives, and faculty must leave by the main entrance immediately after the ceremony so the next program may begin on time.

SPECIAL REMINDERS:

1. Upon request, final transcripts can be mailed to colleges within two weeks after graduation.
2. All fees and fines must be paid in full by 3:00PM on Friday, May 29, 2015.

SENIORS WHO FAIL TO ASSUME FULL FINANCIAL RESPONSIBILITY TO FUQUAY-VARINA HIGH SCHOOL WILL NOT RECEIVE GRADUATION TICKETS AND CANNOT PARTICIPATE IN THE GRADUATION ACTIVITIES UNTIL ALL FINANCIAL RESPONSIBILITIES ARE MET.

GRADUATION ETIQUETTE

1. Caps and gowns should always be worn in a dignified way. Be sure the gowns are neatly pressed. (Use a COOL iron – the gowns will melt!) If you purchase or borrow a cap and gown from someone other than FVHS, you must bring it in to **Ms. Lyle, Registrar**, to check and make sure it is the same shade of black as our gowns. Gowns that do not match will not be allowed. **White collars for women must be attached BEFORE participation in ALL graduation activities.**
2. Both men and women always wear caps STRAIGHT on the head, parallel to the floor. A teacher supervisor will adjust this for you if you are not wearing the cap correctly. No hat decorations or alterations are allowed. Tassels are to be worn on the right and will be turned left at the end of the ceremony when you are a high school graduate!
3. Seniors will graduate in alphabetical order. Upon hearing his or her name called, each senior will walk across the stage and receive his or her diploma cover from the Principal.
4. A professional photographer will take a picture of each senior as they are presented their graduation diploma cover. The picture order must be prepaid by Graduation Rehearsal.

Fuquay-Varina High School respectfully requests that parents and friends take pictures from their seats and not disrupt the ceremony.

ATTIRE FOR ALL GRADUATES DURING COMMENCEMENT ACTIVITIES (Includes Senior Awards Night and Graduation Ceremony)

WOMEN:

1. Simple lightweight dress under graduation robe. Your dress should be shorter than the length of your gown so that it does not show when your gown is on.
2. Black shoes or black dress sandals. No tennis shoes, flip-flops or boots.
3. Minimal jewelry.
4. No purses/handbags, cameras, etc. Leave these with a family member.

MEN:

1. White dress shirt and dark tie.
2. Dark dress pants—blue or black. No blue jeans allowed.
3. Dark dress shoes and dark socks. You may not wear topsiders, tennis shoes, boots, or sandals.
4. Suit coats may be worn, but it may be too warm.

Graduates who do not wear appropriate attire will be removed from the lines and will not be allowed to participate in Commencement activities.

*If you need assistance in obtaining proper attire for graduation,
please call Mrs. Tracey Bruining in Student Services at 919-557-2526.*

CONDUCT

1. We want this to be a wonderful experience for you. Please remember, receiving of the Diploma is a very dignified activity. Proper walking without gestures and any other displays that distract is expected.
2. **Cat-calling, yelling, and pranks during graduation by seniors and guests will distract from the ceremony. If necessary, the diploma will be withheld from any student if he/she or his/her guests disrupt the ceremony.**
3. No gum and no smoking once you enter the grounds of the Convention Center.
4. Students must arrive on time to Rehearsal and Commencement or they will **NOT** participate in the ceremony. Students must arrive at Rehearsal on Friday, May 22, 2015 by 10:30AM and Commencement on June 2, 2015 by 5 PM.
5. **ALL SCHOOL RULES APPLY TO ALL GRADUATION ACTIVITIES. IF YOU DO NOT ABIDE BY THE RULES, YOU WILL NOT BE ALLOWED TO PARTICIPATE IN THE CEREMONY.**

*All senior activities sponsored by the class are subject to all normal policies and regulations of the school.
Any major infraction will subject the student to the loss of their privilege to take part in these activities.
Any violation of the WCPSS and FVHS Code of Student Conduct will prohibit the student from participating
in all subsequent activities, including GRADUATION EXERCISES.*

*In addition, any senior who participates in acts of vandalism which can be reasonably attributed to "senior"
activities or who distracts or disrupts the normal operation of school will forfeit all rights to participate in
subsequent class activities including GRADUATION CEREMONIES.*

Participation in graduation is not a guaranteed right, it is a privilege.
**The Principal reserves the right to refuse student participation in any graduation event if conduct at
school is not maintained at a high level of excellence.**

**DIRECTIONS TO
RALEIGH CONVENTION CENTER
500 South Salisbury Street
Raleigh, NC 27601**

From Fuquay-Varina, North Carolina:

1. Follow 401 North for approximately 15 miles until you enter downtown Raleigh.
2. Stay on South Saunders Street and stay in the right-hand lane.
3. South Sanders street splits, and the right lane becomes McDowell Street.
4. Turn Right onto Lenoir Street.
5. The Raleigh Convention Center will be on the left.
6. Entrance to parking is on the right immediately after the turn onto Lenoir (Performing Arts Center Deck) OR one block ahead on Lenoir on the left (Raleigh Marriott City Center Garage).

STUDENT SERVICES

REMINDERS

Senior Survey

All graduating seniors need to complete the senior survey that will be handed out in the Spring English IV classes. For those that are not in English IV this semester the survey will be distributed to your 1st or 2nd period teacher.

Senior Scholarships/Awards for Senior Night

A completed Senior Scholarships/Awards Form AND a copy of your award notification letter must be turned into Ms. Myers in Student Services by ? in order to be announced at Senior Night. Copies of the form are available in Student Services and on page 19 of this packet.

Financial Obligations

All fees, fines, etc. must be paid in full by **3:00PM on Friday, May 29, 2015**. Seniors who fail to fully meet financial obligations to Fuquay-Varina High School will not receive graduation tickets and cannot participate in the graduation activities until all financial responsibilities are paid in full.

Final Transcripts

Final transcripts need to be sent to colleges/schools by **June 27, 2015**. If you are planning to attend an **IN STATE** college/school, you will need to request your final transcript through CFNC.org Transcript Manager between June 19th and June 27, 2015. If you are planning to attend an **OUT-OF-STATE** college/school or **NCAA Eligibility Center** (if you are planning on participating in college sports) you will need to request your final transcript thru the following : www.wcpss.net/transcripts. Click on “Get student transcript” on the left side of page and follow the links from there. This also needs to be requested by **June 27th, 2015**. Any requests made after June 27th will result in a \$5.00 fee and be subject to a 3 week turn around.

Fuquay-Varina High School
REQUEST FOR FINAL TRANSCRIPT

Your final transcript is mailed free of charge to the college you plan to attend in the fall. Complete and return to the Registrar in Student Services before the last day of school. **AFTER JUNE 27, 2015 there will be a fee and it must be requested thru www.wcpss.net/transcript**

Print Name: _____

Address: _____

DOB: _____

Student ID: _____

Phone #: _____

Please indicate below the college to receive your final transcript:

Name of College: _____

Address: _____

Signature of Student: _____

Date: _____

Senior Scholarships/Awards Form for Senior Night

Senior Night will be Thursday, May 21, 2015 in the Fuquay-Varina High School Gymnasium beginning at 7:00pm (line up at 6:30pm).

Seniors, please list below all of the scholarships, honors and awards you have received or been offered this past school year. Also include any scholarships you were offered at schools other than the one you plan to attend. In order to be announced at Senior Night **a copy of the letter notifying you of the award must be turned into Ms. Myers.** The award may be listed in the financial aid package sent to you by the college or university, or by the organization giving the scholarship. Receiving this information is important to us. We want you to be recognized for your accomplishments.

Examples: Town of Fuquay Scholarship \$1,000
Campbell University, Scott-Ellis Scholarship \$2,000 per year for 4 years
Presidential Scholarship, Meredith College \$2,000 per years for 4 years
Toyota Community Scholars Nominee
Raleigh Host Lions Service Award

Important – I MUST RECEIVE THIS INFORMATION NO LATER THAN MAY 14, 2015. If you are notified of an award after you have turned in this sheet please make a copy of the award and give to Ms. Myers. You may return these directly to Student Services.

Thank you for your assistance!
Tricia Myers, Scholarship Chairperson

Name: _____

Race (circle one): African-American, Asian, Hispanic, Multi-Racial, Native American, White

Gender (circle one): Male Female

School you plan to attend next year: _____

I have not received any Scholarship/Award: _____

Scholarship or Award Name	Amount	Accepted this Scholarship (circle one)	Type of Scholarship (circle one)
		Yes No	Academic Athletic
		Yes No	Academic Athletic
		Yes No	Academic Athletic
		Yes No	Academic Athletic
		Yes No	Academic Athletic

It is important that we receive information from you in order for you to be recognized for your outstanding accomplishments.

Senior Day Field Day Release Form – 2015

DEAR FVHS Senior Parent/Guardian:

Friday, May 22, 2015 is Senior Field Day, a day set aside to celebrate with our graduating FVHS Seniors. It is a day that will include:

- Senior Breakfast
- Group picture of the graduates in their caps and gowns
- Practice for Graduation Ceremony
- Lunch and Field Day on the football field...DJ, student softball game, etc...
- Time to socialize with fellow graduates

The activities will end after the picnic. Only Seniors who have written parental permission may leave at that time. Seniors who do not return this form will be expected to return to his/her 4th period class. Parents/guardians may not “call-in” permission in lieu of returning this form. Fill in form COMPLETELY!!!

Student name (PRINT LEGIBLY) _____

Student's 1st period teacher _____

Parent, please initial ONLY ONE statement which will apply to your child on Friday, May 22, 2015.

_____ My child already has early release and has my permission to leave at their designated time of _____
(Put exact time.)

_____ My child may be dismissed after the picnic. I am aware that I am responsible for providing transportation for my child. I am also aware that my child is expected to leave FVHS campus promptly after dismissal, and is not to go onto any other school campus.

_____ My child does not have my permission to leave the FVHS campus after being dismissed from the Field Day. My child will report to his/her 4th period. **(Seniors who are riding home on the bus at 2:18 must return to 4th period.)**

(Print Parent Name)

(Parent Signature)

If this form is not returned, your student will be expected to return to his/her 4th period class and will be counted absent if they are not in class. Parents MAY NOT “call-in” permission in lieu of returning this form.

Return form to Mrs. Humphrey in the Main Office by Wednesday, May 20, 2015.