

Class of 2021
Needham B. Broughton High School

Senior Booklet



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Graduating Class of 2021:

As we approach the end of the 2020-2021 school year, many of your thoughts turn to your eagerly anticipated high school graduation day. This date marks an important milestone in your lives, a moving from one stage of life to the next. On behalf of the faculty and staff of Needham B. Broughton High School, I offer each of you a 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 Broughton, 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 families, communities, and the larger world.

In the next few weeks, many activities and preparations will begin in preparation for your 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 Needham B. Broughton High School. This booklet contains essential information regarding upcoming events, activities, and details for the graduation ceremony. Please read the information carefully and share this booklet with your parents.

Congratulations and best wishes!

Sincerely,

Elena Ashburn, Ed.D.
Principal

Calendar of Senior Events

- Wednesday, Feb. 17 **Mandatory Senior Class Meeting**, 8:55 – 9:25 a.m., Diane Payne Auditorium
Senior Booklet provided to Seniors.
- Wednesday, March 3 **All “A” Breakfast** 7:00 a.m., Small Gym. By invitation only.
- Monday, April 12 **4.0 Dinner**, 7:00 p.m., Location to be determined. This event is sponsored and hosted by the Academic Boosters Club and is for students only. By invitation only. Invitations will be mailed and RSVP is required.
- Saturday, April 24 **Junior/Senior Prom**, 9:00 p.m. – 12:00 a.m.
- Thursday, April 29 **Seniors Honors Program and Reception**, 9:30 a.m., Diane Payne Auditorium followed by Reception, sponsored and hosted by the Academic Booster Club, Front Lawn. By invitation only.
- Monday, May 3 -
Friday, May 28 **IB Exams and AP Exams**
- Wednesday, May 12 All **Senior Scholarship Information due to Student Support** (see last page of booklet)
- Sunday, May 16 **Interfaith Candlelight Service** (Not a school sponsored activity), 7:30 p.m., Diane Payne Auditorium
- Monday, May 17 **Awards Program**, 6:00 p.m., Diane Payne Auditorium
- Thursday, May 20 –
Friday, May 21 **Cap and Gown distribution** during both lunches, Front Hall.
Seniors must have completed Community Service and paid senior dues and all outstanding fines in order to receive a cap and gown.
- Friday, May 21 **Last mandatory 4A class for seniors**
- Monday, May 24 **Last mandatory day seniors are in B day classes**
Senior Family Picnic, 5:30 p.m. – 7:30 p.m., Front Lawn
- Tuesday, May 25 **Last mandatory day seniors are in 1A, 2A, and 3A classes**
Mandatory Senior Assembly Rehearsal, 12:45 p.m. – 2:15 p.m., Holliday Gymnasium
- Wednesday, May 26 **Senior Assembly**, 9:00 a.m., Holliday Gymnasium
Seniors should report to the assigned areas at 8:15 a.m.
Senior Lunch, 11:00 a.m. – 1:00 p.m., Front Lawn. For Seniors only; Seniors are released after lunch.
All Senior Community Service Hours Due in order to be eligible **to graduate**.
- Thursday, May 27 **Deadline for Handicapped Seating Requests for Graduation**
- Thursday, May 27 -
Thursday, June 10 **Exams** (schedule to be determined)
*****Seniors who have to take EOC’s, North Carolina Final Exams and CTE Post Assessment Exams cannot be exempt from those exams.**
- Monday, May 31 **Holiday** – No school for students or staff
- Wednesday, June 2 **Senior Books and Fees due** by 2:30 p.m.
- Sunday, June 6 **Baccalaureate** (Not a school sponsored activity), 6:00 p.m., Edenton Street United Methodist Church
- Tuesday, June 8 **IB Medallion Ceremony**, 2:00 p.m., Diane Payne Auditorium

Wednesday, June 9 **Graduation Stage Rehearsal for Select Student Only**, 11:30 a.m., Holliday Gymnasium. Students who will speak on stage during graduation must attend this stage rehearsal in the gym. More information will be provided to these students by Dr. Ashburn. **Mandatory Graduation Rehearsal and Ticket Distribution**, 12:45 p.m., Holliday Gymnasium. All students who plan to participate in the Graduation Exercises must be present for this rehearsal. Five (5) admission tickets to graduation will be distributed following rehearsal in the Small Gym. A student will not receive graduation tickets unless all financial obligations and community service requirements have been met.

Thursday, June 10 **Graduation Exercises**, 2:00 p.m., Holliday Gymnasium. Seniors should arrive by 1:00 p.m. and line up in the same location as at the rehearsal. **Graduation Reception** following the Graduation, Front Lawn

Mandatory Senior Class Meeting

Date: Wednesday, February 17
Place: Diane Payne Auditorium
Time: 8:55 a.m. – 9:25 a.m.

All graduating seniors are required to attend. At this time, senior activities will be discussed and Senior Booklet will be distributed.

Distribution of Caps and Gowns

Date: Thursday, May 20 and Friday, May 21
Place: Front Hall
Time: During both lunches

Senior Family Picnic

Date: Monday, May 24
Place: Front Lawn (Auxiliary Gym if rain)
Time: 5:30 p.m. – 7:30 p.m.

Seniors, their families and guests are invited to attend the family dinner beginning at 5:30 p.m. on the Front Lawn. Family members and guests should purchase tickets prior to the picnic. Seniors do not have to purchase a ticket but must respond on the response card that they will be attending so there will be enough food.

Mandatory Senior Assembly Rehearsal

Date: Tuesday, May 25
Place: Holliday Gymnasium
Time: 12:45 p.m. – 2:15 p.m.

Promptly at 12:45 p.m., seniors will report to the Holliday Gymnasium. Instructions will be given for lining up, marching and for Senior Assembly. **All seniors must attend this rehearsal.** Work study students must make arrangements with employers to attend. Cap and Gown are not worn for the rehearsal.

Senior Assembly

Date: Wednesday, May 26
Place: Holliday Gymnasium
Time: 9:00 a.m.

Seniors should report to assigned areas at 8:15 a.m. and line up as practiced at rehearsal. **Seniors should wear caps and gowns and suitable graduation attire. No jeans, shorts, flip-flops, sunglasses or tennis shoes.** (See section on appropriate attire.)

Senior Lunch (For Students Only)

Date: Wednesday, May 26
Place: Football Stadium
Time: 11:00 a.m. – 1:00 p.m.

Seniors should report to the stadium following the Senior Assembly for lunch. This event is for students only and lunch is free. Students may bring blankets or quilts to sit on. *The Hi-Times* will be distributed to seniors. (In case of rain, the social will be indoors.)

Graduation Rehearsal and Ticket Distribution

Date: Wednesday, June 9
Place: Holliday Gymnasium
Time: 12:45 p.m.

All graduating seniors must be at the Holliday Gymnasium in his/her assigned seat by 12:45 p.m. **BE PROMPT. Do not bring caps and gowns to rehearsal. Seniors who plan to participate in the graduation exercises MUST ATTEND REHEARSAL!** Seniors should report to the assigned seats in front of the stage and be ready for instructions. **Pay close attention to the instructions** so that we can make the rehearsal short and pleasant. Tickets for graduation will be distributed following the rehearsal. Each senior will receive five (5) admission tickets for commencement. Only those guests (including children) with tickets (not announcements) will be admitted. Please remember that all financial obligations and community service requirements must be met in order for a student to receive admission tickets for Graduation.

Graduation Exercises

Date: Thursday, June 10
Place: Holliday Gymnasium
Time: 2:00 p.m.

All graduating seniors should report to the assigned locations at 1:00 p.m. Seniors should be in line by 1:00 p.m. Be sure you are dressed appropriately with your cap and gown. Faculty members must check to be certain all participating students are present. Handicapped guests can be seated with one (1) escort only, to allow room. Seniors should let Mr. Rudder know if they need seating for a handicapped guest (Please see attached form or look for Handicapped Seating Form on our Broughton website).

Graduation Reception

Date: Thursday, June 10
Place: Front Lawn
Time: Immediately following Graduation Exercises

Following Graduation, seniors and their guests are invited to attend a reception at Broughton.

Graduation Etiquette, Guidelines, and Dress Code

The faculty and staff of Broughton High School want to make your graduation a most memorable experience. We ask for your full cooperation with the dress code for our graduation ceremony. If you have any questions as to the appropriate dress for these occasions, please check with Mr. Sauls. Any student, due to extenuating circumstances or extreme hardship, who cannot acquire an item necessary to meet the dress code requirement should discuss this with Mr. Sauls. We encourage students, family, and friends to conduct themselves in a way that brings honor and prestige to each student and our school and continues our tradition of excellence.

Etiquette and Guidelines:

- Caps and gowns should always be worn in a dignified manner. Be sure that the gowns are always neatly pressed. Use a cool iron when you press the gown or have it dry cleaned.
- Caps are always worn straight on the head—not tilted sideways or back. There should be nothing other than the tassel on top of the cap. This is for both men and women. The tassel is always worn over the right temple until the end of the graduation exercises when the senior class president gives the signal to turn the tassel to the left side.
- Only official cords and medals that are distributed by Broughton should be worn with the gown.
- Seniors will graduate in alphabetical order. Upon hearing your name called, you will walk across the stage and receive your diploma cover. Please note that diplomas will not be in the cover. You will receive your diploma after the ceremony in the Small Gym. The diploma cover will be received by the left hand and you shake the hand of the principal with your right hand.

******NOTICE:** Seniors should have nothing on them except their clothes, cap, and gown. NO ELECTRONIC DEVICES, NO PURSES, NO KEYS OR CHANGE THAT CAN MAKE NOISE, ETC. SENIORS WILL BE CHECKED PRIOR TO THE CEREMONY.

******NOTICE:** Seniors should remain quiet at all times and should not get out of line at any time.

******IMPORTANT:** PLEASE BE SURE TO ASK YOUR FRIENDS AND RELATIVES TO RESPECT THE DIGNITY DESERVED BY ALL SENIORS ON THIS OCCASION BY REMAINING QUIET DURING THE CEREMONY. ALL SENIORS ARE TO ENTER AND EXIT PROPERLY BEFORE THEY TAKE OR LEAVE THEIR SEATS.

Dress Code:

- **MEN:** The men will be required to wear dress shoes (no boots, flip-flops, top-siders, or sports styled shoes), dark dress socks (no white socks), dress shirt with a collar and tie (bow ties are fine), and dress slacks (no jeans or shorts). Use common sense. Anything that shows through the gown is a distraction and an embarrassment to you.
- **WOMEN:** The women will be required to wear dress shoes (no casual sandals or flip-flops). Suitable dress or slacks are also to be worn. Please bring several pins if you need to pin your cap on your hair. Use common sense. Anything that shows through the gown is a distraction and an embarrassment to you.

Other Items of Concern and Reminders

- All Wake County Public School System School Board Policies must be followed at all times!
- Do not chew gum while dressed in your cap and gown.
- Please ask guests and family members to turn off cell phones and electronic devices during the ceremony.

- Doors to Holliday Gymnasium will open at 1:15 p.m. for the ceremony.
- A professional photographer will be taking pictures at graduation. Because the senior class has contracted a photographer to take pictures of each senior receiving a diploma, no other picture-taking near the stage area is permitted.
- Please ask friends and family to refrain from shouting or loud clapping when individual names are called for diplomas. We want to have a dignified ceremony! No beach balls or other distracting items are permitted! Remember, this is a formal and important academic occasion honoring your four years of effort and dedication. Please be sure to remind family and friends to wait until the end of the ceremony to shout and clap their praise for your efforts.
- All fees, fines, etc., must be paid and community service hours completed by the deadlines. Seniors who fail to clear up all financial obligations to Broughton High School, or who fail to complete the required community service hours, cannot participate in the graduation activities. A student will not receive graduation tickets unless all financial obligations and community service requirements have been met. These include fees and fines charged to you and not paid during the past four years.
- Each graduating senior will receive 5 admission tickets for graduation. Tickets will be distributed following the Graduation rehearsal to those students who have met all requirements for graduation. There are no additional tickets available.
- For those arriving late to the graduation ceremony or who do not have a ticket, live-streaming of the ceremony will be provided in Diane Payne Auditorium.
- Seniors will pick up diplomas in the Small Gymnasium immediately after the Commencement Ceremony.
- Seniors who do not act appropriately during the ceremony or while crossing the stage to receive their diploma covers will **not** receive their diplomas in the Small Gymnasium. Those students will have to make an appointment to see the principal beginning Wednesday, June 12 in order to receive their diplomas.
- Drinking of alcoholic beverages or use of illegal drugs before or during senior activities will not be tolerated. Any student who breaks Wake County School System School Board policies risks losing the privilege to participate in graduation activities.
- Anyone dressed inappropriately will NOT participate in senior activities or graduation exercises.
- Seniors who do not meet graduation requirements will be notified on or before Monday, June 10 by 12:00 noon. Only those seniors who meet graduation requirements are eligible to participate in the Graduation Rehearsal and Commencement Ceremony.
- Note of Caution – A recent element of Broughton High School tradition includes an event that is part of the graduation reception. Graduating students may enter into the bell tower in order to sign their names on the belfry walls with markers. This part of the building was never designed to provide access to the general public and as a result the stairs are steep, narrow, and without handrails. There is no air conditioning within this space and there are cable conduits which run across the floor and across the steps of the stairwells. Graduating students and any adult companions are welcome to participate in this tradition, but extreme caution should be used while moving about the area. High heeled shoes are strongly discouraged and under no circumstances are windows to be opened or leaned upon within the belfry.
- THINK ABOUT IT! Please make wise choices that are respectful of your health and safety as well as that of your classmates and all others.

2020-2021 Final Exam Exemptions for Seniors

*****Due to potential school closure during the COVID-19 pandemic, information for senior exam exemptions will be shared with students at a later date.**

Required exams include the following for 2020 - 2021:

NC Final Exams:

- Earth Science and Environmental Science/ Earth Science and Environmental Science honors
- Physics/Physics honors
- Chemistry/Chemistry honors
- Physical Science
- English I, III & IV/ English I, III & IV honors
- Pre-Cal
- AFM and Discrete Math
- Math II & III/Math II & III honors
- World History/World History honors
- Civics & Economics/ Civics & Economics honors
- American History I & II/American History I & II honors

EOC Exams:

- Biology
- English II/English II honors
- Math I & III/Math I and III honors

CTE Course Exams:

ALL CTE courses have either a post assessment or an exam. NO EXEMPTIONS in any CTE Course.

Final Transcript Information

In order for your final transcript to be sent to your college, university, technical school, or community college, you must follow one of these options. There are NO EXCEPTIONS!

Option 1: Common APP School

If you applied to the college/university you are planning to attend through COMMON APP, you **MUST** let your counselor know which school to send your final transcript. **PLEASE EMAIL YOUR COUNSELOR WITH YOUR NAME AND THE NAME OF THE SCHOOL THAT YOU WILL BE ATTENDING IN THE FALL OF 2021.** Please do this now – before you forget.

Option 2: CFNC

If you plan to attend a North Carolina college, university, technical school or community college and you did not use COMMON APP, follow these instructions.

1. If you sent your transcript using CFNC during this school year, your final transcript will automatically be sent electronically by CFNC around 10 days after graduation. No further action is needed. Please check your cfnc.org account to track the status of your final transcript.
2. If you did not send your transcript using cfnc.org, you will need to send an initial transcript BY JUNE 1 through cfnc.org so that your final transcript will be sent automatically by CFNC.

REMEMBER: CFNC IS FREE!

Option 3: SCRIB ONLINE

If your college, university, or technical school is NOT in North Carolina and you did not use COMMON APP, you will need to request a final transcript through ScribOrder. Below are the steps for sending your transcript through ScribOrder:

1. Type: wcpss.net/transcripts
2. Select the link to “Request Transcripts”
3. Select the backpack icon for current student
4. Complete this form making sure that you include the name and complete address of the school.

Your final transcript will be sent after June 19. Final transcripts are free IF you sent a transcript to this school during the current school year. Requests received after June 16, 2021 will be delayed until mid-July and will incur a fee.

BROUGHTON HIGH SCHOOL HANDICAPPED SEATING REQUEST GRADUATION 2021

If you have a family member who will need handicapped seating, please complete the form below and return it to John Rudder in Room #1209 no later than **NOON on Thursday, May 27**. Possible reasons for the need for handicapped seating: wheelchair, walker, can't climb stairs due to medical condition, oxygen tank, etc. Please be aware that the handicapped spots do not provide the "best seats in the house" – but if a person truly can't get to another seat, a handicapped seat assignment is helpful.

Signs will be made and placed on the assigned seat on the day of graduation for all names submitted by May 27. The guests will enter the Lobby and a faculty member will help them find the reserved seating. One other family member is allowed to sit with them.

Please complete the information below and return this form to John Rudder in Room #1209 NO LATER THAN NOON on Thursday, May 27. If the completed form is not received by that time, we can not guarantee that handicapped seating will be available for the guest!

Name of Graduate: _____

Home Phone Number: _____

Name(s) of Guest(s) who need handicapped seating:

Reason the Guest requires handicapped seating:

2020-2021 STUDENT SCHOLARSHIP INFORMATION FORM
PLEASE LIST ALL SCHOLARSHIP OFFERS (not just the ones you have accepted)

First Name: _____ Last Name: _____

Parent(s) Name: _____

Gender (circle one) Male, Female

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

College/University Attending: _____ Location: _____

Planned Major: _____

Name of Scholarship	*Type	School / Organization Giving Scholarship	Amount	(Circle One)		Accepted	
				One time	Renew	Y	N
				One time	Renew	Y	N
				One time	Renew	Y	N
				One time	Renew	Y	N
				One time	Renew	Y	N
				One time	Renew	Y	N
				One time	Renew	Y	N
				One time	Renew	Y	N

**Scholarship Type: Academic, Athletic, Band, Business, Church, Community, Fine Arts, Military, etc.*

For Additional Scholarships: Please use another form to list additional scholarships that you were offered. We will **try** to announce all scholarships/awards but they may be listed on the program only.

***** YOU MUST ATTACH A COPY OF THE SCHOLARSHIP AWARDS LETTER/NOTIFICATION IN ORDER FOR THE AWARD TO BE RECOGNIZED. *****

NOTE: Return this form AND awards letter(s) to Suzanne Quirk in Student Services by Friday, May 14 to guarantee printing in the program.

***** PLEASE WRITE LEGIBLY *****