

March 20, 2018

Dear Parents and Seniors of the Class of 2018 at Middle Creek High School:

This letter is to inform you of the activities and events that are planned for our seniors and their families as they finish their high school career. It has very important information in it, so I urge you to read the letter and keep it in a safe place for reference.

DATES: Wednesday, April 11, 2018----- Delivery of caps, gowns, and announcements

Wednesday, April 25, 2018-----Delivery of caps, gowns, and announcements

Friday, April 27, 2018----- Senior Group Photo

Thursday, May 24, 2018-----Senior Awards Ceremony

Friday, May 25, 2018-----Senior Picnic

Saturday, June 2, 2018-----Baccalaureate Service

Wednesday, May 30, 2018-----Graduation Rehearsal at 3:30 pm

Friday, June 8, 2018-----Graduation Ceremony at 4:00 pm

FEES AND FINES: **All seniors must have all of their fees and fines paid in full** in order to participate in senior activities. All seniors are required to pay the senior obligation fee of \$30.00 to help pay for these activities. **A senior will not receive his/her diploma until the \$30.00 and all other fees and fines are paid.** You may pay these online at wcpss.net/middlecreekhs by clicking on the Online School Payments section in the lower right corner of the homepage, or directly to Mrs. Costa in the front office with check or exact change cash.

CAPS/GOWNS/ANNOUNCEMENTS: Cap and gown distribution will be on April 11 & 25 during all lunches. If you are unable to pick up your cap and gown order on those dates, please see Ms. Sullivan in the front office. If you have not ordered your cap and gown, go to www.jostens.com and order them as soon as possible. Balances for previously placed orders can be paid online, mailed to Josten's at P.O. Box 19041, Raleigh, NC 27619, or paid on delivery day. If paying on delivery day, only cash or money orders will be accepted.

SENIOR GROUP PHOTO: The group cap & gown photo will be taken on Friday, April 27 at 9:00 am in the school's gym. Seniors will not be allowed out of class for the photo without their cap and gown. The cost is \$15.00 per copy. Orders will be taken that day **only** by the photographer. Make all checks out to Lifetouch.

SENIOR AWARDS CEREMONY: Seniors receiving scholarship awards, medals, gold sashes, gold cords, and other honors recognition will be celebrated on Thursday, May 24th at 6:30 pm in the gymnasium. There will be a reception following the program. Students and families will be receiving invitations to the Senior Awards Ceremony.

BACCALAUREATE SERVICE: All senior families will receive an invitation from the parent committee concerning this event (which is Saturday, June 2nd @ 11:00 am). An electronic copy of this letter can also be found on the website. This is a non-school sponsored event planned entirely and hosted by a committee of senior parents.

GRADUATION REHEARSAL: **Wednesday, May 30, 2018 from 3:30—5:30 pm. at the Raleigh Convention Center (500 S Salisbury St, Raleigh, NC 27601).** All seniors who plan to participate in the graduation ceremony **MUST** attend this rehearsal. There are **NO EXCEPTIONS** to this rule. Any plea for an exception has to be taken to Mr. Martin, Principal. However, be aware that no exceptions have ever been granted in the past.

Please note: Practice will start promptly at 3:30 pm, all graduates should be there no later than 3:00 pm. It will end no later than 5:30 pm. *I suggest that the student and/or parent take a “trial run” to the facility. Please allow extra time for traffic, detours, and parking.*

GRADUATION CEREMONY: **Friday, June 8, 2018 at 4:00 pm at the Raleigh Convention Center.** The ceremony is usually no longer than one hour. The graduates will be required to be there at 2:45 pm. in order to get lined up and ready to go. The doors of the convention center will not open until 3:30 pm (for guests). The ceremony will also be streamed live for those family members that live out of town. Information on how to access that will be released closer to the ceremony date.

- Wake County Public Schools security is requiring that all guests arrive and get seated as quickly as possible. All guests are to remain seated during the ceremony. No one will be allowed to stand in any area or roam around the facility, or be out of place during the ceremony. Also, ***NO ONE WILL BE ALLOWED TO GET UP AND GO DOWN TO THE FRONT TO TAKE PICTURES.*** Lifetouch will be set up to take a picture of each graduate as he/she crosses the stage. Those pictures will be available for purchase through Lifetouch. Parents will order directly from Lifetouch, *not through the school.*
- The convention center is air conditioned, so we are asking that all guests dress appropriately so we may have a very nice graduation.

TICKETS: **Each graduate will receive seven (7) tickets** for the graduation ceremony. **Each graduate will receive those tickets at the rehearsal.** Then it is up to the graduate as to who receives those tickets.

- **If there are extra tickets left over for graduation, the school will set up a lottery system and families will be notified of the process.** If a graduate knows of a fellow graduate who does not need all 7 of his/her tickets, then extra tickets may be obtained that way.
- **EVERY BODY THAT IS ADMITTED THROUGH THE ENTRANCE OF THE CONVENTION CENTER MUST HAVE A TICKET. This includes small children even if they sit in a lap.**
- **There will be seating for handicapped individuals and elderly persons at the convention center.** If you or some of your family members need this special seating, you must contact me at dspodnick@wcpss.net.

PLEASE READ AND KEEP FOR REFERENCE. THESE RULES ARE ESTABLISHED BY THE WAKE COUNTY PUBLIC SCHOOLS' SECURITY DEPARTMENT AND THE RALEIGH CONVENTION CENTER:

1. All school personnel, students, and guests are to conduct themselves in an appropriate manner and not be under the influence of alcohol and/or other substances. .
2. All guests will remain seated during the ceremony unless there is a dire emergency.

THE FOLLOWING WILL NOT BE ALLOWED:

1. ***NO flowers in glass vases - only flowers wrapped in paper***
2. ***NO signs of any kind***
3. ***NO balloons of any kind***
4. ***NO noisemakers such as instruments, air horns, whistles, etc.***
5. ***NO wrapped packages***
6. ***NO PICTURE TAKING (during ceremony)***

ANY PERSON(S) VIOLATING THE ABOVE RULES WILL BE ESCORTED FROM THE FACILITY AND WILL NOT BE ALLOWED TO RETURN.

Graduation Etiquette, Guidelines, and Dress Code

- Caps and gowns should always be worn in a dignified way. Be sure that the gown is pressed with a COOL iron.
- Caps should be worn straight on the head- not tilted back or sideways. Tassels are worn on the right until the "switching of the tassel" portion of the graduation ceremony.
- Seniors will graduate in alphabetical order. After each name is called, seniors will walk across the stage and receive their diploma cover. The diploma cover will be received with the left hand and seniors will shake the hand of the principal with the right. Seniors will receive their diploma **after** they cross the stage.
- After receiving the diploma and cover, seniors will return to their assigned seat and sit down. Each row will rise at the same time and have a junior marshal to instruct as needed.
- Seniors should have nothing on them except their clothes and their cap and gown! **NO ELECTRONIC DEVICES. NO PURSES. NO KEYS. NO NOISE MAKERS. NO GUM.**

- Seniors will be checked prior to the ceremony.
- Seniors should remain quiet and in line at all times.
- After the last graduate has crossed the stage, the principal will declare seniors graduates of Middle Creek High School. The class president will instruct seniors on the turning of the tassel.
- Please ask family and friends to respect the dignity deserved by all seniors on this occasion by remaining quiet during the ceremony. If family and friends disrupt the ceremony, the student's diploma may be held by administration.

Dress Code

- Anything that shows through the gown is a distraction and an embarrassment.
- Gentlemen **are required** to wear **black** dress shoes (no tennis shoes, boots, etc), black socks, black dress pants (no jeans), a dark tie and a white dress shirt.
- Ladies **are required** to wear dress shoes (**black** shoes are recommended but no flip-flops or open back shoes, sandals or colorful hose). High heels are not recommended—please practice walking in the shoes that will be worn at graduation. Wear either a dress or skirt that **cannot** be seen below the hem of the gown. Bring several pins to secure the graduation cap.

PARKING: All parking downtown (whether it be in a lot or a garage) costs \$7.00 per vehicle. Please keep this in mind as you plan how many vehicles your family takes to the ceremony. Several golf carts will be available to give those who have difficulty walking a free ride from the parking lot area to the steps of the Convention Center.

We have had beautiful ceremonies in the past and all participants have properly conducted themselves with grace and dignity. This year should be no exception. Thank you (in advance) for your help in this matter.

If you have any questions about anything in this letter, feel free to contact me by email at dspodnick@wcpss.net.

Respectfully,

Denise Spodnick, Graduation Coordinator