

**Senior  
Handbook  
and  
Planning Guide**



**Middle Creek High School**  
***Class of 2019***

# Senior Calendar of Events

September 11	Senior Information Night, 5:45 p.m. / Auditorium
September 16	WCPSS College Fair 2:00-4:30 p.m. at the McKimmon Center
September 17	Financial Aid Night, 6:30 p.m., Media Center
September 25	Cap and Gown Meeting, 2nd Block, Auditorium
October 4-5	Senior Orders/Cap and Gown Memorabilia All lunches
October 4	Parent Night - Senior Orders/Cap and Gown Memorabilia 5:00 p.m.-7:00 p.m. in the Commons
October 18	College Night Panel at MCHS, 6:30, Auditorium
November 1	Senior Tux and Drape Photos (by appt. only) <i>*This is the only time Lifetouch will be at MCHS</i>
January 24	Mid-year Graduation, 6:30 p.m., Auditorium Rehearsal at 5:00 p.m.
January 31	Senior Cap and Gown Pictures
March 20	Cap and Gown Distribution All lunches and after school, Commons
April 27	Prom, 8-11 p.m., DoubleTree Brownstone Hotel
April 9	Cap and Gown Distribution make-up, all lunches
April 25	Senior Group Picture, 9:00 a.m., Gym <i>*Must wear cap and gown to participate</i>
May 23	Senior Awards Night
TBD	Baccalaureate Service
May 24	Senior Picnic
<b>May 31</b>	<b>1:00 Graduation Rehearsal (Mandatory)</b>
<b>June 11</b>	<b>4:00 Graduation Ceremony</b>

*\*Graduation Rehearsal/Ceremony will be held in the Raleigh Convention Center.*

# College Planning for the Senior Year

Detailed College Planning information is available on the MCHS College Planning Website at: <http://www.wcpss.net/domain/5390>

## Fall of Senior Year:

- Attend your senior meeting with your counselor.
- Prepare your resume to send to your counselor and those writing your recommendation letters.
- Attend college fairs and open houses to decide where you will apply. Speak with college admissions reps who visit MCHS during lunches.
- Complete college applications, know your deadlines! Make sure to apply for any college-based scholarship opportunities you are eligible for.
- Send transcripts. These will be available no sooner than the 20<sup>th</sup> day of school.
  - In-State Colleges must be sent through the Transcript Manager on [www.cfnc.org](http://www.cfnc.org). (This is the only way final transcripts will be sent in June.)
  - Out of State Colleges must be sent through ScribOrder: [wcpss.scriborder.com](http://wcpss.scriborder.com)
- Take the ACT or SAT for the final time. Be sure to send these scores directly to the colleges you are applying to.
- Attend Financial Aid Night and complete your FAFSA.

## Winter of Senior Year:

- Finish up college applications.
- Continue searching for scholarships in the community (visit the College Planning section of the MCHS Website for an updated list of available scholarships).
- Visit the colleges you are very interested in to help make your final decisions.

## Spring of Senior Year:

- Make sure all fees and fines have been paid and that you have received your cap and gown.
- Register for any AP Exams and send scores to college you will be attending.
- Make final decision on which college you will attend. Pay attention to deadlines for submitting your deposit to secure your spot.
- Turn in any scholarships you have received to Student Services to be included in the scholarship total and recognized at Senior Awards Night.
- Complete the Senior Survey in May. CFNC will send final transcripts to in-state schools; out-of-state schools will be mailed based on Senior Survey.

# Activities and Fees

## Senior Activities Overview

It is the administration's hope that all seniors will participate in these activities. Seniors must be students in good standing in order to participate. When students violate policy and/or choose not to meet expectations, they may lose the privilege of participating in activities including Graduation, Prom, or the Senior Picnic. They may also have off-campus lunch or and parking privileges revoked. A student can lose the same privileges for repeated acts of non-compliance. Some serious offenses may result in out-of-school suspension. Also, students who have been recommended for long term suspension and/or have not completed the ACE program may not participate in Graduation.

## Senior Obligation Fee

All seniors are required to pay a senior obligation of \$30 prior to graduation. This fee pays for the costs associated with the senior class activities. The senior obligation must be paid prior to participating in the prom and/or graduation rehearsal. Seniors have two options for payment: cash/check or through the Online School Payment. Go to [wcpss.net/middlecreekhs](http://wcpss.net/middlecreekhs) and click on the Online School Payments section in the lower right corner of the home page. Seniors who do not have online access or prefer to pay with a check or cash may pay their fee to the senior class advisors.

## Other Fees and Fines

ALL fees and fines must be paid **before** you can participate in graduation rehearsal and Graduation. These include any fees and fines charged to you by ANY Wake County School. Examples of possible fees/fines include: lost books, textbook fines, parking fines, library fines, athletic fees, and any other charges you may have accrued. Contact the front office to see if you have any outstanding fees and fines. Junior and senior obligations can be paid either online or in person to the class advisor. **Remember that this must be taken care of BEFORE graduation rehearsal or students will not be able to receive their tickets to the graduation ceremony.**

## Senior Memorabilia Orders - Jostens

On September 25, during second block, there will be a meeting in the auditorium for all seniors to go over cap and gown ordering procedures, as well as ordering other senior memorabilia. Seniors will receive order packets at this meeting.

Representatives from Jostens will return during all lunches on October 4-5 to take cap and gown and announcement orders. They will also be present in the MCHS Commons on the evening of October 4 to take orders from parents. Students are required to wear a cap and gown at graduation. Orders not made on October 4-5 may be subject to a higher charge due to extra shipping costs; late orders must be placed directly with Jostens. Cap/gown and memorabilia orders will be distributed during lunches on March 20 and April 9. Further information is found at [www.jostens.com](http://www.jostens.com).

**MID-YEAR GRADUATES:** There is a separate order form that you must use when ordering your cap and gown to make sure that it arrives by December. MCHS will provide you with this form at your senior meeting. MCHS will print announcements with your graduation date; you do not need to order these from Jostens.

Jostens website: [www.jostens.com](http://www.jostens.com)

# Senior Photo Opportunities

## Senior Tux and Drape Photographs

Lifetouch/Prestige Studios will be on campus on November 1 to take senior tux and drape photographs for the yearbook. Students can also schedule a senior portrait session with Lifetouch prior to this date by calling 919-571-0075 or at [www.prestigeportraits.com/raleigh](http://www.prestigeportraits.com/raleigh). While there is no requirement to purchase photographs from Lifetouch, it is necessary to be photographed by them in order for your picture to appear in the yearbook. There is a \$15 sitting fee and students must sign up for an appointment on November 1 with Mr. Wray in room 228. *November 1 appointments are limited to 50 students.*

## Senior Cap and Gown Photos

Senior individual cap and gown photos will be on January 31 in the auditorium/dance room. Cap and gowns will be provided for students to use during these pictures.

## Senior Class Photo

The Senior Class photo will be taken on April 25. This will take place at 9:00 AM in the gym. Seniors must wear their cap and gown to participate. The photo is a group shot (8x24). Orders should be paid in full on the day of the shoot; order forms will be available at that time.

\*When you receive your cap and gown, press it with a COOL iron and hang it on a hanger. Please check to make sure you have the correct size cap and gown. See Student Services immediately if there is a problem!

# SENIOR EXAM EXEMPTIONS

This WCPSS policy is based on academic performance and attendance. Exemptions may not be granted for State Exams (EOC, CTE Post Assessments & NC Final Exams) and select AP Courses. The attendance count includes each instructional day. Exemptions will be granted for seniors each semester under the following conditions:

- Attendance will be calculated per class period according to period attendance.
- According to school policy, a student must be in class for one-half of the period (45 minutes) in order to be counted present.
- Time missed for school related activities (school-sponsored field trips and sports-related trips approved by the principal), religious holidays approved by the school board, and pre-scheduled guidance appointments will not be considered absences.
- Students are permitted four college visits per year. Additional days missed due to visiting a college campus on “College Days” will be considered an absence.
- Out of school suspensions are unexcused absences and count towards exemptions.
- Any senior absent on a day that the senior class absentee rate exceeds 15% forfeits the exam exemption option.
- A student with an unexcused absence in a class, regardless of his/her grade average, will forfeit the privilege of being exempt from the exam in that particular class. Repeated ALC/ISS assignments may also impact exemptions.
- The grade average will be based on the student’s average from the beginning of the course. Thus, the average that will be used to determine if a student is exempt will be the anticipated final average for the course.

**Exam exemptions will be based on the following**

**“Grade Average/Days Missed” scale:**

A - Average ---- 3 Absences

B - Average ---- 2 Absences

C - Average ---- 1 Absence

# **GRADUATION**

**Graduation Rehearsal:            May 31, 1:00 pm**

**Raleigh Convention Center**

**It is MANDATORY for all graduating seniors to attend rehearsal. If a senior does not attend rehearsal, he/she will not be allowed to participate in the graduation ceremony.** Students are required to be on time. All seniors walk through the graduation ceremony and receive important information regarding the ceremony. Students will receive their tickets for Graduation at rehearsal. No additional tickets will be given out.

**Graduation Ceremony:            June 11, 4:00 pm**

**Raleigh Convention Center**

Graduation begins promptly! All seniors must be present one hour before the ceremony to get dressed, lined up, and ready for the ceremony. **BE ON TIME!** All seniors are expected to follow the subsequent guidelines. **NO EXCEPTIONS!** Any misbehavior will result in the senior not being allowed to participate in the ceremony. Seniors must be students in good standing to participate. No guest will be admitted without a ticket, including children. Five minutes prior to the start of the ceremony, no guests will be seated so that the seniors may line up for the processional. Latecomers will be seated after the processional.



## Staff Members Involved with Senior Activities

Principal	Wade Martin, <a href="mailto:wmartin@wcpss.net">wmartin@wcpss.net</a>
Assistant Principal for 12 <sup>th</sup> grade	Mary Boutross, <a href="mailto:mboutross@wcpss.net">mboutross@wcpss.net</a>
Assistant Principal/Student Activities	Billy Shipp, <a href="mailto:wshipp@wcpss.net">wshipp@wcpss.net</a> ,
Senior Class Advisors	Brittany Henderson, <a href="mailto:bhenderson@wcpss.net">bhenderson@wcpss.net</a> Katherine Snead, <a href="mailto:msnead@wcpss.net">msnead@wcpss.net</a> Courtney Titus-Costello, <a href="mailto:ctitus-costello@wcpss.net">ctitus-costello@wcpss.net</a>
Graduation Coordinator	Denise Spodnick, <a href="mailto:dspodnick@wcpss.net">dspodnick@wcpss.net</a>
Dean of Students	Tara Gillespie, <a href="mailto:tgillespie2@wcpss.net">tgillespie2@wcpss.net</a>
Counselor A-Di	David Ruggiero, <a href="mailto:druggiero@wcpss.net">druggiero@wcpss.net</a>
Counselor Do-La	Annette Trammel, <a href="mailto:atrammel@wcpss.net">atrammel@wcpss.net</a>
Counselor Le-Ri	Mina Bozman, <a href="mailto:mbozman@wcpss.net">mbozman@wcpss.net</a>
Counselor Ro-Z	David Minion, <a href="mailto:dminion@wcpss.net">dminion@wcpss.net</a>
Financial Aid Advisor	Tori Sharpe, <a href="mailto:vsharpe@wcpss.net">vsharpe@wcpss.net</a>
Registrar	Latasha Crudup, <a href="mailto:lkrudup@wcpss.net">lkrudup@wcpss.net</a>
Fees/Fines	Sandra Cabral-Costa, <a href="mailto:scabral-costa@wcpss.net">scabral-costa@wcpss.net</a>
Pictures/Yearbook	Robbie Wray, <a href="mailto:rwrap@wcpss.net">rwrap@wcpss.net</a>



**Middle Creek**  
HIGH SCHOOL

A WAKE STEM SCHOOL

