

Senior Graduation Letter 2024

April 12, 2024

Dear Seniors and Parents/Guardians of Seniors:

We are sharing the information in this letter so that both parents and students are aware of **all the important dates and expectations** for our seniors. **Please read through this entire packet carefully.**

Questions? See Mrs. Kim Clark (kiClark@caldwellschools.com) or Mrs. Christel Murray (cmurray@caldwellschools.com)

Sincerely,
SCHS Administration, School Counselors, Senior Sponsors

*Dress Code - **required** any time Cap & Gown are worn:*

Seniors have the option to wear...

- **Option 1:** Black slacks, black dress shoes, dark socks, white button-down shirt, and a dark tie with their cap and gown.
- **Option 2:** A dress or blouse with a skirt, and black dress shoes with their cap and gown.
- Personal attire should not be seen above the neckline, and skirts or dresses should not hang below the hem of the gown.
- Tennis shoes and boots are not a substitution for black dress shoes. We suggest you do NOT wear heels.
- Caps should be worn parallel to the floor.
- Students are not to carry purses with them during graduation or other personal items.

Failure to comply with these dress restrictions will result in the student not being able to participate in that event.

Miscellaneous information:

- **In the event a student does not meet all requirements for graduation, the school will notify the parent & student no later than the evening of May 22nd. No student will be permitted to participate in graduation unless he/she meets all graduation requirements, and the attendance rule (no more than 28 unexcused absences per semester).**
- All outstanding fees to the school must be paid in order to receive tickets & parking passes for the ceremony.
- We recommend that children under age 5 not be brought to the ceremonies. Children of any age in attendance are **required to have a ticket** for entrance and will be counted towards the senior's guest count (5 max for indoor ceremony).
- Graduation is an exciting time but in order to preserve the dignity of these ceremonies and to prevent delays to the program, we ask that you refrain from outbursts, undignified gestures, and celebrations.
- We also request all applause be held until the last senior has received his or her diploma. There will be time designated for applause.

Detailed Listing of Events

April 12th - MANDATORY Senior Class Meeting - during FLEX in the Theater

- Letter and presentation will be sent home on paper, by email, on the SCHS website, a Talking Point message, and posted in the Class of 24 Canvas.

April 12th - Jostens Cap/Gown & Announcement Pickup

- Pick Up will take place in the Commons Area after the Senior Class meeting & all three lunches (11:30-1:25 pm) on Friday, April 12th.
- Jostens orders must be **paid in full** to pick up at this time. Remaining balances will be shared with seniors via email prior to this date.
- Seniors who need to rent from the school will pick up their Cap & Gown at the same time. (Cost is \$25). **Must be paid in full before pickup or can be paid on the pickup day.** ***Questions, contact Christel Murray (cmurray@caldwellschools.com) or Beth Hinshaw (bhinshaw@caldwellschools.com)*

April 27th - Prom

Prom will be held Saturday, April 27th at Lake Hickory Country Club. See [the prom website](#) for additional information. ***Questions? See Ms. Bolick (sbolick@caldwellschools.com), Ms. Williams (ewilliams@caldwellschools.com), Ms. Clark (kiclark@caldwellschools.com), or Ms. Cardwell (mcardwell@caldwellschools.com)*

Apr. 29 - May 10th - Cap decoration approval (May 10th = deadline)

- **Seniors CANNOT decorate their caps before the senior class cap/gown pictures are taken on May 10th.**
- Cap decoration is an option for this year's senior class.
 - Seniors wishing to have their caps decorated **must** have their decorations approved by Ms. Enloe (teenloe@caldwellschools.com) or Ms. Reising (vreising@caldwellschools.com) before Wednesday, May 10th at 3pm. (Find them in person or by email).
 - Seniors will be given cardstock to decorate and then attach to their caps. Pick up the cardstock from Ms. Enloe (Room 302) or Ms. Reising (Room 215). Cardstock will be available May 1st.
 - Decoration on caps must not hang over and cannot exceed a height of over half an inch.
 - Decoration content must be positive and non offensive to others and meet the Caldwell County dress code.
 - **Administration has the right to pull any cap not meeting these requirements the day of graduation.**

April 30th - CCC&TI field trip

- Must have applied to CCC&TI
- Sign up with Mrs. Triplett to attend (mtriplett@caldwellschools.com)
- Permission slip required

April 30th - Honors & WorkKeys Cord Email goes out w/ fees

- School counselors will notify seniors via email of debt and if eligible for honors/cords
- Seniors will not receive their stole and/or medal if they have not paid for their item(s). Payment instructions will be found in the notification email students receive about what they earned.
 - Students qualifying for honor stoles may purchase at a cost of \$20.00.
 - NC Scholar medals are \$10.00.
 - AP Capstone cords are \$10.00.
 - The cost of WorkKeys cords is covered.
- They may be purchased at any time prior, but seniors are encouraged to purchase these items no later than May 8th during lunch. ***Questions about SCHS club cords, please contact your club sponsor.*

May 6th by 3pm - Deadline to turn in Bus Permission form for Elementary Visits

- Seniors MUST complete the [Final Senior Questionnaire](#)
- Seniors who plan to attend the elementary school visits MUST also have a parent/guardian [sign the paper permission form](#) to ride a bus to their elementary school in order to attend.
- You can print this form using the link above or pick up a paper form from Ms. Reising (Room 215). Forms will be available starting April 22nd.
- All forms must be turned into Ms. Reising (Room 215) by 3pm on Monday, May 6th.
***Questions? See Ms. Reising (vreising@caldwellschools.com)*

May 6th by midnight- Deadline to complete Final Senior Questionnaire

- All seniors must complete [this form](#) to attend the Elementary School visits, Decision Day, Capping Ceremony, and be included in the scholarship insert in the graduation program.
- Seniors who have received any grants/scholarships should report the scholarship name, amount, and if renewable - Use [this form](#) or submit a copy to Mrs. Murray for Awards Day and documentation.
- Any scholarships and/or grants **reported** will be included in the graduation program. Mrs. Murray must see the actual paper with scholarship information for it to be included.
*** Questions, ask Mrs. Murray (cmurray@caldwellschools.com)*

May 10th - Senior Celebration Day- 8:00-3:00

→ Cap & Gown Pictures 8:00 - 10:00

- Students should come to school in their cap/gown & graduation attire.
- Carolina Photography will be at SCHS from 8:00-10:00 to take individual and group cap & gown pictures.
- Seniors will be called to the gym in groups.
***Questions? See Ms. Sherrill (kasherrill@caldwellschools.com) or Ms. Bolick (sbolick@caldwellschools.com)*

→ Elementary School Visits 10:00-12:00

- After cap/gown graduation pictures, seniors who have turned in their [permission form](#) will meet senior sponsors in the commons area and wait to be assigned to their specific elementary school bus.
- We will load buses as a group and attendance will be checked. Students must ride their assigned bus!!!
- *Seniors may change into school appropriate attire and comfortable shoes, BUT all gowns must be zipped up as you walk through the halls of your elementary school.
***Questions? See Ms. Reising (vreising@caldwellschools.com)*

→ Senior Decision Day 1:15-3:00

- Seniors will spend the remainder of this day celebrating their next step at Senior Decision Day.
- Seniors will be in the Commons Area and have Pelican's, Publix sandwiches, games, photo booth, and raffle for prizes.
- We will be taking additional pictures that will be used in displays the remainder of the year. Seniors will get their pictures taken in their career, military, and college gear that they wore underneath their cap & gown to attend the elementary school visits.
- All CCC&TI students will be receiving a shirt to wear prior to this event.
***Questions? See Ms. Kongmany (skongmany@caldwellschools.com)*

Senior Yearbook Distribution TBA** *Questions? See Ms. Sherrill (kasherrill@caldwellschools.com)*

May 15th - Handicap Seating/Parking Request form deadline

- All guests requiring seating due to a handicap disability or physical restriction should complete and return the attached [handicap seating form](#).
- Guests will need to present their state issued handicap pass and/or their SCHS parking pass as they enter campus. You will be directed to a designated parking area.
- *Please leave the handicap pass visible on the dash of the car the entire time the vehicle is on campus.*
- Graduation in the **stadium**= Transportation will be provided to a designated seating area.
- Graduation in the **gym**=Transportation will be provided to the main office doors for building entry. Handicap guests will sit on the main level of the building overlooking the main gym.
- **All handicap tickets have to be seated in the gymnasium or stadium by 7 pm.**
- ***The handicap request form is located at the back of this packet.***
- **Form is due to Mrs. Clark or Mrs. Murray by May 15th.**

May 16th - Practice for Capping/Senior Awards Day - During FLEX

- All Seniors will meet in the new gym to line up & then practice walking into the Main Gym for Capping
- Seniors will receive their 9th grade letters to themselves following practice as they leave Flex.

May 17th - Senior Awards Day 8:45-3:00

→ Capping Ceremony 8:45-9:15

- Senior Awards Day will begin with a capping ceremony that will begin at 8:45.
- Seniors must come in **graduation attire**
- Each senior's designated person puts their cap and gown on them during the Capping Ceremony - Graduate's person is designated on the Final Senior Questionnaire.
- **At 8:00 = Seniors will be called to the New Gym to find/meet their "Designated person".**
- **You agree that your escort understands he/she must be dressed appropriately to take part in the distinguished ceremony on May 17th.**
- A staff member can be available to help any senior who does not have a guest in attendance. Please let Mrs. Murray or Mrs. Parnell know asap.
- Senior Homeroom Teachers & M. Ingram will be there to line you up accordingly.
- Additional instructions will be provided to students and escorts at 8:25 by M. Ingram.
- Additional guests can sit in the bleachers in the main gym for this ceremony or it will be streamed online for guests who cannot come. ****Questions? See Mr. Ingram (mingram@caldwellschools.com), Ms. Reising (vreising@caldwellschools.com) or Ms. Enloe (teenloe@caldwellschools.com)**

→ Senior Awards Day 9:15-11:15

- Senior Awards Day will be held in the Main gym immediately following the Capping Ceremony.
- The individual "capping" their senior will return to the bleachers to watch this ceremony.
- **Students participating in the capping ceremony must remain for Awards Day. Anyone leaving the ceremony may be subject to disciplinary actions.**
- This event will be streamed online for guests who cannot come in person.
**** Questions? See Mrs. Murray (cmurray@caldwellschools.com)**

May 20-22 - Senior Exams

→ Seniors will receive additional information closer to exam time regarding dates and times.

- Teacher-made exams will be given on Monday, May 20th
- EOC & CTE exams will be given Tuesday, May 21st & Wednesday, May 22nd.

→ Exam Exemptions:

- Students can discuss the exemption policy with his/her teachers to figure out eligibility.
- Exempt students have the option to take the final exam to see if they can improve their grade.

May 22nd - Send Final Transcript to Your College

- All seniors must request their final transcript to be sent to the college of their choice. To accomplish that students **must submit our online student records request portal**.
- You can find the link on our school website under the “Students” tab, or <https://caldwellinc.scriborder.com/>.
- Seniors need to select “Current Student” to send their transcript for FREE.
***Questions? See Ms. Kongmany (skongmany@caldwellschools.com)*

May 22nd - All senior debt must be paid

- Any senior who has owes for ANYTHING needs to pay at the **front office** as soon as possible.
- All fees/dues must be paid to receive tickets & parking passes. **This includes the senior fee of \$40.00 and return by 3pm on May 22nd of all chromebooks/chargers/hotspots borrowed.**
- Seniors will not get their tickets for parking/graduation seating if all debt hasn't been paid/cleared.
***Questions? See Mrs. Church (mchurch@caldwellcountyschools.com) or Ms. Prince (mprince@caldwellschools.com)*

May 23 - Thursday, Graduation Practice at 9:00am

- Graduation practice is **MANDATORY**
- All students MUST attend in order to participate in the graduation ceremony and receive tickets & parking passes.
- **Please note, if a senior is not ON TIME & does not participate in practice, the student will not be permitted to participate in graduation ceremonies.**
- Practice will start promptly at 9:00am.
- Seniors enter at the student entrance and report to the Main Gym. They will find and sit in the chair that has their name taped to it. Practice will end in either *the Indoor Graduation=gym or the Outdoor Graduation=stadium*
- Practice will take approximately 2-2.5 hours. However, we practice until we are ready for the big event.
- All school rules must be followed including the dress code.
- We reserve the right to remove a student from practice, and will notify parents immediately. The student will then not be permitted to participate in the graduation ceremony.
- Seniors are to leave campus immediately following practice. *It is recommended that students wear sunscreen and bring water for outdoor practice.*

May 23rd - Graduation

→ Graduate Dress

- The dress code for graduation will be **strictly enforced**. These will be dignified ceremonies and all students are expected to comply.
- Failure to comply with these dress restrictions will result in the student **not being able to participate** in the graduation ceremony.
- **By 6:30pm, Students should be in Cap/Gown dress code, and report to their designated seat in the main gym (from the graduation practice).**

→ Tickets & parking passes - will be distributed at graduation practice, if all debt is clear.

- No one can be on campus in the parking lots after 4 pm.
- Gates will open at 6 pm for parking.
- Every graduate will receive 4 parking passes. Special/Handicapped parking WILL count in the 4 total parking passes received.
- Parking passes (including Handicapped) must be displayed on the dash the entire time on campus.
- Seniors CANNOT park in his/her usual parking spot.
- A shuttle will be available from Granite Rec, where additional parking is available.

→ Location of Graduation

- Determination will be made by **5:00pm on the day of graduation** regarding the location of the ceremony.
- If the decision is made to move graduation inside, the location will not change regardless of the weather Thursday.
- Please prepare accordingly and make sure students distribute tickets appropriately.
- This event will be streamed online for guests who cannot come in person.

→ Plans for Outdoor Graduation

- Graduation will promptly begin at **7:30 pm on Thursday, May 23rd in the stadium**
- Graduates must be in the **new gym between 6:00-6:30 pm**. Attendance will be checked at 6:30 pm.
- **1 ticket will be given to each senior** -- this ticket is for the seating of 2 people on the field. These guests must arrive at the stadium field entrance together to sit on the field, but do NOT have to sit together.
- There is unlimited seating for guests in the football stadium bleachers which will NOT require tickets.
- Guests must present their ticket at the gate for the ceremony.
- All entrances to the ceremony will be closed at 7:30pm.

→ Plans for Indoor Graduation

- Graduation will promptly begin at **7:30 pm in the main gym**.
- Graduates must be in the **new gym between 6:00-6:30 pm**. Attendance will be checked at 6:30 pm.
- Doors will open at 6:00 pm for guests to attend the indoor graduation ceremony.
- Doors will close promptly at 7:30 pm.
- **2 tickets will be given to each senior** - 1 ticket is for seating of 3 people in the main gym & 1 ticket for seating of 2 people in the commons area or theater
- **Main Gym Tickets** = The 3 people using 1 ticket must enter the school together.
- **Commons area or Theater Tickets** = The 2 people using 1 ticket must enter the school together.
- **Guests must go to the area printed on the ticket.**
- The following graduates will receive 1 additional ticket for the theater or commons area that admits 1 additional person: *senior class president, student body president, honor graduates, and students with perfect attendance.*
- If you will not use all of your tickets, you may share with a classmate that needs an extra ticket.
- *Further information will be announced about entry and exit points, and handicap parking for inside graduation. Please listen for a phone call and/or check our school website for further information if the decision is made to move graduation inside. **Questions? See an administrator or a school counselor*

May 23 - Project Graduation

- All members of the Class of 2024 are invited to attend ***Project Graduation on May 23rd from 9:00pm-12:00am at Bo's Entertainment Center in Lenoir.***
- *Students who pre-register anytime before May 17th have the opportunity to win \$100.*
- Food, bowling, laser tag, games, mini golf, and arcade are **free**.
- Nearly \$10,000 in prizes - electronics, cash, etc.
- \$20,000 in scholarships
- See Mr. Swaba for details and the pre registration form.

It is our hope that this information will help enable us to have smooth graduation programs. Your cooperation and assistance is appreciated. If you have any questions, please feel free to reach out to the school.

2024 Handicap Request Form

****Must be returned no later than May 15****

Student's Name: _____

Student's email: _____

Phone number: _____

Number of guests needing special seating: _____

Number of guests needing special parking: _____

***Special parking passes WILL count in your 4 total passes to park.*

Mail or return to Kim Clark / Christel Murray
South Caldwell High School
7035 Spartan Drive
Hudson, NC 28638

South Caldwell Field Trip Form

➤ Class of 2024 Elementary Walk Through Visits

You are required to return this form to Mrs. Reising (Room 215) by
Monday, May 6th! No exceptions!

Student Name: _____

- Teacher Coordinator: Reising/Enloe
- Date of Trip: Friday, May 10th, Departing SCHS approximately 10:30AM, returning approximately 12:00PM
- Location of Trip: *(check the box for your elementary school)*

- GF
- Hudson
- Baton
- Dudley
- Sawmills

TO THE PARENT: Please sign below, indicating permission for your child to participate in this field trip. Students will depart South Caldwell at approximately 10:30AM and return at approximately 12:00PM. Any student not in attendance is expected to be in class. If they are not, it is considered skipping the student is subject to the appropriate consequences.

PARENT SIGNATURE _____

PHONE: _____ DATE _____

INSURANCE COMPANY _____ POLICY _____

TO THE STUDENT: Students are responsible for any classwork missed while attending this field trip. All school rules and consequences apply. Any misbehavior or rule violations may result in suspension of all further senior activities, including graduation. Administration reserves the right to deny participation to any student based on academic and/or behavioral issues.

I understand the statement above and will abide by all school rules. I promise to set a good example for the class of 2024 and all of South Caldwell High School.

Student Signature: _____

Date: _____