

*Black River Public School*  
*Class of 2018*  
*Senior Information Packet*



Dear Black River Seniors and Parents:

Congratulations on reaching your senior year!

We are looking forward to making this year and your graduation a special occasion for everyone involved. Parents, I know you must be proud of your students and are looking forward to a memorable year and graduation ceremony. Please remember that this booklet does not ensure graduation. All seniors must fulfill the academic requirements as set forth by the State of Michigan and Black River Public School.

We hope your years at Black River have prepared you for the many opportunities that will come your way. We are proud of all you have accomplished and wish you the best of luck in the next phase of your life.

Go Rats!

Shannon Brunink, Head of School



## CALENDAR OF EVENTS FOR 2017-2018 SCHOOL YEAR

October 25 <sup>th</sup>	FAFSA Night Presentation – Band Room – 7pm
Second half January	Jostens Visit – Ordering Caps/Gowns/Invitations
Second half of April	Jostens Returns with Orders for Pick Up
April 27 <sup>th</sup>	Honors Assembly – Gymnasium – 1:40pm
May 1 <sup>st</sup>	Decision Day Celebration – raffle and treats for seniors
May 24 <sup>th</sup>	Senior Capstone Open House (required attendance) – 6:30-8pm
May 25 <sup>th</sup>	<b>3:30pm - FINAL DEADLINE FOR ALL GRADUATION REQUIREMENT DOCUMENTATION SUBMISSION TO BE ELIGIBLE TO WALK AT COMMENCEMENT</b>
June 1 <sup>st</sup>	REQUIRED Graduation Rehearsal – 1pm – Location: Christ Memorial Church – 595 Graafschap Rd, Holland, MI 49423
June 1 <sup>st</sup>	GRADUATION! 7pm – Location: Christ Memorial Church – 595 Graafschap Rd, Holland, MI 49423 – Seniors must be dressed and ready for their class picture at 6:15pm
June 1 <sup>st</sup>	After-Graduation Senior Party – Buses leave from graduation location at 9pm

## Black River Public School Senior Information

### **SENIOR ACTIVITIES**

This booklet is designed to assist you in planning for your upcoming senior activities. These activities are specifically for graduating seniors. Please note the events and the details that describe them. If you have any questions, feel free to contact the following:

- Academic Requirements: Tricia Schrotenboer – School Counselor – x 153 – schrotenboert@brpsk12.org
- Senior Capstone: Ericka Foreman & Nicole Sinclair – Capstone Coordinators – x 164/174 – foremane@brpsk12.org/sinclairn@brpsk12.org
- College Application/Acceptance: Cessie Wright – College Advisor – x 106 – wrightcc@brpsk12.org
- Commencement: John Donnelly – Dean of Students – x 119 – donnellyj@brpsk12.org
- Community Service Tracking: Kelli Heneghan – Main Office – x 102 – heneghank@brpsk12.org
- Transcript Questions (including PE Credit documentation): Jen Wise – Registrar – x 141 – wisej@brpsk12.org
- Senior Party: High School Parent Organization – hsblackriverpo@brpsk12.org

## **STANDARDS OF CONDUCT**

Seniors must follow all school rules and regulations at all Senior Activities. Appropriate behavior and regular school attendance are required in order to be eligible for all senior activities. Remember that senior activities, including graduation, are privileges. School officials reserve the right to remove students from any senior activities, including prom or graduation. Specifically,

- Any senior who is subject to significant disciplinary action in the months prior to graduation may forfeit their participation in the commencement ceremony and/or other senior activities;
- Any senior who has not met all of the graduation requirements by the Commencement Participation Deadline (Friday, May 25<sup>th</sup> at 3:30pm) may not participate in the commencement ceremony;
- Any senior who does not attend the mandatory graduation practice (without prior approval of the absence from Mr. Donnelly) may not participate in the commencement ceremony.

## **GRADUATION REQUIREMENTS**

All graduation requirements must be met before the school can certify graduation – this includes PE credit, Health credit, Community Service submission, proof of college acceptance, and successful completion of the Senior Capstone requirement. Please see the Program of Study for more information on any of these requirements. **Seniors must meet all graduation requirements and provide any needed documentation by 3:30pm on Friday, May 25<sup>th</sup> in order to participate in the commencement ceremony.** If completion or documentation is provided after this deadline, the student will be eligible to receive their diploma at that time, but will **not** be eligible to participate in the commencement ceremony. Please look over the following list closely to make sure you are on track to be eligible to graduate and participate in commencement:

- **Core Academic Requirements** – this includes successful completion of total required credits, and individual academic requirements (i.e. 4 years of math and English) as outlined by both the State of Michigan and Black River public School – please see the Program of Study for more information.
- **PE/Health Credit and Documentation** – students must pass Health (taken during CAP junior year). They must also complete 1.0 credit of PE – this can be done through courses or sports/outside of school activities. If students are not enrolled in a PE course, they must submit documentation of hours/participation to receive credit. This should be turned into Mrs. Wise as soon as possible.
- **College Acceptance Requirement** – students must provide proof of acceptance to a 4-year college or university. This should be submitted to Miss Wright.
- **Community Service Hours** – Students are required to complete 60 hours of community service during 9<sup>th</sup>-12<sup>th</sup> grade. Documentation must be provided by completing Community Service forms. These forms can be obtained and then returned outside of Mr. Donnelly's office.

- **Senior Capstone Completion** – Students must successfully complete the Senior Capstone Project including attendance at the Capstone Open House on May 24<sup>th</sup>. Please see Mrs. Foreman or Mrs. Sinclair for more information.
- **Project Term Credits** – Students must pass 3 years of Project Term. If a student must be enrolled in Project Term as a senior, their diploma and graduation certification will be held until the Project Term courses are successfully completed. Seniors enrolled in PT courses will be eligible to walk at the commencement ceremony but will not receive their diploma until after Project Term is over and grades have been posted.
- **Attendance Policy** – Seniors must have no more than 10 days of absences (or the equivalent number of blocks) during the second semester in order to be able to participate in commencement.
- **Unpaid Balances** – Seniors with unpaid balances to the school will not be able to participate in the commencement ceremony. You must pay your balance off by the same deadline outlined above (Friday, May 25<sup>th</sup>) to be eligible. Balances may be paid in person at the Main Office. Please contact Mr. Brunink with any extenuating circumstances.

### **TRANSCRIPTS**

If seniors are planning to attend a college, university, or trade school in the fall of 2018 that requires an official final transcript after graduation, they will need to order their transcript by doing the following:

- Common App schools – for seniors planning to attend a college that they applied to via the Common App, Miss Wright will upload the final transcript and send it to the college as a part of the Final Report, SO LONG AS THEY INDICATE THEIR FINAL COLLEGE SELECTION via the Final Senior Update survey that will be shared in late April/early May.
- Non-Common App schools – seniors must request a transcript through their Parchment.com account (students registered for these accounts during their junior year in CAP). They will need to log into their account at parchment.com, place an order using the "Order" tab, and must change the "When Do You Want This Sent?" answer on the Order Detail screen. Please use the drop-down menu to select "HOLD FOR GRADES."

All requests will be processed AFTER Project Term ends and transcripts are updated.

### **CAP AND GOWN & ANNOUNCEMENT INFORMATION**

In the second half of January, Jostens will be on campus to assist seniors in ordering their caps, gowns, and announcements. Orders will arrive in late April to be picked up during lunch in the lyceum. Please press the gown. After the distribution date(s), students may pick up their announcements in Mr. Donnelly's office.

### **HONORS ASSEMBLY**

DATE: April 27<sup>th</sup>, 2018

TIME: 1:40pm

PLACE: BRPS Gym

The Annual Black River Public School Honors Assembly will honor seniors for their scholastic achievements. The event is attended by all high school students and senior families are invited to attend.

### **COMMENCEMENT PRACTICE**

DATE: Friday, June 1<sup>st</sup>

TIME: 1pm

PLACE: Christ Memorial Church – 595 Graafschap Rd, Holland, MI 49423

This rehearsal takes approximately 1.25 hours and is MANDATORY! Any student unable to attend should contact Mr. Donnelly immediately. You should make your employer aware of this date and time. The ONLY exception to missing practice is a sports state meet.

### **COMMENCEMENT (Graduation Exercises)**

DATE: Friday, June 1, 2018

TIME: 7pm (seniors must be present, dressed, and ready for their class picture at 6:15pm)

PLACE: Christ Memorial Church – 595 Graafschap Rd, Holland, MI 49423

All graduates are to BE ON TIME! All graduates must wear a cap and gown. Information about the evening, including details on door opening time and the senior party will be sent home closer to the event.

NOTE: Graduates will be photographed as they receive their diplomas by a professional photographer. Ordering information will be shared with seniors and their families.

The commencement ceremony is not mandatory. It is a privilege which comes only once in a person's lifetime!

### **ATTENTION SENIOR PARENTS:**

Plans are underway for the 2018 Senior Class Overnight. This is a parent-sponsored, substance-free post-graduation party. Volunteers are needed in order to make this party a success. Watch for more information as it becomes available.

**SENIOR REQUIREMENTS & STANDARDS OF CONDUCT AGREEMENT**

Please read and sign this agreement. Then detach this page from the packet and return it to the main office ASAP and *no later than **September 22<sup>nd</sup>***.

As a senior and parent(s) of a senior, we have read the above information packet and understand the information provided. We understand the graduation requirements as outlined both in this packet and in the Program of Study. We also understand that if these requirements are not met (or documentation has not been provided) by the **deadline of Friday, May 25<sup>th</sup> at 3:30pm**, eligibility for participation in commencement (graduation ceremony) will not be possible.

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_