

March 2024

Dear Senior Class and Parents/Guardians:

Graduation and related activities will take place very soon. In order to make these events successful and allow each family to make the appropriate plans, we are providing the following schedule and information.

This packet provides students and families with details regarding all end-of-year senior events. There is information on the Highlander Internship Program, Prom, senior exams, graduation rehearsals, Convocation, the senior trip to Hershey Park, Baccalaureate, and our graduation ceremony. Each student will receive **five (5)** tickets for the graduation ceremony at DAR Constitution Hall. We are all excited to see our students walk across the stage to receive their diplomas.

We are proud of the Class of 2024 and have been honored to work with them toward this most significant accomplishment. The following letter is packed with information, so please read it carefully. Should you have any questions regarding the information, please contact Mrs. Charles-Williams (mlcharleswil@fcps.edu)

Thank you all for your outstanding support. We look forward to seeing you and celebrating with you!

Sincerely,

Ellen Reilly
Principal

Monica Charles-Williams
Class Administrator

Margaret Nye
Class Sponsor

Britton Boyce
Class Sponsor

Important Dates and Events for Seniors

Date	Event	Description
Friday, April 5	Senior Parent Meeting	Meeting for Senior parents to discuss the upcoming events for the class of 2024.
Monday, April 22	Highlander Internship Program (HIP) Applications Due	Applications should be turned in to the main office and students will be notified on Monday, April 29.
Wednesday, May 1	HIP Mandatory Participant Meeting	Seniors participating in HIP will attend a brief meeting during Highlander Time to review expectations for HIP.
Friday, May 3	Sign Language Interpreter request due for Convocation/Graduation ceremony	Email request to Kathleen Otal at kjotal@fcps.edu .
Friday, May 10	Last day of school for seniors participating in HIP	Seniors participating in HIP are exempt from their final exams. Students taking an online class or a DE class should speak with their teacher about final exams. All outstanding work for classes must be turned in no later than Friday, May 10. Seniors participating in HIP must also pay their senior dues, obligations, and course fees through MySchoolBucks .
Friday, May 10	All Senior Dues, obligations and course fees must be paid	All money owed can be paid through MySchoolBucks
Monday, May 13	HIP Begins	Seniors participating in HIP will report to the internship site.
Saturday, May 18	Prom	Hilton McLean Tysons Corner: 8pm - 11:30 pm
Tuesday, May 21	Senior Exams	Senior Exams for Periods 1 and 3
Wednesday, May 22	Senior Exams	Senior Exams for Period 2
Thursday, May 23	Senior Exams	Seniors Exams for Periods 5 and 7
Friday, May 24	Senior Exams	Senior Exam for Periods 6 and 8
Friday, May 24	HIP Ends	Last day for seniors participating in HIP to report to their internship site.
Friday, May 24	Obligations Notification	The final senior obligation list will be communicated through students' fcpschools.net email to all seniors who owe an obligation.
Monday, May 27	Memorial Day	Holiday - No School
Tuesday, May 28	Obligations Day	Come in to the main office to pay any remaining dues and obligations. You will not receive graduation tickets until all payments are complete.
Wednesday, May 29	1st Graduation Rehearsal and distribution of caps and gowns	Attendance is mandatory if you plan to attend graduation. This rehearsal covers decor, rules, logistics, fees, and obligations. We will practice from 8:30 am -10:30 am in the Lower Gym.
Thursday, May 30	Senior Trip to Hershey Park	Seniors should report to the cafeteria by 7:30 am. Ticket cost is \$90.00 and can be paid through MySchoolbucks
Friday, May 31	HIP Presentations	The HIP Presentation fair will take place immediately

		before Convocation from 8:00 am to 8:45 am in the cafeteria. Parents are welcome to attend.
Friday, May 31	Convocation	Convocation will take place from 9:00 am to 11:00 am in the Lower Gym. Students should arrive by 8:30 am.
Friday, May 31	Senior BBQ	Following Convocation, we will have a BBQ for all seniors on the practice field.
Monday, June 3	2nd Graduation Rehearsal and distribution of graduation tickets	Mandatory practice from 8:30 am to 10:30 am in the Lower Gym. This rehearsal covers decor, rules, logistics, fees, and obligations. Students who do not attend WILL NOT participate in the commencement ceremony on June 6. Each senior who has fulfilled all financial obligations will receive 5 tickets to graduation following the rehearsal.
Monday, June 3	Baccalaureate	An interfaith graduation service for students and their families to be held at Lutheran Church of the Redeemer at 5:00 pm.
Tuesday, June 4	Graduation at DAR Constitution Hall	2:30 pm Commencement Ceremony, all graduating students must arrive at McLean no later than 12:30 pm.
Tuesday, June 4	All Night Grad Party	The McLean PTSA is sponsoring a party from 11:00 pm - 4:00 am. More details will be provided in the upcoming weeks.

Senior Dues and other Obligations

Senior dues are \$100.00 per student and cover cap and gown, diploma cover, one tassel, and other graduation costs. Students who have not yet paid senior dues must do so by **May 10, 2024**. Senior Dues are now available in the school store and must be paid through [MySchoolBucks](#). Students participating in HIP must pay current obligations and course fees listed in [MySchoolBucks](#) prior to beginning their internship. Other obligations may be applied before graduation. Families who are unable to pay senior dues due to financial hardship should contact their child's counselor. All discussions will remain confidential.

An obligation can be due to the following reasons: Senior dues, lost/damaged textbook(s) dating back to freshman year, course fee(s), parking fees, library fees, AP testing fee(s), etc. Seniors were contacted about previous school year obligations in the fall. A final obligation report for the current school year will be communicated on **Friday, May 24** as we collect school-owned items. Senior obligations must be paid through [MySchoolBucks](#) and can be found by searching the school store. **All financial obligations must be paid for students to receive their diploma.**

Highlander Internship Program (HIP)

The Highlander Internship Program (HIP) began at the request of the Class of 2017. At our senior class meeting on **Monday, January 29**, we reviewed HIP and the requirements for the program. All information related to HIP can be found on our website under the [Senior Events page](#). All HIP applications are due by **Monday, April 22, 2024** in the main office. In order to participate in HIP, seniors must pay their current outstanding obligations by May 10.

On **Friday, May 31**, all seniors participating in the Highlander Internship Program will present their experiences. The presentation fair will be from 8:00 am - 8:45 am and will take place in the cafeteria. All seniors participating in HIP must present their experiences. Following the presentations, all students will participate in Convocation. We will review the components of the presentation at the HIP Participant Meeting on **Wednesday, May 1**.

Prom

The McLean High School Prom will take place on **Saturday, May 18, 2024** at the Hilton McLean Tysons Corner from 8:00 pm -11:30 pm. **Tickets will go on sale Monday, April 8th through MySchoolBucks and will be on sale until Tuesday, May 14th at 3:00 pm.** The cost of prom tickets will be \$65.00 per ticket. Students who are unable to pay the full amount of a prom ticket due to financial hardship should contact their child's counselor. All discussions will remain confidential. Students may purchase a maximum of two tickets on [MySchoolBucks](#). Please have your date's first and last name to share with the staff member who is distributing the tickets. If you are bringing a date who does not attend McLean High School, you must fill out a guest form (located in the front office and on [MySchoolBucks](#)). Bring the filled out guest form when picking up tickets. Tickets can be picked up during all lunches **Wednesday, May 15 - Friday, May 17** (please be sure to print out and bring your receipt from [MySchoolBucks](#) when picking up tickets). Tickets will not be sold at the door.

Senior Trip to Hershey Park

The senior trip will be on **Thursday, May 30**. Students will report to the cafeteria by 7:30 am on the day of the trip. Students are required to ride the charter buses to and from Busch Gardens. Buses will depart McLean at 8:00 am and will depart Busch Gardens at 5:30 pm. Buses should arrive back at McLean at approximately 8:30-9:00 pm.

The cost of the senior trip is **\$90** per student. This cost covers the park ticket price, transportation to and from the park on chartered buses, and a light breakfast before departure. Tickets can be purchased on [MySchoolBucks](#) **thru Monday, April 1**. Students who are unable to pay the full amount of the senior trip due to financial hardship should contact their child's counselor so that we can work with them. All discussions will remain confidential. Two forms must be completed and signed by parents for students to attend the senior trip. The forms are located on [MySchoolBucks](#) and on our website on the [Senior Events](#) page. Signed forms should be returned to Ms. Yates in the main office.

Senior Exam Schedule

DATES	PERIODS
Tuesday, May 21	1 and 3
Wednesday, May 22	2
Thursday, May 23	5 and 7
Friday, May 24	6 and 8

Students participating in HIP are exempt from final exams. This does not apply to Dual Enrollment courses. In addition, students in online courses should speak with their teacher regarding end of year requirements.

Graduation Rehearsal #1 and #2 - ATTENDANCE IS MANDATORY!

On **Wednesday, May 29 at 8:30** and **Monday, June 3 at 8:30 am**, all seniors will meet in the Lower Gym for graduation rehearsal. No one will be excused from this rehearsal unless prior approval is granted by

Monica Charles-Williams, Assistant Principal - mlcharleswil@fcps.edu

Seniors will be given seating and marching arrangements and will practice the procession and recession for graduation. A complete rehearsal of the program will be conducted and tickets for graduation will be distributed at the conclusion of the second graduation rehearsal.

Following Graduation Rehearsal #1, seniors who have met all their academic and financial obligations will receive their cap, gown, and tassel for graduation.

Following Graduation Rehearsal #2, seniors who have met all their academic and financial obligations will receive their tickets for graduation. **Each student will receive five (5) graduation tickets.**

Convocation

Seniors who have received their caps and gowns will participate in Convocation (McLean's annual school-wide celebration of the Senior Class) on **Friday May 31**, from 9:00 am to 11:00 am. **Seniors are to wear their caps and gowns over casual clothes for this event.** In addition, seniors may decorate their caps (in a school-appropriate manner) to celebrate their accomplishments. These decorations must be removed, however, prior to the graduation ceremony at DAR Constitution Hall.

Seniors are to meet in the cafeteria at 8:45 am for the Convocation Processional. The ceremony will begin at 9:00 am in the Lower Gym. Parents of students who are receiving awards will be notified prior to the ceremony and invited to attend.

Yearbooks

We will keep you informed as to when yearbooks will arrive.

Baccalaureate Service

Monday, June 3 2024 at 5pm

Lutheran Church of the Redeemer, 1545 Chain Bridge Rd, McLean, VA 22101

McLean High School Seniors, their families, and guests are invited to attend the 2024 Baccalaureate Service. The Baccalaureate Service is a long-standing tradition for parents of graduating seniors at McLean High School to organize an interfaith graduation service for students and their families. Baccalaureate services date to the 1400s and mark the milestone of graduation with prayer and song. The service includes prayers and reflections from faith leaders in our area as well as from Class of 2024 students.

If you would like to serve on the Baccalaureate committee, or would like to participate as a speaker, prayer leader, and/or music performer, please contact Julie Smith at jds342000@gmail.com.

To donate food, drink, decorations, time or funds to this time-honored tradition, please sign-up [here](#).

Graduation

Graduation will be held at DAR Constitution Hall, 18th and D Street, NW, Washington, DC, on **Tuesday, June 4 at 2:30 pm**. For directions, visit <https://www.dar.org/constitution-hall/hall-event-directions>

The doors will open to the public at 1:30 pm. There will be no admittance to DAR Constitution Hall without a ticket. Each senior who has fulfilled his/her financial and academic obligations will receive **five**

tickets for the graduation ceremony at the second graduation practice. The doors to DAR will close **promptly** at 2:20 pm.

- If there is an additional need, parents and students are encouraged to share extra tickets with those who need them.
- Accessible seating is provided on the main floor of DAR Constitution Hall for people with mobility disabilities. Because the number of these seats is limited, please understand that your entire family may not be able to sit in this area. Also, be aware that even with tickets for people with mobility disabilities, the maximum number of tickets for each graduating senior is still **five**. If you need assistance with accessible seating, email Mary Barnes at mkbarnes@fcps.edu.
- If you require a sign language interpreter please make that request, in writing, by emailing Kathleen Ota (kjotal@fcps.edu) by **Friday, May 3, 2024**.
- **All school fees, fines, obligations, parking tickets, returned checks, course fees, and Senior Dues must be paid, and attendance at all graduation rehearsals is MANDATORY in order to receive your tickets and to participate in the graduation ceremony. Students who have not paid their fines will not receive their diploma.**

All graduates **MUST** ride school-provided buses to graduation. Students must be at McLean no later than **12:30 PM on June 4**. **DO NOT BE LATE!** Prior to getting on the buses, students will be searched for items that are prohibited during the ceremony. Students will only be allowed to bring an Identification Card/Driver's License and car key with them to DAR Constitution Hall. **Students cannot have their phones with them for the graduation ceremony.** Transportation will be available for all seniors to return to McLean but graduates who wish to leave DAR Constitution Hall after the ceremony with their parents may do so.

Tips on transportation and parking:

- If you can get someone to drive you, this is the way to go! Another option is to take a taxi or Uber.
- Take the Metro to the Farragut West stop (10-15 minute walk to Constitution Hall).
- If you drive, parking garages are located in the area of New York and Pennsylvania Avenues, and 17th and 18th Streets, but please be advised that parking is very limited. You may be able to reserve a parking space at Colonial Parking at 18th and G Streets (202-295-8100) or at other locations through Spot Hero: <https://spothero.com/>.
- **Please be aware that you cannot save seats for members of your party who arrive after you – you must all be seated at the same time, or expect to sit separately, so coordinate your transportation plans accordingly!**
- Consider making a dinner reservation downtown for after the ceremony, to avoid having to drive home in rush hour traffic! **Graduation is approximately 90 minutes long.**

A respectful, dignified ceremony has been planned that will require everyone's cooperation. Lifetouch Photography will have a photographer taking photos of each graduate as they receive their diploma. Parents will be able to view those photos after graduation on Lifetouch's website and purchase a copy if

they wish. No messages on caps or gowns, noisemakers, or any other inappropriate toys or items such as signs, balls, balloons, etc. will be permitted. Food and drink are not permitted. In addition, no backpacks, briefcases, or large containers of any kind will be permitted inside Constitution Hall. All such objects will be confiscated at the door by DAR ushers. All guests should plan to arrive at DAR Constitution Hall early since there is no admittance once the doors close at **2:20 pm**. The ceremony will begin promptly at **2:30 pm**. Those who violate the formal and secure atmosphere, including students, will be immediately escorted from the ceremony. Remember, we are guests at the DAR and a reflection of our community.

The dress code for Graduation is as follows:

Appropriate business casual attire
No shorts, no sandals, no flip flops, no sneakers
High heels are not advised
NO decorated caps

All Night Grad Party

Encourage your students to attend ANGP and celebrate with their friends.

When: June 4th from 11pm to June 5th 4am

Where: TBD

What: McLean PTSA is sponsoring the All-Night celebration for the Class of 2024! It will be filled with entertainment, casino games, LED games, hypnotist show, DJ/music, food, and much more to celebrate the graduating Seniors.

Coming Soon! ANGP Tickets will be on sale soon! Stay tuned for information on how to order a Graduate Yard Sign for your Senior.

ANGP Team Needs YOUR Help! We are all parent volunteers planning a celebration for the Class of 2024! We need your help to make this happen. You can help in multiple ways to make this a memorable celebration for your students:

- Sponsor ANGP
- Donate gift cards for raffle
- Donate fun prizes for raffle
- Volunteer to help plan the party prior to June 4th
- Volunteer to help on the day of the event (June 4th evening) – This is a Senior event, every year we have parents of Juniors and underclassmen help supervise and chaperon with this event and pay it forward.

Interest/Questions? Email Pamela Williams at pwilliams@mcleanptsa.org

Video

Information will be forthcoming regarding video and live streaming of the graduation ceremony.

