

May, 2009

Dear Parents and Seniors:

The West Essex Regional High School Graduation Exercises will be held on Sunday, June 21, at 5:00 p.m. This culminating event should be a joyful experience for each participating senior. It should also be an occasion of pride for our professional staff, parents, and community. To ensure a dignified and memorable commencement, we ask each senior and parent to read and discuss the contents of this letter and to adhere to its guidelines conscientiously.

Seniors must return the enclosed form signed by both the senior and his/her parents to the main office on or before Thursday, June 11, 2009.

The graduation ceremony requires the cooperation of all participants--audience members and graduates alike--in maintaining appropriate decorum. With everyone's assistance, we can look forward to a successful commencement.

COMMENCEMENT STANDARDS AND PROCEDURES

1. Graduation practices for all seniors will be held on June 17, 18, & 19 at 7:45 a.m. Attendance is mandatory. Seniors must report on time for all scheduled rehearsals. Seniors who are absent from rehearsal will not be permitted to participate in the ceremony unless the absence is excused by the Principal. Seniors are expected to report to the gym at 7:45 a.m. on Thursday and Friday. On Wednesday, June 17, they should report to the east gym at 8:00 a.m. for the senior breakfast.
2. All fines must be paid and all obligations must be met in order to participate in graduation exercises. The deadline for fine payments and meeting of obligations is Friday, June 12. **Caps and gowns, graduation tickets, yearbooks, and invitations will be withheld if there are any outstanding fines.**
3. Seniors should report to the gymnasium at **4 p.m.** on the day of graduation.
4. Caps and gowns must be worn to graduation. The academic gown should be pressed with a warm iron. Seniors should wear the following attire with their gowns:

Women: Skirts and blouses or dresses that do not extend below the gown. Slacks or pantsuits may be worn. White or light colored shoes - **no heels** - are to be worn.* **Jeans may not be worn.**

Men: Dark trousers (black, blue, gray or brown); white or light colored shirt with tie and dress shoes must be worn. **Jeans may not be worn.**

Beachwear, sneakers, and sunglasses are **unacceptable** dress for both men and women. Students will be sent home to change, if not dressed appropriately.

Flowers or decorations of any kind may not be worn on caps and gowns. Any senior who fails to fulfill the dress standard established for the ceremony will not be allowed to participate.

*** HEELS WILL DAMAGE THE FIELD TURF AND WILL NOT BE PERMITTED ON THE FIELD**

5. All regular school rules remain in effect for all the rehearsals and the ceremony. Any senior who does not maintain proper standards of conduct during rehearsals and during the evening of graduation, will not be allowed to participate in the graduation ceremony.
6. Controlled Substances:
Any senior deemed to be under the influence of alcohol or drugs, or who is involved in the possession, use, or distribution of alcohol or drugs at school, at graduation practice or at the ceremony itself, will not be allowed to participate in the graduation ceremony and will be subject to appropriate disciplinary action in accordance with West Essex Regional District Board policy.
7. Students will receive **six** graduation tickets. In the event of rain, only the three tickets stamped, “**rain-indoor,**” may be used for admittance to the gymnasium. The three tickets that are not stamped in the back, may be used for admittance to the auditorium for viewing through a closed circuit monitor.
8. All guests attending graduation will be required to remain in the grandstand. The first three rows of the middle sections will be reserved for the handicapped and/or elderly. We are using both sets of bleachers this year. Please check with your son/daughter for the side of the field that they will be sitting on for that day.
9. Proper applause by guests is welcomed; however, special noisemakers are not allowed. Fireworks, balloons, cowbells, whistles, or horns are strictly prohibited.
10. Parking will be limited. **Arrangements have been made for off-site parking** at 155 Passaic Avenue with shuttle busses beginning at 3:45 p.m. to take families onto the campus.
11. PLEASE BE SURE TO CHECK THE SCHOOL WEBSITE ON THE DAY OF GRADUATION FOR UPDATED INFORMATION.

We look forward to seeing you on June 21!

Sincerely,

Barbara Longo
Principal

Enclosures

**WEST ESSEX HIGH SCHOOL
CLASS OF 2009
GRADUATION STANDARDS AND PROCEDURES**

TO: West Essex High School Administration

FROM: Parents/Guardians of Senior Students

We have read and understand the Graduation Standards and Procedures. We understand that failure to follow these standards may result in denial of participation in the graduation ceremony and the graduation party scheduled for that evening.

Student Name (Please Print)

Student Signature

Parent/Guardian Signature

Date

PLEASE NOTE:

Please return this form to the high school main office on or before **Thursday, June 11, 2008**. Failure to complete and return the form by June 12 will be construed as an indication that such individuals do not wish to participate in the graduation ceremony. Thank you for your continued cooperation.