

April 25, 2017

Dear Parents/Guardians:

Graduation day for the Class of 2017 is a few short weeks away. The purpose of this document is to provide you with details on senior activities and graduation to help support your planning.

If your student has not paid his/her senior dues or cleared all outstanding obligations, he/she should do so immediately. Students will not receive their cap and gown and graduation tickets for graduation without clearing all obligations. Students should see Ms. Seger in Subschool 1 to determine status. Parents can email Ms. Seger at MMSEger@fcps.edu, for inquiries.

As of May 1, all fees, obligations, and purchases, must be paid in cash or by a money order payable to Westfield HS. No checks will be accepted for the remainder of the school year. This does not apply to food services (cafeteria) or the PTSA for ANGP.

Contact Balfour at www.barfour.com, regarding graduation announcements.

I PROM

Saturday, May 13, 8:00 p.m. – midnight at the Hilton Washington Dulles Airport, Herndon.

Tickets will be sold for \$70.00 per person and will be available for purchase May 3 – May 11 during all lunches. New this year -- online ticket sales will be available May 2 – May 9 only, through the FCPS MySchoolBucks program. You can access MySchoolBucks at the following link: <https://www.myschoolbucks.com>. The online receipt will be required to pick up the tickets during all lunches. Prom tickets, not purchased through MySchoolBucks, are payable by cash or money order only. Checks will not be accepted for payment. If a non-WHS student is attending as a guest, a form **MUST** be completed and approved prior to receiving tickets. Guests cannot be a middle school student and may not be older than 20. A prom guest permission form is enclosed for your convenience. Please refer to Section X in this letter for clarification on the substance abuse policy as it pertains to prom.

II SENIOR EXAMS

Seniors must continue to attend classes on scheduled days, up through completion of each final exam and/or culminating activity according to the exam schedule.

Tuesday June 6 Periods: 7 & 5 Exams (period rotation 7, 5, 1, 3) full day

Wednesday June 7 Periods: 4 & 6 Exams (period rotation 4, 6, 2, 7) Seniors released at 1:57
Seniors riding bus will report to the Library until underclass dismissal at 2:55.

Thursday June 8 Periods: 1 & 3 Exams (period rotation 1, 3, 5, 7) Seniors released at 11:52
Seniors riding bus will report to the Library until underclass dismissal at 2:55.

Friday June 9 Period: 2 Exam (period rotation 2, 4, 6, 7) Seniors released at 9:35
Seniors riding bus will report to the Library until underclass dismissal at 2:55.

III BACCALAUREATE

Sunday, June 11, 5:00 p.m. - 6:00 p.m., at Centreville Presbyterian Church, 15450 Lee Highway, Centreville.

This ceremony is organized and sponsored entirely by senior students and parents. This program is a multi-faith ceremony – a time of thanksgiving and reflection for graduates, their families and friends. Participation by students is voluntary. Attendance at this ceremony by any school employee is the result of a voluntary, private decision by that individual and does not indicate endorsement by the school.

IV SENIOR AWARDS NIGHT

Monday, June 12, 7:00 p.m., Westfield HS, Auditorium

This program is an awards ceremony honoring the outstanding students of the Class of 2017. All are welcome to attend. Those receiving an award will be sent an invitation. Appropriate dress is required (no casual wear).

V SENIOR CLASS ASSEMBLY/BARBEQUE/SOCIAL: ATTENDANCE IS MANDATORY

Monday, June 12, Noon – 1:00 p.m. Senior Class Assembly, Westfield HS, Auditorium

Monday, June 12, 1:00 p.m. – 2:55 p.m. Senior Class Barbeque/Social, Westfield HS, Stadium
Seniors who ride the bus will report to the Library until 11:30 a.m.

VI GRADUATION REHEARSAL #1: ATTENDANCE IS MANDATORY

Tuesday, June 13, 1:30 p.m. – 3:30 p.m., Westfield HS Gymnasium

Those individuals who fail to attend the rehearsal will be excluded from the graduation ceremony. No one will be excused from this rehearsal without a prior written request by parent/guardian to and approved by Mr. Harry Van Tress (HWVantrees@fcps.edu), class administrator.

A. Report to the Westfield HS Gymnasium by 1:15 p.m.

B. Seniors should locate their seating assignment for marching arrangements. Last names beginning A-Lam will be on the right side facing the stage and Lan-Z will be on the left side facing the stage. Students will find an index card with their row and seat number in the chair. This is where they will sit for commencement. This is important for practicing the processional and recessional for graduation. A complete rehearsal of the program will be conducted.

C. Caps and gowns will be distributed during this rehearsal to those students who have satisfied all of their financial obligations.

- All textbooks, fines, and other obligations owed to the school must be cleared by 11:30 a.m., Monday, June 12, in order to receive a cap and gown on Tuesday, June 13.
- Those students who do not meet the June 12, deadline for paying fines will have to show a receipt in order to pick up their cap and gown on Wednesday, June 14, beginning at 12:00 p.m., in E103.
- Outstanding obligations should be directed to Ms. Mitzi Seger, (MMSeger@fcps.edu) located in Subschool 1.
- Caps and gowns as well as graduation tickets will not be distributed to seniors until all financial obligations are met.

HELP NEEDED! Any parent who can assist in preparing and distributing caps and gowns on Tuesday, June 13, from 2:00 p.m. to 3:30 p.m., please contact Ms. Jessica Naeve at JLNaeve@fcps.edu.

D. Honor sashes may be rented or purchased in the cafeteria at this time (Section IX).

VII **GRADUATION REHEARSAL #2 - ATTENDANCE IS MANDATORY**

Wednesday, June 14, 1:30 p.m. – 3:30 p.m., Westfield HS Gymnasium

Individuals who fail to attend the rehearsal will be excluded from the graduation ceremony. No one will be excused from this rehearsal without a prior written request by parent/guardian to and approved by Mr. Harry Van Trees (HWVantrees@fcps.edu), class administrator.

- A. Caps and Gowns – last chance for pick-up in E103 beginning at 12:00 p.m., with a debt receipt.
- B. Line up in the Gym hallway by 1:15 p.m., according to directions received at Rehearsal #1 on June 17.
- C. Tickets for graduation will be distributed to students during rehearsal. Each student will receive 8 tickets only. *No extra graduation tickets will be sold or will be available through Westfield High School.*

VIII **GRADUATION**

Thursday, June 15, 7:30 p.m., EagleBank Arena, George Mason University
Graduating seniors should plan to arrive at EagleBank Arena at 6:00 p.m.

GENERAL INFO FOR PARENTS/GUARDIANS

Doors open at 6:30 p.m. Every person who needs a seat must have a ticket to be admitted into the EagleBank Arena. *Children under age 5 do not require a ticket.* Tickets will continue to be collected throughout the ceremony.

Traffic may be heavy approaching George Mason University. Please adjust your travel plans to accommodate these delays.

EagleBank Arena is accessible for the handicapped. The **south** side entrance provides parking and access into the arena. Special seats are available for those with physical limitations. Please refer to the enclosure. If you or a guest is hearing impaired and require the aid of an ASL interpreter, contact Patty Kirschner at PAKirschner@fcps.edu by June 2nd.

Remember, this is a formal affair. Noisemakers and any other inappropriate items (signs, balls, balloons, etc.) are not allowed and will be confiscated and not returned. No backpacks, bags, coolers, or outside food or beverages will be allowed into the EagleBank Arena. There will be a bag check conducted on all guests coming to the event. This is a policy of the EagleBank Arena. If you disrupt the ceremony, you will be asked to leave.

Parents and friends are requested not to leave their seats to take pictures during the ceremony. A professional photographer and videographer have been contracted to take pictures of each senior as the diploma is awarded. An info sheet is enclosed for Victor O'Neill Studios, Westfield High School's contracted photographer and a DVD order form from Memories Videography.

Make plans with your family for a meeting place **outside** of the EagleBank Arena after the ceremony. You will not be allowed back in the EagleBank Arena after the ceremony. Graduates will exit through the **SOUTH EXIT**.

SPECIAL INSTRUCTIONS TO SENIORS

- A. Arrive at the EagleBank Arena starting at 6:00 p.m., and no later than 6:30 p.m. Enter the EagleBank Arena via the **EAST** loading dock area and proceed directly to your assigned seat per instructions given at rehearsal.

At 7:10 p.m., graduates will be in marching order (wearing caps and gowns) in the hallway.

EagleBank Arena does not offer any secure/storage area for items brought in by graduating seniors. The *only* item graduates should be carrying is their car key (bring a safety pin to attach the key to the inside of your gown). DO NOT bring cell phones, purses, make-up, brushes, nor inappropriate items such as beach balls, air horns, frisbees, etc. into the EagleBank Arena.

You will enter the EagleBank Arena downstairs and exit upstairs at the **SOUTH** exit. Arrange ahead of time where you will meet your family.

- B. **Dress:** Wear caps and gowns. Girls should wear dresses that do not hang below the gown and comfortable dress shoes (no tennis shoes, boots, or flip flops). Boys should wear white or light colored shirts with ties, dark pants, (white or light pants will stand out with black gowns, no shorts or jeans) and dress shoes (no tennis shoes, boots, flip flops, slippers, or sandals).

Remember this is a formal affair. Do not alter your caps and gowns. Items that violate this policy will be confiscated. At the discretion of the administrative staff, any senior whose dress and/or behavior is inappropriate will not be allowed to participate in the ceremony. Your cooperation in making this a meaningful occasion is expected and appreciated.

IX SENIOR HONOR SASHES

Seniors who have a final (four year) grade point average of a 3.3 or higher have earned the privilege of renting or purchasing an honor sash to wear at graduation. Honor sashes will be available to purchase or rent at graduation rehearsals. The cost of renting or purchasing the sash is \$15.00. If you want to own the sash you must pay by cash (exact change please). If you want to rent the sash, you must pay by check only. Checks should be made payable to Westfield HS. Please write the student name in the memo area. You may return your honor sash to Student Services from June 19-22, during the hours of 8:00 a.m. to 2:00 p.m., and we will return your check. Sashes must be returned in good condition with no stains or tears. June 22, is the absolute last day to return the sash for a refund if rented.

X REMINDER: SUBSTANCE ABUSE AND YOUR SON/DAUGHTER

As your son/daughter prepares to attend the Westfield High School graduation ceremony and its related events, it is an appropriate time to review the substance abuse policy and the consequences of violation as it pertains to school sponsored activities.

Violations include, but are not limited to:

- Using, possessing, distributing, or being under the influence of alcohol, inhalants, or non-alcoholic beer while on school property or while attending a school activity (such as graduation).
- Using, abusing, possessing, or distributing any non-prescription drug for the purpose of abuse (as well as distribution other than for the purpose of abuse).
- Arriving on school property or to a school-sponsored activity under the influence of marijuana, synthetic marijuana, or of any illegal or illegally used controlled substance, or for possessing or distributing drug paraphernalia.

- Use or possession of a controlled substance, marijuana, an imitation controlled substance, imitation marijuana, or synthetic marijuana while on school property or at a school-sponsored activity.

Violations of these, as well as other laws and school rules may result in school-based disciplinary action up to and including a 10 day suspension and referral to the superintendent's hearing office. These disciplinary actions may also include a thirty-day prohibition from any and all school activities. Seniors in violation of the policy within 30 days of the graduation ceremony or any of the related functions will not be permitted to participate in those activities.

Please do not allow substance abuse to ruin what should be a joyous time for all students and their families. We want this to be a safe and happy time.

XI ALL NIGHT GRAD PARTY

Thursday, June 15, 11:00 p.m. (check-in) – Friday, June 16, 4:00 a.m., at Uptown Alley and Autobahn, in the Manassas Mall. Participants will be transported to and from WHS.

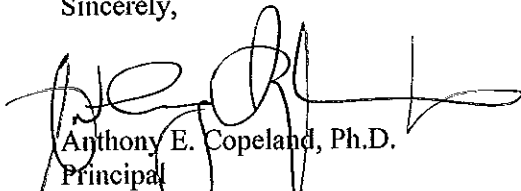
Tickets are on sale now. The current price per ticket is **\$60.00**, which will increase to **\$70.00** on **June 1**. The tickets can be purchased online at <http://ptsa.westfieldhs.org/parents/angp-homepage.html>. You can also send in a completed form to the main office with a check made payable to: WHS ANGP. Tickets will not be sold after June 10th.

Risk/Emergency Forms need to be completed for the student attending the party. The form can be found on the school webpage or in the main office.


We are very proud of the Class of 2017 and have been honored to work with them toward this most significant accomplishment.

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

Sincerely,



Anthony E. Copeland, Ph.D.
Principal



Mr. Harry Van Trees
Class Administrator



Ms. Jenna Sweitzer
Class Advisor



Mr. Scott Wultors
Class Advisor

Enclosures: WHS Prom Guest Request Form
Special Accommodations/Needs/EagleBank Arena Map
Memories Videography DVD order form

**WESTFIELD HIGH SCHOOL
PROM GUEST PERMISSION FORM
May 13, 2017**

Procedure:

- Complete all portions of this from below.
- **ALL guests must attach a photocopy of their ID with this form.**
- This form must be completed and approved **before** a ticket can be purchased for a guest.
- Guests cannot be middle school students and may not be older than 20.
- Guests must provide a photo ID to enter the Prom.
- Guests must conform to all expectations in the code of behavior for FCPS and the dress and decorum standards for Westfield High School.
- Completed form **MUST** be returned to the main office by Wednesday, May 10, for approval.

Westfield HS Student Information

Student's Name: _____ Grade: _____
(print)

Address: _____ Home Number: () -
 Cell Number: () -

I am aware and understand the guidelines regarding the behavior of my guest to attend the prom. I accept responsibility for my guest's adherence to the above guidelines.

WHS Student Signature **Parent of WHS Student Signature**

Guest Information
currently attending another high school

Guest's Name: _____ High School: _____
(print) Current Grade Level: _____

Address: _____ Home Number: () -
 Cell Number: () -

Assistant Principal's Name (print) _____ Phone Number: () -
 Assistant Principal's Signature: _____

Student is in good standing Student in NOT in good standing

Guest Information
currently NOT attending high school

Guest's Name: _____ Last High School Attended: _____
(print) Age: _____

Address: _____ Current Status: _____
 Home Number: () -
 Cell Number: () -

Return completed form to the main office for final approval. This form WILL NOT be returned to the student. Check approved guest list at ticket sales table before purchasing tickets.

WHS ADMIN USE ONLY: Approved Denied

WHS Admin Signature: _____ Date: _____

Explanation (if denied): _____

Westfield High School Graduation
EagleBank Arena Special Accommodations/Needs
Thursday, June 15, 2017
7:30 PM

The doors at the EagleBank Arena will open at 6:30 p.m., for admittance, one hour before commencement ceremonies.

Handicapped parking is located on the South Entry and a drop-off area is available at the West Entry of the EagleBank Arena. (See map on reverse side.)

If a family member or guest uses a wheelchair, there are four portals with wheelchair staging. Portals 17 (which is the closest to the south entrance) and 13 will provide the best view of the stage. Portals 4 (which is the closest to the west entrance) and 8 will also accommodate a family member to stay with them. If the limitation is stairs, rows E (1 step down), F (no step), and G (1 step up) will be reserved for senior citizens and those needing special accommodations and are directly off the circumference of the arena.

The EagleBank Arena will have people at each portal for assistance. (See map on reverse side.)

Also, if a family member or a guest is hearing impaired and will need the assistance of a sign language interpreter, contact Patty Kirschner at Patty.Kirschner@fcps.edu by June 2nd.

SOUTH

NORTH

EAST

WEST

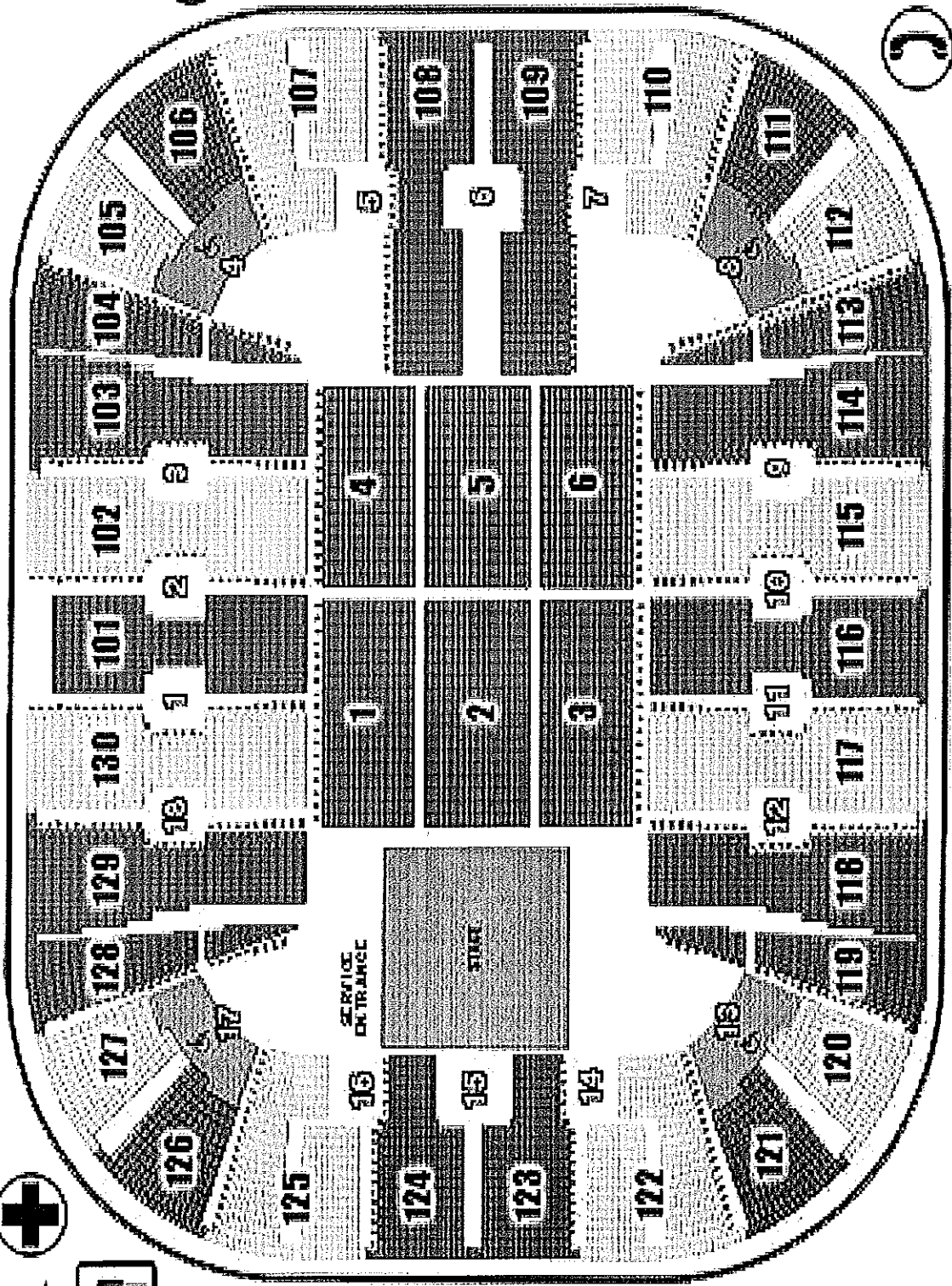


A

G

J

2



Order Today!

2017 Graduation DVD

High School:
Name:
Phone:
Ship to Address:
City:
State:
Zip:
Email Address:

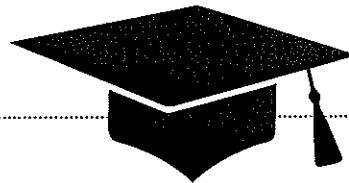
One Dvd Or Blu-ray \$25. Additional Discs \$10.00 Each

(First disc \$18.99 plus \$1.01 tax & \$5.00 shipping. Add'l disc \$9.49 plus \$0.51 tax, no additional shipping.)

Number of DVD's:	Total \$:	
Number of Blu-Rays (HD):	Total \$:	
Method of Payment:	Check/Cash PAYABLE TO MEMORIES	Credit Card VISA, MASTERCARD, DISCOVER, AMEX

For orders placed via mail, fax or email:

Name on Card:
Credit Card Number:
Exp. Date:
Security Code:
Billing Zip Code:
Signature:



Please allow **6-8 WEEKS**
for shipping after
graduation season.

Payment is due at time of ordering.

5 ways to send back this form:

FAX TO:
(804)-273-1872

EMAIL TO:
anne@memoriesvideography.com

MAIL TO:
Memories Videography
3966 Springfield Road
Glen Allen, VA 23060

ORDER ONLINE:
<http://www.memoriesvideography.com/shop/>

Or, **TURN IT IN** at graduation.

Call (804) 273-9044 with
any questions.



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