
April 18, 2019

Dear Parents/Guardians:

Graduation day for the Class of 2019 is less than two months away! The purpose of this document is to provide you with details on senior activities and graduation to 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 for graduation without clearing all obligations.** Students should see Ms. Schumacher in Subschool 2 to determine their status. Parents can email Ms. Schumacher jsschumacher@fcps.edu for inquiries.

As of Friday May 3, all fees, obligations, and purchases, must be paid in cash or a money order payable to Westfield HS or **MySchoolBucks**, if applicable. No checks will be accepted for the remainder of the school year. This does not apply to food services (cafeteria) or the PTSA for All Night Grad Party.

Contact Balfour at www.balfour.com regarding graduation announcements if your family would like to purchase them.

I. PROM:

Saturday, May 11, 8:00 pm – 12:00 am @ Hilton Washington Dulles Airport, Herndon.

Tickets will be sold for \$80.00 per person and will be available for purchase April 29 – May 10 during all lunches. Online ticket sales will be available May 1 – May 8 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 cannot be accepted for payment.**

If a non-WHS student is attending as a guest, a form **MUST** be completed, turned in to the main office by Friday, May 3 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 posted on the WHS [Class of 2019 web page](#), and can also be picked up in sub schools.

Additionally, please refer to Section X in this letter for clarification on the substance abuse policy as it pertains to prom as well as other senior activities.

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.

Monday May 28 Periods: 4 & 6 (Normal schedule, full day)

Wednesday May 29 Periods: 5 & 7 (Normal Schedule, full day)

Thursday May 30 Periods: 2 & 3 Exams (Seniors released at 11:15 am)
Seniors riding the bus home will report to the Library until underclass dismissal at 2:55.

Friday May 31 Period 1 Exam (Seniors released at 9:35 am)
Seniors riding the bus home will report to the Library until underclass dismissal at 2:55.

III. BACCALAUREATE

Monday, June 3, 7:00 pm 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

Wednesday, June 5, 7:00 pm, Auditorium

This program is an awards ceremony honoring the outstanding students of the Class of 2019. 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: ATTENDANCE IS MANDATORY

Monday, June 3, 2019

11:45 a.m. – 1:00 p.m. Senior Class Assembly, Westfield HS, Auditorium

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

VI. GRADUATION REHEARSAL #1: ATTENDANCE IS MANDATORY
Tuesday, June 4, 1:15 pm. – 2:50 pm, Westfield HS Gymnasium

Those individuals who fail to attend the rehearsals 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 Scott Davies (sgdavies@fcps.edu), class administrator.

- A. Report to the Westfield HS Gymnasium by 1:00 pm.
- B. Seniors should locate their seating assignment and remain seated for attendance.

Last names at the beginning of the alphabet will be on the right side facing the stage and those at the end 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.

*****Outstanding obligations:** Caps and gowns will not be distributed to seniors until all financial obligations are met. See Ms. Schumacher jsschumacher@fcps.edu in Sub School 2 for all senior financial obligations. Caps and gowns will not be distributed at Wednesday's rehearsal to students who have not paid their obligations.

Parents of student speakers, etc. who wish to watch the rehearsal must check in at the main office and obtain a guest sticker. Do not park in the bus loop if planning to remain past 2:30 pm, as this will interfere with normal bus dismissal.

VII. GRADUATION REHEARSAL #2 - ATTENDANCE IS MANDATORY
Wednesday, June 5, 1:00 pm – 3:00 pm, Westfield HS Gymnasium

Individuals who fail to attend the rehearsals 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 Scott Davies (sgdavies@fcps.edu), class administrator.

- A. Line up in the Gym hallway by 12:45 pm, according to directions received at Rehearsal #1 on June 4th.
- B. All textbooks, fines, and other obligations owed to the school must be cleared in order to receive a cap and gown.
- C. Caps and Gowns will be distributed during the rehearsal for all students who have paid their obligations.

VIII. **GRADUATION**

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

GENERAL GRADUATION INFO FOR PARENTS/GUARDIANS

Doors open at 6:30 pm. Please note that tickets will not be distributed. Seating in the arena is available on a first-come, first serve basis. 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 accessible parking and access into the arena. Special seats are available for those with physical limitations in sections 130 and 117. Up to two family members may sit with guests who sit in these sections. Please refer to the map that can be found on the [Class of 2019 web page](#). If you or a guest is hearing impaired and require the aid of an ASL interpreter, contact Soraya Rahnama (srahnama@fcps.edu) by May 31st.

Students with last names at the beginning of the alphabet (A-Le) will be on the right side facing the stage (South Side) and those at the end (Li-Z) will be on the left side facing the stage (North Side). Any changes to seating assignments will be communicated to students at graduation rehearsal.

Remember, this is a **formal affair**. Noisemakers and any other inappropriate items (signs, beach 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. Campus police and EagleBank Arena staff are responsible for managing behavior in the stands. If a patron disrupts the ceremony, they may 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 NORTH Exit. Parking in the K Lot will be closest to the NORTH 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. The K Lot is closest to the NORTH exit, which is where students will exit after the ceremony.
- B. 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, at the East side and exit upstairs at the NORTH Exit. Arrange ahead of time where you will meet your family. K Lot is closest to the NORTH Exit.

- C. Dress: Wear caps and gowns.
 - a. Girls should wear dresses that **do not hang below the gown** and comfortable dress shoes (no tennis shoes, boots, or flip flops).
 - b. 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 may not be allowed to participate in the ceremony. Your cooperation in making this a meaningful occasion is expected and appreciated.

IX. SENIOR HONOR RECOGNITION

Seniors who have a final (four year) grade point average of a 3.5 or higher will be recognized during the graduation ceremony. Seniors who have a final (four year) grade point average of a 4.0 or higher will receive a Westfield Honor Scholar medal and will be recognized during the senior awards and the graduation ceremony.

X. REMINDER: SUBSTANCE ABUSE

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 Student Rights and Responsibilities regulation regarding the substance abuse policy and the consequences of violation, as it pertains to school sponsored activities. There are mandatory sanctions for certain disciplinary infractions that can restrict a student from attending the graduation ceremony.

These infractions 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 athletic and performing arts events, prom, and other extracurricular activities).
- 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 or imitation 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 **mandatory 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 use or 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 6, 11:00 pm (check-in) – Friday, June 7, 4:00 am.
Uptown Alley and Autobahn (Manassas Mall).**

- Tickets are on sale now through May 31. The price per ticket is \$75.00, and 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 May 31.
- **Participants will be transported to and from WHS.**
- 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.

XII. Mulch Sale

Friday, April 26 and Saturday, April 27

- The annual PTSA Mulch Sale to support directly supports the senior class and All-Night Grad Party. The mulch sale has been a great success, and now the PTSA is looking for volunteers to help with distribution.
- Seniors and Parents are encouraged to volunteer their time to this event.
- Trucks, trailers, and delivery volunteers are needed.
- To volunteer, please contact the PTSA at bulldogmulch@westfieldhs.org.

We are very proud of the Class of 2019 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, PhD
Principal

Scott Davies
Class Administrator

Elyse Grossberg
Class Advisor

Soraya Rahnama
Class Advisor

Additional Information available on the [Class of 2019 web page](#):

Prom: WHS Prom Guest Request Form
Graduation: EagleBank Arena Map
Memories Videography DVD order form
Victor O'Neill Photography information