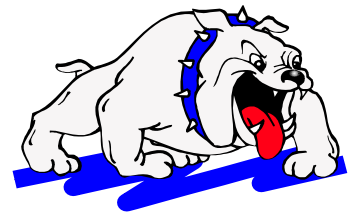


West York Area High School



TO: Class of 2013 – Students and Parents
FROM: Mr. Chad M. Bumsted, Acting Principal
DATE: May 6, 2013
RE: Graduation Information

CONGRATULATIONS! You have reached an important step in your journey through life. Graduation is a most important ceremony that marks your passage from student at West York Area High School to an adult world full of exciting opportunities. Your graduation ceremony is designed to honor and recognize this educational milestone.

Every attempt will be made to make your graduation ceremony a special one marked with pride and dignity. In order to accomplish this goal, we will need the cooperation of every member of the Class of 2013, as well as all audience members. We will need to work together to conduct the type of graduation ceremony of which we can all be proud.

Each graduate must fulfill the following responsibilities in order to enable the class to have a successful graduation ceremony.

- All seniors must attend all three scheduled graduation practices. These days will be counted as regular days of school.
- All seniors must bring their cap, gown, and tassel to practice on June 10, for the class picture. Students in the first three rows must wear appropriate graduation attire, including appropriate shoes.
- All seniors must arrive for the graduation ceremony on June 12, no later than 5:45 p.m. and report to the auditorium for final instructions.
- All seniors must adhere to the guidelines for proper attire for the graduation ceremony.
- Appropriate behavior for a dignified graduation ceremony must be displayed.

Included in this informational packet you will find the senior schedule of activities that will require your attendance. Additional information pertaining to the graduation ceremony and photographs of the event is provided. Please read this information carefully and keep it on hand for future reference. It will be the only notification of these activities that you will receive.

SENIOR FINAL EXAMS

Final exams for seniors will be conducted according to the following schedule:

Tuesday	June 4	English	8:00-10:00 AM	Cafeteria
	June 4	Math	1:00-2:55 PM	Cafeteria
	June 4	Parenting Final – even day classes – 8:00 AM or 1:00 PM		
Wednesday	June 5	Soc. St.	8:00-10:00 AM	Cafeteria
	June 5	Science	1:00-2:55 PM	Cafeteria
	June 5	Parenting Final – odd day classes – 8:00 AM or 1:00 PM		

During finals, seniors are required to be in school only when scheduled to take final exams. Seniors are expected to provide their own transportation. Any senior who cannot provide transportation will be assigned to a specific location in the high school. No senior is to be on school property if not taking an exam or assigned to a specific location. **All finals must be taken on the appropriate dates at the appropriate times.**

All final exams for seniors in classes other than those listed above will be given during the regularly scheduled class periods on Monday, June 3, 2013.

Seniors are expected to report promptly to the designated areas at the proper time and are expected to come with all necessary materials. Specific areas in the cafeteria will be designated as pick up and return areas for the tests and the answer sheets. All scrap paper must be discarded before leaving the test site. Books, notes, and other materials should only be brought to the test site if the teacher has previously directed this to be done. The proctoring teachers will determine seating arrangements in the cafeteria. For any special accommodations, please see Mr. Schulz.

Upon completion of exams, seniors will be allowed to leave. It is expected that seniors will leave the school building and that there will be no loitering in the lobby or hall areas. All regular school rules apply during the final exam schedule, such as only appropriate clothing is permitted, and no food or drinks are allowed.

We are offering this special schedule because we feel, as seniors, you have the maturity to handle it. Please comply by giving us 100% attendance and 100% cooperation.

PHOTOGRAPH INFORMATION

Cap and Gown Distribution will take place on **Friday, June 7, 2013** following the last practice that day. The class picture, with students robed in cap and gown, will be taken **on Monday, June 10, 2013 at 9:15 a.m.**

JK Images will be taking pictures and a video of our commencement exercises. They will be taking an entire class photo and individual pictures as each graduate receives a diploma. Included with this memo are an information sheet, an order form, and a plain white envelope. If you want to purchase any pictures or a video, please fill out the order form and place it in the

white envelope with **your name on the outside of the envelope**. JK Images will contact you by phone when your order is ready for pick-up at their studio at 2096 Roosevelt Ave., York. If you are unable to pick up your order, you have the option of having your order mailed to you.

All envelopes for **ordering the photos** are to be returned to the main office by **June 10, 2013. CHANGE WILL NOT BE AVAILABLE AT THE SCHOOL OFFICE.** Please have the correct amount of money or a check made payable to JK Images in the white envelope.

THE GRADUATION CEREMONY

My desire is that the ceremony is marked with the pride and dignity that each student is deserving of as a member of the West York Area High School Class of 2013. In order for this ceremony to be a success, everyone's support and cooperation is needed. Each graduate must fulfill his/her responsibilities.

The 2013 Commencement will be held on Wednesday, June 12, 2013, at 7:00 PM in the high school athletic stadium, weather permitting. **Tickets will be necessary for the outdoor ceremony and you will have to request the number you need by tearing off the bottom section of the last page in this packet and returning it to the high school office by May 20, 2013.** Please note that there is no reserved seating in the bleachers. Therefore, any blankets or other items left in order to reserve a seat will be removed. Gates open at 6:00 p.m. and seating is on a first come, first served basis.

If the ceremony must be held inside due to **inclement weather**, the decision will be made by 5:00 p.m. and announced on local radio stations. Additionally, graduates will receive a phone call through our emergency contact system telling them of the change. Each senior will receive **five (5) graduation tickets** to be used for the indoor ceremony. Due to the size of this year's class, no additional tickets will be available. If indoors, the ceremony will be broadcast in the auditorium on closed circuit television for those individuals who do not have a ticket. Tickets will be distributed to seniors beginning on May 28, 2013.

Please call the high school office at 845-6634, Ext. 2006 if any assistance and special seating is needed for any member of your family. **Handicap seating** will be available on the track inside the fence or at designated areas in the gymnasium. If the ceremony is outdoors, handicapped guests should park and enter the stadium from the Middle School side in order to avoid steps leading to the field. Wheelchairs will be available. If the ceremony is inside, designated handicapped parking will be in the high school lot closest to the main entrance.

ATTIRE FOR THE GRADUATION CEREMONY

FEMALES – You will be required to wear a dress or skirt under your gown. No shorts or casual attire will be allowed. You may want to consider wearing flats whether we are in the stadium or inside. A collarless blouse is preferred.

MALES - You will be required to wear a plain white or light-colored shirt, tie, dark slacks, socks and dark dress shoes. If you do not have a tie, please see Mr. Bumsted or Mr Bryant.

Please keep in mind that jeans, shorts, sneakers, sandals, no socks, and other casual attire will not be allowed for the ceremony since such dress detracts from the dignity of the ceremony.

BEHAVIORIAL EXPECTATIONS FOR THE GRADUATION CEREMONY

During the ceremony, it is very important that all graduates remain attentive to the speakers and to all parts of the program. Remember that you will be facing the audience and non-attentive behavior will be obvious and distracting. We wish to keep and maintain the tradition of a dignified graduation ceremony followed by a class celebration.

During the highlight of the ceremony, which is the individual presentation of the diplomas, it is very important that every class member be given the opportunity to receive his/her diploma without distracting or embarrassing chants and cheers. The audience and the class members will be asked to hold all applause until all diplomas have been presented. Your cooperation with this request will greatly enhance the dignity of your ceremony.

Following the ceremony, all graduates are asked to report directly to the cafeteria where you will pick up your diploma and other items.

2013 GRADUATION CALENDAR

The calendar outlined below is designed to provide you with the important events that will be taking place with regard to graduation. Please review the calendar and keep it on hand for reference.

Tuesday, June 4 and Wednesday, June 5, 2013

Senior final exams (see above).

Thursday, June 6, 2012

Last full day for seniors. The following will occur: review of finals, class wrap-up, textbook return, and locker clean out. All outstanding **obligations** must be returned to Ms. Drawbaugh by the end of the day.

Friday, June 7, 2013 (Academic Awards Assembly – 8:00 A.M.)

Seniors report to 1st period class as usual for attendance. All students will be called to the auditorium for the Awards Assembly. A modified bell schedule will be used to accommodate all periods. Seniors will participate in an indoor practice session followed by a senior class picnic (high school stadium), concluding with another indoor practice. Cap and gown distribution will take place at the conclusion of the practice, and dismissal will immediately follow. Plan to be at school until approximately 1:30 pm on this day. **WE ARE IN NEED OF PARENTAL HELP FOR THE SENIOR PICNIC. IF YOU ARE INTERESTED IN HELPING, PLEASE CONTACT MS. DRAWBAUGH AT 845-6634, EXT. 2006.**

Monday, June 10, 2013

Report to the gymnasium promptly at 9:00 a.m. All seniors are expected to **report on time**. Bring your cap, gown and tassel for the class picture which will be taken at 9:15 a.m. Attendance will

be taken. Deadline for photograph money to be turned in is Monday, June 10. This will be the final indoor rehearsal. We will then move to rehearse outdoors.

Tuesday, June 11, 2013

Graduation practice begins at 9:00 and goes until approximately 11:30 a.m. Graduates are to meet in the auditorium. All seniors are expected to report on time. We will practice outside on this day.

Wednesday, June 12, 2013 – GRADUATION DAY!

Morning graduation practice will be held, if necessary. Graduates must report to the auditorium by 5:45 p.m. Attendance will be taken and final instructions will be given. Following the graduation ceremony, all seniors will report to the cafeteria to pick up their diploma and class photograph.

PLEASE NOTE:

****ALL SENIOR OBLIGATIONS MUST BE RESOLVED BEFORE A SENIOR MAY PARTICIPATE IN GRADUATION.**

****ALL SENIORS ARE REQUIRED TO ATTEND ALL PRACTICE SESSIONS FROM BEGINNING TO END.**

****DEADLINE FOR PICTURE MONEY IS JUNE 10, 2013.**

If you have any questions about the above calendar, please contact Mr. Bumsted.

The many successes and accomplishments of the Class of 2013 were achieved through cooperation and effort. We are all proud of each of you. Each year, I've asked the graduating class to dignify graduation as a ceremony followed then by celebration. Each year parents and community members remark how beautiful the graduation ceremony is at West York Area High School. For that, we all can be extremely proud. It has been my privilege to work with you and I look forward to a beautiful graduation ceremony for the Class of 2013.

Cc: High School Faculty

CONGRATULATIONS WEST YORK AREA HIGH SCHOOL CLASS OF 2013!

CMB/lad

West York Area High School

Outdoor Ceremony Tickets

Name of Student _____

Number of tickets necessary for friends and family _____ (limit 25)