



April 7, 2008

Dear Seniors 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. Students who have yet to pay senior dues and fines must do so immediately. Students should see Mrs. Patti Gale in sub schools 4 & 5 to determine dues status.

Graduation announcements have been ordered through Balfour. These announcements will be distributed by the Balfour team in the Lecture Hall on Wednesday, April 23, 2008, from 8 a.m. to 2 p.m. If your son or daughter still needs to order any graduation announcement items, please do so using the following instructions:

1. Go to www.balfour.com
2. Click on the photograph labeled "High School"
3. Fill out the city, state, and graduation year (Chantilly, VA, Class of 2008) and click "Find School"
4. Click on *Westfield High School* from the four available choices
5. Click on the "Graduation Products" icon

Products that were ordered online after February 1st will be delivered to your home, **not** to the high school like other orders purchased earlier.

I. PROM

Saturday, June 7, 8:00 p.m. - midnight at the Dulles Hilton.

Tickets will be sold for \$60.00 per person during lunches from May 19 – May 30. The price includes the After Prom Party at the Chantilly Bowl America from 12:30 a.m. – 4:30 a.m. Please refer to Section X in this letter for clarification on the substance abuse policy as it pertains to Prom.

Friday, June 6, 2008, will be a two-hour early closing day for Westfield High School. Students will be dismissed at 12:05 p.m.. In the event any student plans to leave school earlier, a pre-arranged absence form must be completed.

II. SENIOR EXAMS

Seniors must continue to attend classes on scheduled days, even after completing their exams.

Monday	June 9	Periods: 1 st & 3 rd Exams (full day for seniors)
Tuesday	June 10	Periods: 2 nd & 4 th Exams (full day for seniors)
Wednesday	June 11	Period: 5 th Exam (half day for seniors)
Thursday	June 12	Periods: 6 th & 7 th Exams (half day for seniors)

III. BACCALAUREATE

Sunday, June 15, at 3:00 p.m. at Centreville Presbyterian Church on Rt. 29

This ceremony has been 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 16, 7:00 p.m., Westfield High School, Auditorium

This program is an awards ceremony honoring the outstanding students of the Class of 2008. All are welcome to attend. Those receiving an award will be sent an invitation. Appropriate dress is required (no casual wear).

V. SENIOR LUNCHEON

Monday, June 16, 11 a.m. – noon, Westfield High School, Cafeteria

This luncheon is paid for with your senior dues. Bring your yearbook and socialize with friends prior to graduation rehearsal!

VI. GRADUATION REHEARSAL #1: ATTENDANCE IS MANDATORY!!!

Monday, June 16, 1:00-3:00 p.m., Westfield Gymnasium

Those individuals who fail to attend the rehearsal will be excluded from the graduation ceremony. No one will be excused from this rehearsal unless approved by Mrs. Greer, administrator for graduation.

A. Report to the **Gymnasium** by 12:15 p.m.

B. Rows will be marked alphabetically. Seniors should locate their seating assignment for marching arrangements. 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 met all of their financial obligations.

- All textbooks, fines, and other obligations owed to the school must be cleared by **12:00 noon, Monday, June 2**, in order to receive caps and gowns **Monday, June 16**.
- Those students who do not meet the June 2nd deadline will have to show a receipt in order to pick the up their cap and gown on **Tuesday, June 17**, from noon to 12:30 p.m.
- Outstanding obligations should be directed to our Finance Officer, Mrs. Laila Latib, whose office is located in the Main Office.
- After June 1, payment must be made in **cash or money orders, no checks will be accepted. Caps and gowns will not be distributed and diplomas will be held until all financial obligations are met.**

HELP! Any parent who can assist in preparing for cap and gown distribution from 2:00 to 3:00 p.m. and assist in the distribution of the caps and gowns after the graduation rehearsal at 3:00 p.m., please contact Miss Casey Burke at Casey.Burke@fcps.edu.

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

VII. GRADUATION REHEARSAL #2 - ATTENDANCE IS MANDATORY!!!

Tuesday, June 17, 1:00-3:00 pm., Westfield Gymnasium

Individuals who fail to attend the rehearsal will be excluded from the graduation ceremony.
No one will be excused from this rehearsal unless approved by Mrs. Greer.

- A. Ice cream social for seniors in the Cafeteria at noon!
- B. Line up in the Gym hallway by 12:30 p.m.
- C. Tickets for graduation will be distributed to students after graduation rehearsal. Each student will receive 8 tickets. *No extra graduation tickets will be sold.*
- D. Caps and Gowns – last chance for pick-up: noon - 12:30 p.m. with a debt receipt!

VIII. GRADUATION

Wednesday, June 18, 2008, at 9:30 a.m.

Patriot Center, George Mason University

GENERAL INFO FOR PARENTS/GUARDIANS

Doors open at 8:30 a.m. **EVERY PERSON WHO NEEDS A SEAT MUST HAVE A TICKET TO BE ADMITTED INTO THE PATRIOT CENTER.** Special seats are available for those with physical limitations. Because the number of these seats is limited, please understand your entire family may not be able to sit in this area.

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 Patriot Center.** This is a Patriot Center policy. If you disrupt the ceremony, you will be asked to leave. We are guests and a reflection of our community.

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

SPECIAL INSTRUCTIONS TO SENIORS

A. **Graduates are to arrive at the Patriot Center by 8:00 a.m. Enter the Patriot Center via the EAST loading dock area and line-up in the appropriate hallway. NO ONE IS ALLOWED ON THE FLOOR!!**

At 9:00 a.m., graduates will be in marching order (wearing caps and gowns) in the hallway area on the south side of the Patriot Center.

Please be aware the Patriot Center 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). This means you may NOT bring cell phones, purses, make-up, brushes, nor inappropriate items such as beach balls, air horns, frisbees, etc. into the Patriot Center.

You will enter the Patriot Center downstairs and exit upstairs.

B. Dress: You will wear caps and gowns. Girls should wear black or dark dresses and black dress shoes. Boys should wear white or light 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, or sandals).

Remember this is a formal affair; alterations to cap and gown will not be tolerated. Any items that violate this policy will be confiscated and not returned. At the discretion of the administrative staff, any senior whose dress and/or behavior is inappropriate for the ceremony will not be allowed to participate. Your cooperation in making this a meaningful occasion for you, your parents, the community, and the school is expected and appreciated.

C. We request parents and friends do not 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. Seniors will be contacted directly by the photographer to place orders.

D. We have been made aware traffic is very heavy approaching the Patriot Center. The morning rush hour will also contribute to the heavy traffic. Please adjust your travel plans to accommodate these delays.

E. The Patriot Center is accessible for the handicapped. The **south side** entrance provides parking and access into the arena where there are areas to view the ceremony clearly.

IX. SENIOR HONOR SASHES

Seniors who have a final (four year) grade point average of a 3.2 or higher have earned the privilege of renting/purchasing an honor sash to wear at graduation. The cost is \$15.00, payable by check (*please be sure student name is printed in the memo area*) made out to Westfield High School. Remember, ***we will only take checks***, no cash will be accepted. If you do not want to keep your honor sash, you may return it at the All Night Grad Party when you check in, or to Main Guidance (8:00 am to 2:00 pm) by June 23rd, and we will return your check. **Honor sashes will be available to purchase at the June 16th graduation rehearsal.**

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 use, possession, distribution, manufacturing, giving, being under the influence of a controlled substance, imitation controlled substance, illegal drugs or intoxicants, including alcohol, while on school property or while attending a school activity (such as graduation). It also includes being present on school grounds or at a school sponsored activity (including Prom) within a reasonable time of having consumed or used a controlled substance, alcohol, or other substance as listed above.

The mandatory punishment requires a five-day suspension for the first offense and a thirty-day prohibition from any and all school activities. Seniors in violation of the policy within thirty days of any of the graduation ceremonies or its 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,

Wednesday, June 18, 11:00 p.m. – Thursday, June 19, 5:00 a.m., Westfield HS

Tickets are on sale now during lunches on Wednesdays and Thursdays. The current price per ticket is \$65.00, which will **increase to \$85.00 on June 1**. Be sure to get ample rest to enjoy your All Night Grad Party. The tickets can be purchased online at <http://www.westfieldhs.org/ANGP/PaypalANGP.htm> or on the following days during all lunches: April 16, 17, 18, and May 14, 15, 16, 28, 29, and 30.

We are very proud of the Class of 2008 and have been honored to work with them toward this most significant accomplishment. Should you have any questions regarding the information, please contact Ms. Jessica Dombrowski at Jessica.Dombrowski@fcps.edu or Ms. Amy Coulbourne at Amy.Coulbourne@fcps.edu.

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

Sincerely,

Mr. Tim Thomas
Principal

Mrs. Kimberly Greer
Class Administrator

Ms. Jessica Dombrowski
Class Advisor

Ms. Amy Coulbourne
Class Advisor