



Westfield High School

Dr. Stacy McGuire, Principal

Mr. Bill Naas, Assistant Principal

Mr. Kevin Scanlon, Assistant Principal

Mrs. Alicia Denniston, Assistant Principal

Mrs. Ginny Smith, Assistant Principal

April 17, 2019

Dear WHS Seniors and Parent(s):

As the end of the school year rapidly approaches, I would like to take this opportunity to congratulate both you and your son/daughter on his/her upcoming graduation. The members of the class of 2019 have worked hard to achieve this goal, and you, as parents, should be very proud of them. That being said, commencement, which is the largest event sponsored by Westfield Washington Schools, is a formal ceremony that honors the completion of 12 years of education and is cherished by participants as well as their families and friends.

I am so excited to host and honor the class of 2019 at our fifth outdoor commencement. While there are unique challenges that come with hosting an outdoor ceremony, I am confident that it will be a wonderful evening for the Class of 2019. Planning an outdoor ceremony essentially means planning for two ceremonies because we must have an alternate rain-date plan in case of inclement weather. I apologize in advance for the length of this letter, but I want to communicate plans so you are well informed.

In preparation for the **WHS Commencement Ceremony**, which takes place at **7:00 p.m. on Thursday, May 30th**, the senior sponsors and WHS Administrative team developed the following expectations:

COMMENCEMENT PRACTICE - Mandatory: Monday, May 20th at 10:30 a.m. in the gymnasium.

- Commencement practice is **mandatory** in order to participate in the ceremony, and **students must be on time.**
- Practice will continue until all graduates perform their roles to the satisfaction of the administration. Promptness, cooperation, and attention to instructions will allow commencement practice to conclude as quickly as possible. As we are planning for an outdoor commencement ceremony, we are anticipating approximately 3-4 hours for rehearsal. Rehearsal will end with a pizza lunch for all seniors in the MPIF.
- Students should not make plans that will conflict with the successful completion of commencement practice. Early dismissals from rehearsal will not be permitted.

STUDENTS IN GOOD STANDING

- In order to participate in commencement ceremonies, students must be in good standing per the Westfield Washington Schools Handbook.
- All WHS building fees (lost/damaged books, lunch, athletic, etc.) must be paid before commencement practice begins.
- Disruptive or disrespectful behavior by the seniors during the weeks prior to commencement will not be tolerated. Seniors who are disruptive or disrespectful may be excluded from the commencement ceremony or required to attend summer school in order to complete requirements for graduation.

CHECK IN / COMMENCEMENT ATTIRE

- **Seniors are to arrive at the designated area for check in no later than 5:30 p.m. on Thursday, May 30th dressed and ready for the commencement ceremony.**
- The attire for commencement is ceremonial: dress shirt with a collar and dress pants for males, dresses or dressy pants for females. Beach sandals, flip flops, and tennis shoes are inappropriate for both males and females. Students who arrive for the commencement ceremony in inappropriate attire will be sent home to change, or, if time does not permit this change, they will be excluded from the ceremony.
- Students are NOT to decorate or change the appearance of the cap, gown or tassel. Students that do so will not be allowed to participate in the commencement ceremony.

LOCATION, RAIN DATE and PARKING

- As commencement is held at Riverview Health Stadium, the number of guests per graduate will **NOT** be limited, and auditorium viewing will **NOT** be available. The stadium will open at 5:30 p.m. and seating will be in the “home” side bleachers. Handicapped seating will be available at Riverview Health Stadium.
- **RAIN MAKEUP DATE is Saturday, JUNE 1st at 10:00 am.** If inclement weather prohibits us from beginning/completing commencement on Thursday, May 30th, the ceremony will be rescheduled to 10:00 am on Saturday, June 1st. The stadium would open at 8:30 a.m. and graduates would be expected to report for check-in at 8:30 a.m. at the designated areas.
- **Parking is going to be very tight on campus due to construction.** We encourage families to carpool to campus and to drop off graduates for check-in to minimize the number of vehicles on campus. We will be allowing drop-offs at the NORTH gate (by soccer field) of Riverview Health Stadium. Overflow parking will be available at WMS and WIS.

SENIOR RECOGNITION NIGHT Seniors receiving scholarships and other awards will be recognized on Tuesday, May 21st at 7:00 p.m. in the auditorium. We cordially invite all seniors and their families to attend and enjoy a social hour from 6:00-7:00 p.m., during which you may view the senior video and enjoy light snacks and desserts. **To ensure your graduate is recognized at the awards portion of this evening, please complete the Graduation Information Form no later than May 1st. [Click here for Graduation Information form.](#)**

Commencement is the last time Westfield Washington Schools is able to honor seniors as a class. We urge all parents and guardians to talk with their graduates about the solemn nature of commencement, as well as the appropriate behavior that will preserve this special tradition. Every year schools across the country experience difficulties with a few students trying to make a mockery of the commencement ceremonies. It is imperative that no student or guest does anything that would detract from the ceremony's significance and dignity.

Again, congratulations on your accomplishments, and the best of luck to the Class of 2019! May you always be proud to be a Shamrock!

Sincerely,

Stacy McGuire
Principal, Westfield High School

If your son/daughter still needs to order a cap and gown, please call Mr. Jason Pope, the Jostens representative, at 1-317-326-2782 immediately to get them ordered.

