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WOODLAND HILLS HIGH SCHOOL

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May, 2018

Dear Parent/Guardian:

It will soon be time for graduation! In order to help you and your family plan for the big day, we have highlighted some important information. If you have any questions or concerns that are not addressed in this letter, please contact the high school office. You may also visit the Woodland Hills School District website at www.whsd.net.

Graduation Ceremony

The graduation ceremony is planned for **Friday, June 08, 2018 at 7:00 PM** in the Woodland Hills High School Stadium. If the weather does not cooperate on Friday, the ceremony will be held indoors in the high school gymnasium. If the ceremony is moved indoors it will be able to be viewed in the auditorium and the cafeteria by spectators not holding green tickets. Graduating seniors must be in their designated classrooms no later than 5:45 p.m. to participate in the graduation ceremony.

Tickets

Each graduate will be issued a total of ten (10) tickets for the outside graduation ceremony. Tickets will be issued on the last day of graduation practice. Each graduating senior will receive the following:

Eight (8)	Blue Tickets	Stadium seating
Two (2)	Green Tickets	Field seating
Two (2)	Pink Tickets Rain Tickets* - gymnasium seating	

(*The only tickets valid for the indoor ceremony)

Cap and Gown

Students will receive their caps, gowns, and tassels at graduation practice. If a student has academically qualified for an honor cord, the cord will be provided by the school district the evening of graduation. Students will be permitted to keep this honor cord, as well as their tassel and gown. At the conclusion of the graduation ceremony, graduates must return to their respective graduation homeroom teacher in order to receive their diplomas, report cards, and health records. **These items will not be mailed.**

Student Attire

Students must dress appropriately for the graduation ceremony. Girls will be wearing white caps and gowns and boys will be wearing black caps and gowns. Girls are to wear a **solid colored white or light colored dress and white or light colored shoes. Boys are to wear a white button down collared shirt with a dark tie or dark bow tie, black or dark colored trousers, black or dark colored solid socks, and black or dark colored solid dress shoes. Any student who is dressed inappropriately will be sent home and will not be permitted to participate in the ceremony.**

Reasons Why a Student May Not Participate in Graduation

Financial obligations—Students must return all Woodland Hills School District books and equipment or remit, in cash, payment for any books or equipment lost, damaged, or destroyed.

Please remind your student to clear all obligations before the final week for seniors. All seniors must settle all obligations with Ms. McNutt, in the high school office by Wednesday, May 30th, 2018.

Outstanding detentions—All outstanding detentions must be made up by Friday, May 25th, 2018.

Disciplinary incidents—Please understand that the graduation ceremony is a privilege. If a student is involved in a disciplinary incident, that student may still receive a diploma but may be excluded from the ceremony. **This diploma will not be mailed; it will need to be picked up in the high school office beginning the week of June 11th.**

Senior project—In order to graduate, every senior must complete a state required senior project. The final paper was due starting in January and presentations began in April and will be completed by June 2nd. Any student whose project was not completed will **NOT** participate in the graduation ceremony.

Decorum

Graduation is a formal ceremony. We ask that you provide the appropriate atmosphere for the Class of 2018 and their families. Applause should be polite and appropriate. Shouting, yelling, whistling, and cheering are inappropriate responses for this prestigious event. **Noisemakers and balloons are not permitted.**

Parking

All graduates who are driving to graduation are to enter the school grounds via Braddock Road and park in the parking lot **below the baseball/softball fields**. All family members are to park in the parking areas adjacent to the high school. Parents are urged to arrive early to ensure a parking spot and to access their seats before graduation ceremony begins. Additional parking will also be available at St. John Fisher Catholic Church on Lewin Lane. Transportation will be provided from the church parking lot to the High School Stadium. Any graduate who may need a handicapped parking permit should submit a written request to Ms. Bair, high school secretary, before Wednesday, May 30th, 2018. Handicapped parking permits will be issued on the first day of graduation practice.

Upcoming Important Events

Academic Awards Banquet	Tuesday, May 15 th	6:00-10:00 p.m.
Jr/Sr. Prom	Friday, May 18 th	6:00-10:00 p.m.
Athletic Awards	Wednesday, May 23 rd	6:00-10:00 p.m.
Senior Dinner/Dance	Friday, June 1 st	6:30-10:30 p.m.
Final Make-up Day/Seniors Last Day of Class	Tuesday, June 5th	Regular School Day Schedule
1 st Day of Graduation Practice	Wednesday, June 6 th	7:00-10:30 a.m.
2 nd Day of Graduation Practice	Thursday, June 7 th	7:00-10:30 a.m.
3 rd Day of Graduation Practice	Friday, June 8 th	(If needed)
Graduation Ceremony	Friday, June 8 th	7:00 p.m.

On behalf of the Woodland Hills High School staff, we offer our sincere congratulations to all seniors!

Sincerely,

Ms. Candee Nagy

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Woodland Hills Jr. / Sr. High School

Principal