



DR. PHILLIP K. WOODS, PRINCIPAL
MR. JAMES CHAVIS, Assistant Principal
MS. CHARMAYNE GATHER, Assistant Principal
MR. ERIC GRAF, Assistant Principal
MS. PAMELA WHITE, Assistant Principal
MR. MICHAEL CHANCEY, School Climate Coordinator

WOODLAND HILLS HIGH SCHOOL
2550 Greensburg Pike, Pittsburgh, PA 15221 • 412-244-1100 • 412-242-2344 (Fax)

May, 2019

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 07, 2019 at 7:00 PM** in the Woodland Hills High School soccer 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 pink 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)	Yellow Tickets	Stadium seating
Two (2)	Blue 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 or pants 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 22nd, 2019.

Outstanding detentions—All outstanding detentions must be made up by Wednesday, May 22nd, 2019.

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 10th.**

Senior project—In order to graduate, every senior must complete a state required senior project. The final paper was due in January and individual presentations began in April and will be completed by May 30th.

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 2019 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

The traffic will only run one way in and one way out of the High School entering from Greensburg Pike and exiting from Braddock Road. 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 & Pace School on Greensburg Pike. Transportation will be provided from the church & Pace 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, June 2nd, 2019. Handicapped parking permits will be issued on the first day of graduation practice. **All Parents/Guardian that are sitting on the field and need escorted to their seats via a golf cart are to please report to the left side of the high-school building heading towards Braddock Road exit of the High School. All other Parents/Guardians can enter the field area on the far right hand side of the High School heading towards the Athletic Wing.**

Absolutely no parking is permitted in the Tykes Gas Station your vehicle will be towed at your own expense.

Upcoming Important Events

Athletic Awards	Wednesday, May 29 th	6:00-10:00 p.m.
Senior Dinner/Dance	Friday, May 31 st	6:30-10:30 p.m.
Final Start	Wednesday 5/22 to Friday 5/31	School Day
1 st Day of Graduation Practice	Wednesday, June 5 th	7:00-10:30 a.m.
2 nd Day of Graduation Practice	Thursday, June 6 th	7:00-10:30 a.m.
3 rd Day of Graduation Practice	Friday, June 7 th	(If needed)
Graduation Ceremony	Friday, June 7 th	7:00 p.m.

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

Sincerely,

Dr. Phillip K. Woods
Woodland Hills Jr. / Sr. High School
Principal