



Penn-Trafford High School

Tony Aquilio, Principal
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May 2, 2019

Dear Parents and Seniors of the Graduating Class of 2019:

Congratulations! In just a few short weeks, you will be reaching the pinnacle of your high school experience. This day will be filled with mixed emotions as you end one chapter of your life and begin a new one. With everyone's cooperation, this will be a joyous occasion. The commencement ceremony will take place at the stadium on **May 23, 2019 at 6:30 p.m.** All seniors should report to campus by 5:00 pm.

Parking: On campus parking is limited. With the exception of handicap parking at the Warrior Center, once our campus lots are full all others will need to use the satellite parking area located at Municipal Park. Shuttles will be available throughout the evening. **Stadium gates will not open until 4:30 p.m. There is an open admission to the stadium as no tickets are required. Make sure parents bring tickets in the event the ceremony must be moved indoors.**

Weather: If inclement weather occurs, we will move to the auditorium and begin the ceremony at 7:30 p.m. We will only proceed indoors if heavy rain or lightning occurs. If the program is to be moved inside an automated Connect Ed phone/text message will be sent to all seniors and it will be posted on the school district website. Seating is limited in the auditorium. Only two general seating tickets will be provided to each family. Tickets will be distributed to students during rehearsal. Lost tickets **WILL NOT BE REPLACED.** The cafeteria, LGI, LLA and classrooms will be open for those who do not have commencement tickets. There will be a live broadcast of the ceremony in these areas. If rain should occur after we start the ceremony at the stadium, seniors will be dismissed to the cafeteria and diplomas will be distributed in an informal manner.

Listed below are the activities that seniors will be involved in during the last two weeks of school. Seniors please remember that school is not over until you receive your diploma after the ceremony. Important dates are listed below:

May 16 - Senior yearbook distribution in the auditorium lobby as students enter the building.

May 17 - Chromebook return - Seniors will return their Chromebooks as they enter the building. A return table will be set up in the auditorium lobby. Last day of class for Seniors for periods 1,2,3,4. (Modified schedule due to Keystone testing)

May 20 - Chromebook return - Seniors will return their Chromebooks as they enter the building. Last day of class for Seniors for periods 5,6,7,8. Extended 7th period for senior locker cleanout. All seniors will report to 7th period for locker cleanout, return books, pay obligations, etc. Make every effort to clear all obligations by this date. (If obligations are not fulfilled, students will not be permitted to participate in the commencement ceremony.)

May 21 - First Commencement rehearsal day. Seniors should report to school as they would any other school day by riding the bus or driving themselves to school. Seniors without parking passes may drive to school and park in the Warrior Center lot. Seniors will report to the auditorium for rehearsal #1 at 7:25 am. In addition to rehearsal, a senior slideshow will be shown, Dept. Awards distributed and Lifetouch commencement picture details discussed. If all goes well, seniors will be dismissed by 10:30 am. Seniors are reminded to wear proper school clothing for all rehearsals. **Any disciplinary infractions from now until the end of the school year may result in exclusion from the commencement ceremony.**

May 22 - Second commencement rehearsal day in auditorium – seniors are to report to the auditorium at 7:25 am for rehearsal #2. All senior obligations must be taken care of by this date or the student will not be permitted to participate in graduation. Obligations include detentions, chromebooks, textbooks, class work, library books, library fines, lost books, broken lab supplies, etc. Rehearsal should be over by 10:00 am. Indoor commencement tickets will be distributed at this practice.

****Baccalaureate Service - Wednesday, May 22 at 7:00 p.m. in auditorium** - report to the school/LGI with cap and gown at 6:30 p.m. If you have cords or an NHS stole, they should be worn. All seniors are encouraged to attend.

May 23 - Seniors report to the stadium at 12:30 p.m. for final rehearsal at the stadium - park at the Warrior Center. Seniors will be dismissed by 3:00 p.m. If inclement weather occurs, we will meet in the auditorium.

Evening of Commencement:

1. Inside or outside, seniors will report to the cafeteria by 5:00 p.m. Unless there is inclement weather, Commencement begins at 6:30 p.m. sharp. Park in upper school lots.
2. Boys must wear dress pants, dress shoes (no sandals, work boots or tennis shoes), socks, dress shirt and tie.
3. Girls must wear a dress, skirt or slacks with appropriate shoes (no beach style flip flops). High-heeled shoes are not recommended due to the turf surface.
4. All graduation gowns must be pressed. You cannot decorate your cap or gown.
5. Students not properly dressed will be sent home.

Seniors are not required to participate in commencement exercises. If you choose to participate, you do so at the discretion of the high school principal and are required to abide by all the rules.

1. All students must attend all scheduled practices. **All rehearsals are MANDATORY.** Proper school clothing is required.
2. Work is not an excuse to miss practice. Work Study and Co-op students are to adjust their work schedule in order to be at all practices.
3. Students who are absent will be called by the Principal's office and will not be permitted to attend commencement.

Violations that will automatically eliminate the student from Commencement are:

1. Any violation of the Drug and Alcohol Policy between now and the end of the school year.
2. Tobacco violations in the school building or on school grounds the last 3 days.
3. Failure to attend any practice.
4. Failure to pay financial obligations or make-up detention by 3:15 p.m. on Wednesday, May 22.
5. Inappropriate behavior or failure to follow instructions as given by the principals or teachers.
6. Tardiness to practice, reckless driving or failure to leave school property immediately after practice.
7. Any infraction that would result in a suspension during the last three days of school.

In order to have a smooth commencement exercise, we must insist that all members of the senior class conform to the rules presented in this letter and any other directives that are given as we approach graduation day. Seniors not conforming to the above rules will not be permitted to participate in the commencement exercise. These students will receive their diplomas at the Penn-Trafford High School office on or after June 3, 2019. This is a joyous occasion, but also a serious and solemn one. Please conduct yourselves appropriately and do not bring any embarrassment to your family, your classmates, or your school.

PHOTOS/VIDEO – Photography will not be permitted in the immediate area of the diploma table. Pictures may be taken from the bleachers or behind the fence. A commercial studio has been approved to take photos of the diploma presentation. You will have an opportunity to order photos of the diploma presentation by going to events.lifetouch.com. Details including prices can be found on their site. These photographs will be mailed directly to your home. A combination senior slideshow/graduation video will also be available for \$20. To order a DVD, click on the following link:

<https://www.familyid.com/programs/penn-trafford-graduation-senior-slide-show-2019>

I would like to wish the Class of 2019 the best of luck! I hope you had a great experience at Penn-Trafford High School.

Sincerely,

Mr. Tony Aquilio

Principal, Penn-Trafford High School