

Dear Seniors and Parents of Seniors,

Spring is quickly approaching, as are two highly-anticipated events for our senior class: Graduation and Senior Prom. This letter serves to remind everyone of the details and policies regarding these events. Please read over these pages carefully and return the signed acknowledgement page to the Office of Student Affairs in Room 101. **Only students who return the signed acknowledgement will receive (1) the Senior Prom ticket order form, and (2) caps, gowns and Graduation tickets.**

Graduation

Seniors, after completion of a four-year high school program the fulfillment of all requirements set by the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania, you will be graduating. Only those students who have completed all the requirements for a diploma may participate in the Commencement Exercises.

General Information

Students may be excluded from participation in the Commencement Exercises for the following reasons:

1. A scholastic failure in the program of studies.
2. Disciplinary problems, such as conduct probation or a major breach of the school's disciplinary code.
3. A failure to fulfill financial requirements which include tuition, administrative and all related fees, book fees, sport and music fees.
4. Excessive absences.

Seniors with academic and/or conduct failures will not be issued diplomas until they have completed their educational requirements. Please note that a scholastic failure refers to required and elective courses (Please refer to the Student Handbook).

Gentlemen should wear dress pants, shirt, tie, shoes and socks underneath their Cap and Gown to both the Baccalaureate and Graduation Ceremonies. All gentlemen should be clean shaven and their hair should be cut to school regulation. No earrings or piercings of any type will be permitted.

Ladies should wear a dress or skirt and blouse and their shoes underneath their Cap and Gown to both the Baccalaureate and Graduation Ceremonies. You are reminded that you must be able to walk up stairs to receive your diploma, so make sure you are able to walk comfortably in your shoes. No shorts, sneakers or flip-flops will be allowed. (*Students may be walking down metal steps that can get a heel caught so the heels should be as sensible as possible.*) All ladies should limit themselves to one earring in each ear as described on page 22 of the School Handbook.

As Graduation is a school function, all school rules and regulations are to be followed. Any student who does not conform to the above regulations will not be permitted to participate in the Graduation Exercises.

Graduation Practice – Wednesday, May 31, 2017

All seniors must report to Homeroom by 7:30 AM. Complete school uniform must be worn. There is no set time for practices to be completed. The practices will run until everything has been accomplished. Your cooperation and assistance will ensure that the practices do not go too late.

Seniors who have fulfilled academic and financial responsibilities, who have returned all school-owned textbooks and materials (including sports uniforms) and who have turned in the

signed acknowledgement form from this packet will receive their Cap and Gown, and Tickets after practice on Wednesday 5/31.

Baccalaureate Liturgy – Friday, June 2, 2017, 7:00 PM – School Auditorium

Students will be meeting at 6:15 and will meet in classrooms that are assigned during Graduation practice.

Relatives and friends who are priests are invited to concelebrate at the Baccalaureate Mass. Please send names to Fr. Paul O'Donnell, campus minister.

All graduates are to wear graduation gown and stole. Caps are not to be worn to the Liturgy. The Student Council Executive Board will lead the procession carrying flags and banners.

At the conclusion of the Liturgy, the faculty and administration will form a receiving line in the front of the auditorium to greet all graduates. Parents are asked to go directly to the cafeteria at the conclusion of Mass for a reception.

Graduation Ceremony – Monday, June 5, 2017, 11:00 AM – Arcadia University

Graduation gown, stole, cap and tassel are to be worn during the Commencement Exercises. **No markings of any kind** should be present on the graduate's cap or gown. The graduates should not **carry items such as cell phones or pocket books** during the ceremony.

Graduates must gather by 10:00 AM in the Great Room of Kuch Center.

Roll will be taken at 10:15 AM and graduates will be asked to line up to begin the procession. The procession will begin promptly at 10:50 AM.

Student Council Executive Board will lead the procession, followed by the graduates. Student Council Executive Board, NHS Officers, graduation speakers and the Top Ten Percent of the senior class will ascend the stairs at the center of the stage and be seated on the stage. The remainder of the class will be seated in alphabetical order in the chairs on the floor of the gym. The ceremony should conclude at approximately 12:30 PM.

IMPORTANT INFORMATION

Tickets for Baccalaureate Mass and Commencement:
Baccalaureate Mass – Two (2) tickets for parents only
Commencement – Six (6) tickets per graduate.

Gursick Photography Studio will be present to take your son's or daughter's photo as he or she receives his or her diploma.

No balloons or air horns are permitted in the ceremony. Security guards will be there to remove anyone disrupting the graduation.

Senior Prom

Date: April 27th, 2017

Time: 7:00 PM to 11:30 PM

Place: Ballroom at the Ben, 834 Chestnut Street, Philadelphia, PA

Cost: \$230.00 per couple

1. In order for your son/daughter to attend the Senior Prom **all financial obligations to the Archdiocese and school must be paid in full.** Those obligations include: Tuition, Administrative Fee, Kairos Fee and Pay to Play Fee. The tuition must be current including the March 15th payment. **This includes the financial obligations of your child's date, if the date is a Wood student.**
2. The Senior Prom is a formal affair; however, we do not encourage excessive spending in preparation for the Prom. Modest dresses of any color should be worn. The dress should be appropriate for a young woman's senior prom at a Catholic high school. The young men should wear a tuxedo, dress shoes and socks. No sneakers or any other inappropriate clothing will be accepted. **Anyone arriving at the prom in inappropriate attire will be sent home.**
3. **All couples are expected to arrive at the prom by 8:00 PM at the latest.** All students will be required to remain at the prom until 11:15 PM. No exceptions will be made unless certified in advance. Remember that state law mandates that no one under the age of 18 years of age may be a driver after 11:00 PM.
4. The school requests a telephone number to contact parents the night of the prom. Parents should be prepared to have an adult answer the school's call in case of an emergency. If students do not arrive by 8:00 PM a phone call will be made to the parents.
5. It is understood that guests are subject to the same regulations as Archbishop Wood students. All applicable school policies are in effect. The guest must be in at least 9th grade and may not be older than 20 years of age. If a guest does not go to Archbishop Wood, the Dance Permission Form must be handed in at the same time as the ticket order form. The date must have a picture ID. There is no transferring of tickets. If a student tries to buy a ticket and give it to someone else, that person will not be allowed to attend the prom.
6. By Diocesan Policy, there are to be **no post-prom parties.** Archbishop Wood does not sanction any post-prom parties.
7. Students attending the Senior Prom at Archbishop Wood High School/Ben Franklin Hotel are expected to adhere strictly to the school policy on drugs and alcohol. There will be a police presence upon arrival at the prom. All student's vehicles and bags will be inspected upon arrival at the prom. All students are subject to take a breathalyzer test upon request. If any paraphernalia is found **all people** in the vehicle will be arrested immediately by police. Make sure you know the students in your vehicle. Any student attending the prom under the influence of or in possession of drugs or alcohol, or related paraphernalia, will incur the following consequences:
 - a. Search and/or seizure of personal belongings where reasonable suspicion exists that the student may be in possession of drugs/alcohol, or related paraphernalia.
 - b. Involvement of the police for prosecution under relevant criminal codes. This is in accordance with the Pennsylvania Department of Education Codes relating to the management of student substance use cases. If necessary regular procedures involving drugs/alcohol use will be followed.
 - c. **Immediate exclusion from the Prom;** notification of parents for the purpose of transporting the student and his or her date home from the prom site.
 - d. Automatic suspension from school and resulting demerits and detentions; mandatory drug/alcohol program, and follow-up counseling.
 - e. In cases involving seniors, possible loss of public graduation privileges and withholding diplomas until all consequences are completed and certified.
 - f. Where students are found to be selling/distributing drugs/alcohol, the normal policy of expulsion from school will apply.
 - g. The presence of drugs or alcohol on a party bus/trolley/limo or any other mode of

transportation to and from the prom impacts all those present in the vehicle. Parents should take special note of this.

As Senior Prom is a school function, all school rules and regulations are to be followed. Please note as per our handbook, the Administration of Archbishop Wood reserves the right to amend these policies in the best interest of the Archbishop Wood Community.

After reading this letter, please complete the acknowledgement form on the next page and have your son or daughter return it to the Office of Student Affairs by Friday, March 10, 2017. At that time, he or she will receive a Senior Prom Ticket Order Form. If all financial obligations are paid in full and tuition is current, a Prom ticket may be purchased starting on April 10, 2017. Prom tickets must be purchased by Friday, April 21.

Thank you for your cooperation.

Sincerely,

Mr. Domenic Mingacci
Assistant Principal for Student Affairs

2017 Graduation and Senior Prom Information Packet Acknowledgment Form

This signed form must be returned to the Office of Student Affairs by **Friday, March 10** in order to get the Senior Prom Order Form, cap and gown, and Graduation tickets. The signed form indicates that you and your parent have read this form and are aware of the obligations involved in order to attend the Senior Prom and Graduation. Any student found forging a signature will forfeit Senior Prom and Graduation privileges.

Senior Name (Please Print) _____

Homerom Section _____

Parent Signature _____

Senior Signature _____