

# The Class of 2017 Cordially Invites You To



## **“Night in the Spotlight”**

*Pocono Mountain West High School Senior Prom*

*The Hilton*

*Parsippany, New Jersey*

*Saturday, May 13, 2017*

# General Information

## Time and Location

- \* Saturday, May 13, 2017 from 6pm-11pm
- \* The Hilton in Parsippany, New Jersey

## The Pre-Prom Reception

Prom attendees, guests and their families are invited to attend the Pre-Prom Reception that is being held in the Pocono Mountain West High School Cafeteria from 2:30pm to 4:00pm on Saturday, May 13. Here parents and students can enjoy refreshments, take photos, win prizes and vote for Prom King and Queen!

## Itinerary

- \* Pre-Prom reception from 2:30 to 4:00pm in the Cafeteria
- \* Load charter buses at 4:15pm at Pocono Mountain West High School
- \* Hors D'oeuvre reception will take place from 6:00 to 7:00 pm
- \* Dinner is held in the Grand Ballroom from 7:00 to 8:00 pm
- \* Dancing begins at 8:00 and ends at 11:00pm in the Grand Ballroom
- \* Students and guests will load the buses and return to PMWHS at approximately 12:30am.

## Menu

### Mocktail Bar

Non-alcoholic Pina Coladas, Strawberry Daiquiris and Shirley Temples

### Appetizers/Hors D'oeuvres

Cheese and Fruit and Berries Display  
Fresh Vegetable Display  
Cocktail Franks with Dijon Mustard  
Chicken Wellington  
Mini Spring Rolls with Duck Sauce  
Fried Coconut Shrimp with Cocktail Sauce

### Salad

Classic Caesar Salad:

Romaine Lettuce, Shredded Fresh Parmesan Cheese and Garlic Croutons with Creamy Caesar Dressing

### Main Course

*Choose one of the following. Both entrées are accompanied by Cheddar Mashed Potatoes and Mixed Vegetables*

Chicken Piccata: Boneless breast of chicken topped in a lemon white wine sauce with capers  
OR

Filet Mignon in an Herbed Butter: Broiled cut of filet mignon steak in melted butter and herbs  
(Note: Filet Mignon is served with a slightly pink center.)

*If you have special dietary needs, please see Ms. Paul in room 204.*

### Dessert

Cheesecake with Raspberry Sauce

### Assorted Beverages

Soft Drinks, Coffee and Tea

### Song And Theme

- \* Seniors will vote for the Prom Song in February or March 2017
- \* *Night in the Spotlight*

### Photography

Pricing information for the picture packages being offered by Lifetouch Photography will be distributed to you approximately three weeks before the Prom. Please bring the money for your picture package to the Prom with you. Picture appointments will be assigned by bus number.

### Important Meeting

On Tuesday, April 25, 2017 all SENIORS who are attending the 2017 Prom will need to attend an important meeting in the auditorium to discuss seating arrangements for the buses and dinner. *(Please listen for announcements. This date is tentative.)*

# Expectations

## Prom Certification

All SENIORS attending Prom must have successfully completed a “Prom Certification” class with Ms. Paul and Mr. McGovern.

You will attend with your English class. Your English teacher will let you know which day you will attend and it will be announced via morning and afternoon announcements.

Please make every attempt to be present in school on the day you are scheduled.

## School Attendance

ALL Pocono Mountain West students who are attending Prom MUST be in attendance for the entire school day on Friday, May 12, 2017. If you do not attend school that day, you may not attend Prom the next day.

School year attendance will be monitored as per school district policy. Students who exceed 10 days of unexcused/unlawful absences may not be eligible to attend Prom. Please make sure all attendance notes are turned in within three days of your absence throughout the school year. Any absence over 15 days requires a doctor’s note to be excused.

Also, you may not attend Prom if you have 10 or more unexcused tardies in one semester.

## Transportation to the School

Please be advised, as per school district policy, animals are not allowed on school grounds.

Therefore, arriving to the school in a horse and carriage is NOT permitted.

You will NOT be allowed to enter the campus if you arrive in a horse and carriage.



## Prom Transportation

All students and guests MUST use school provided transportation to and from the Prom.

## Food and Drink

Students are not permitted to bring food and drink to the Pre-Prom reception or the Prom.

All food and drink will be provided by the school at the Pre-Prom reception.

All food and drink will be provided by the Hilton at the Prom.

## Appropriate Dancing

Seniors and their guests are reminded that all dancing at Prom must be APPROPRIATE, as discussed in Prom Certification classes.

Mr. Wade has stated, “If the dancing is inappropriate, you run the risk of cutting your evening short.”

## Prom Dress Code

Prom is a formal event and all Prom attendees are expected to dress in a classy manner. The school dress code is relaxed slightly, as females are allowed to wear strapless gowns and gowns with spaghetti straps. However, please remember that this is a **high school Prom** and **dresses should not be too revealing (cut too low or too high, for example) or too short (dresses may not be shorter than 1 inch above the knee).** Below are some examples of acceptable and not acceptable dresses. (Please also remember the acceptable and not acceptable dresses from the Prom Certification class.) If females

have questions about their dresses, they should see Ms. Paul or Mrs. Fladger BEFORE they purchase their dress.

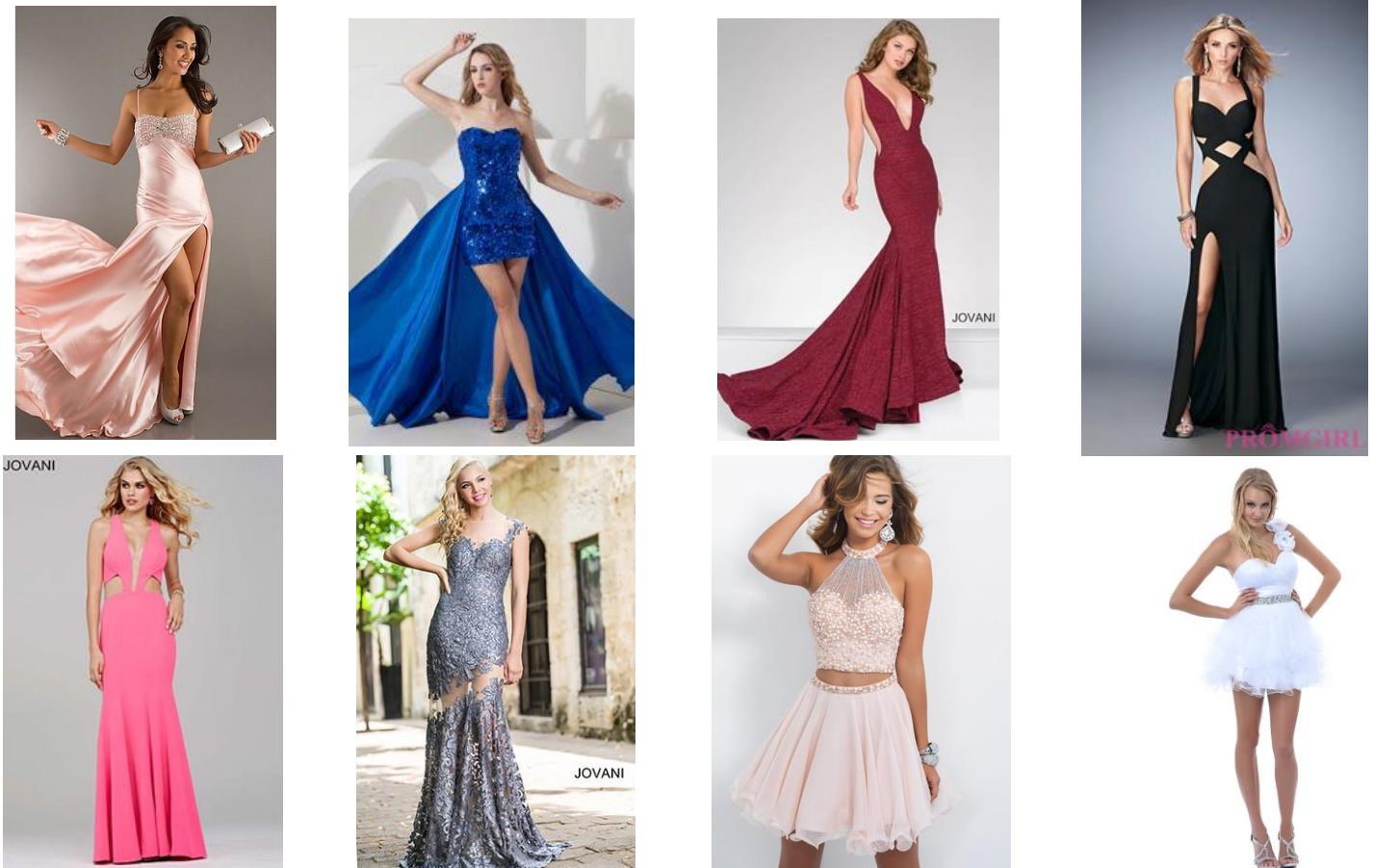
**NOTE:** *If you choose not to follow dress code rules, you will put yourself and your family in an embarrassing situation. You may be directed to return home to change your clothing. You may be directed to wear alternative clothing provided by the school. In extreme cases, you may be excluded from the Prom entirely. Following the dress code rules will prevent last minute controversy and prevent frustration for you, your family and the West High School Administration. Thank you in advance for your cooperation and understanding.*

**REMINDER:** Seniors are responsible for making sure their guests are aware of ALL expectations.

### Examples of ACCEPTABLE Dresses



### Examples of Dresses that are NOT Acceptable



# Who can attend Prom?

## PM West Seniors

All current Pocono Mountain West Seniors are invited to attend Prom.

However, if you have received 15 days or more of ISS and/or OSS for the 2016-17 school year, you will not be able to attend. In addition, if you are suspended for a drug or weapons violation of any kind, you will not be able to attend Prom. Administrators will make decisions individually for students who have 1-14 days of ISS and/or OSS.

**NOTE: You may only attend the Prom one time as a Senior. This means you cannot attend Prom as a "Fifth Year Senior", unless you are the guest of a current member of the senior class.**

## Guests

Each PMW Senior may bring one guest to the 2017 Prom. A completed guest registration form AND permission slip must be turned in with all other information for ALL GUESTS.

(Even guests who are over the age of 18 MUST have permission slips and registration forms!)

## Guest Categories

*All guests must fit in to one of the following categories:*

1. Current Pocono Mountain West HS Student in good standing (Grade 9, 10, 11 or 12)
2. Pocono Mountain West Alumni under the age of 21 who were in good standing during the time they attended West. (Must provide year of graduation.)
3. Current High School students under the age of 21.

Guests in this category MUST:

A. Be registered (with ALL paperwork) by Friday, March 10, 2017.

B. Provide a letter from an administrator at his/her High School on school letterhead that states s/he is in good standing. The letter must also include contact information for the school. (See sample letter below.)

### NOTE:

*Guests age 21 and over will NOT be permitted at the Prom.*

*All guests must meet the criteria outlined above, in order to receive administrative approval to attend Prom.*

City High School  
Home of the Dragons  
New York City, New York



March 1, 2017

To Whom It May Concern:

I am writing a letter on behalf of John Smith, an eleventh grade student at City High School in New York City, New York.

John is a student in good standing at our school. He has never had any discipline problems. His attendance is good and he is currently passing all of his classes.

If you have any questions, please do not hesitate to contact me at:

City High School  
143 189<sup>th</sup> Street  
New York, NY 10012  
(212)543-1234  
[mrsmith@chs.org](mailto:mrsmith@chs.org)

Sincerely,

Mr. John Smith,  
Assistant Principal

# Purchasing Tickets

## Ticket Prices

The \$90 (or \$95) per person ticket price includes transportation, hors d'oeuvres, dinner, entertainment, and favors for each person.

### PLEASE NOTE:

The ticket price is **\$90 per person** if you:

A. Participate in the **FULL** payment plan (February, March and April payments).

OR

B. Are paid in full by **Friday, March 10, 2017**

*The price for the prom ticket will increase to **\$95 per person** for those who do not participate in the full payment plan or who are not paid in full by **Friday, March 10, 2017**.*

## Instructions for Purchasing Tickets

1. Tickets may be purchased using the payment plan or by paying in full.
2. First or full payment must be accompanied by ALL Registration Form(s) and Permission Slip(s) for PMW Seniors AND guests.
3. All payments must also include payment slips.
4. Payments (with attached registration forms) will be accepted by Ms. Paul and Mr. McGovern during the following times only:
  - During all breakfast periods in room 206
  - During ninth period in room 204
  - Any time after school in room 204

## Payment Plan

For your convenience the Prom committee is offering a payment plan for prom tickets. Tickets cost \$90 (or \$95) per person. You have the option to make partial payments in advance or to pay the entire cost at once.

The schedule for Prom payments is:

First Payment: **February 6-10**

Second Payment: **March 6-10**

Final Payment: **April 10-12**

Payments may only be made on these dates.

Payments may be made in increments of \$190/\$180/\$95/\$90/\$60/\$30

In order to take part in the payment plan, you must use the slips on the last page of this packet. All payments must be handed directly to Ms. Paul or Mr. McGovern during the correct times listed above and include the payment slip.

**Do NOT hand the forms in to the main office.**

**First payments must also include ALL required forms.**

Please include your name on the memo section of the check.

## Refund Policy

Full refunds can possibly be given before Friday, April 21, 2017. After April 21, 2017 no refunds will be issued.

Please see Ms. Paul in room 204 to request a refund.

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**All outstanding balances and all prom tickets MUST be paid for in full by Wednesday, April 12, 2017.**

*This means that if you have not paid for your prom tickets AND handed in ALL forms by Wednesday, April 12, you will NOT be able to attend the Prom.*

# PMW STUDENT REGISTRATION

**(Please PRINT clearly and fill out ALL sections of this form.)**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

HOMEROOM: \_\_\_\_\_  
(SPRING)

ADDRESS: \_\_\_\_\_  
Street Number and Name

\_\_\_\_\_  
City State Zip

I attended PROM CERTIFICATION class on \_\_\_\_/\_\_\_\_/2017.

MEAL CHOICE (circle ONE): Chicken Piccata Filet Mignon in Herbed Butter

*If you have special dietary needs, please see Ms. Paul in room 204.*

## Prom Committee Use ONLY:

\_\_\_\_ Receipt given

\_\_\_\_ Entered in to database:

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

NOTES:

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# GUEST REGISTRATION

**(Please PRINT clearly and fill out ALL sections of this form.)**

GUEST FIRST NAME: \_\_\_\_\_ GUEST LAST NAME: \_\_\_\_\_

CHECK ONE:

- PMW Senior (I attended PROM CERTIFICATION class on \_\_\_\_/\_\_\_\_/2017.)
- PMW Student, grade \_\_\_\_\_
- PMW Alumni, Class of 20\_\_\_\_, Age \_\_\_\_\_
- Non-PMW student, High School Attending: \_\_\_\_\_, Age \_\_\_\_\_
  - o Remember to include LETTER from a school administrator. (See example above.)

GUEST OF: \_\_\_\_\_

HOMEROOM: \_\_\_\_\_  
(if PMW student) (SPRING)

ADDRESS: \_\_\_\_\_  
Street Number and Name

\_\_\_\_\_  
City State Zip

MEAL CHOICE (circle ONE): Chicken Piccata Filet Mignon in Herbed Butter

*If you have special dietary needs, please see Ms. Paul in room 204.*

**Prom Attendee Permission Slip**  
**(Must be completed by ALL who attend)**

I give permission for \_\_\_\_\_ to attend the Pocono Mountain West High School Class of 2017 Prom at the Hilton in Parsippany, New Jersey on Saturday, May 13, 2017.

I understand that this means that:

- The student must be in attendance for the entire school day on Friday, May 12, 2017.
- The student must follow appropriate behavior and dress code guidelines for a high school Prom, as stated above.
- The student must follow food and beverage procedures, as outlined above.
- The student must use school provided transportation to and from the Prom (chaperoned charter bus). All students and guests must ride on their assigned bus.
- Students will not be allowed to enter the Prom venue unless they arrive on the school provided transportation. Tickets to enter the Prom will be given on the bus.
- The student must be at Pocono Mountain West High School no later than 4:00pm. Bus boarding will begin at 4:15pm.
- The student will be returning to Pocono Mountain West High School at approximately 12:30am on Sunday, May 14, 2017. Students are expected to have transportation at the school at this time. Please be prompt.
- Please note: If the student fails to return on the school provided transportation s/he will be subject to disciplinary consequences, which can include suspension and/or exclusion from school sponsored activities.
- All school rules as stated in the student handbook, school district policies, laws of the Commonwealth of Pennsylvania and the State of New Jersey must be followed for the entire evening. This applies to Pocono Mountain West High School students and all guests.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian PRINTED Name

\_\_\_\_\_  
Emergency Contact Name (PRINT)

\_\_\_\_\_  
Emergency Contact Telephone Number\*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*Emergency contact telephone number *must* be different from the first telephone number given.**

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## **Prom Attendee Permission Slip** **(Must be completed by ALL who attend)**

I give permission for \_\_\_\_\_ to attend the Pocono Mountain West High School Class of 2017 Prom at the Hilton in Parsippany, New Jersey on Saturday, May 13, 2017.

I understand that this means that:

- The student must be in attendance for the entire school day on Friday, May 12, 2017.
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\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian PRINTED Name

\_\_\_\_\_  
Emergency Contact Name (PRINT)

\_\_\_\_\_  
Emergency Contact Telephone Number\*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*Emergency contact telephone number *must* be different from the first telephone number given.**

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## **April Payment** (April 10-12)

Name: \_\_\_\_\_ Homeroom \_\_\_\_\_

Amount Paid (Please circle one.):     \$190   \$95   \$60   \$30

I am paying by (Please circle one.):    Cash            Check (#\_\_\_\_\_)       Money Order

Please make all checks payable to PMWHS Student Council and place the student and guest's name (if applicable) in the Memo Section. Money and payment slips **MUST** be handed **DIRECTLY** to Ms. Paul or Mr. McGovern during the times listed above or they will not be accepted. **Do NOT hand in forms and money to the Main Office.**

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## **March Payment** (March 6-10)

Name: \_\_\_\_\_ Homeroom \_\_\_\_\_

Amount Paid (Please circle one.):     \$180   \$90   \$60   \$30

I am paying by (Please circle one.):    Cash            Check (#\_\_\_\_\_)       Money Order

Please make all checks payable to PMWHS Student Council and place the student and guest's name (if applicable) in the Memo Section. Money and payment slips **MUST** be handed **DIRECTLY** to Ms. Paul or Mr. McGovern during the times listed above or they will not be accepted. **Do NOT hand in forms and money to the Main Office.**

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## **February Payment** (February 6-10)

Name: \_\_\_\_\_ Homeroom \_\_\_\_\_

Amount Paid (Please circle one.):     \$180   \$90   \$60   \$30

I am paying by (Please circle one.):    Cash            Check (#\_\_\_\_\_)       Money Order

Please make all checks payable to PMWHS Student Council and place the student and guest's name (if applicable) in the Memo Section. Money and payment slips **MUST** be handed **DIRECTLY** to Ms. Paul or Mr. McGovern during the times listed above or they will not be accepted. **Do NOT hand in forms and money to the Main Office.**