

*The Class of 2024  
Cordially Invites You To*

*Midnight  
Masquerade*



*Pocono Mountain West High School Senior Prom  
The Americus  
Allentown, PA  
Saturday, May 11, 2024*

# General Information

## Time and Location

- \* Saturday, May 11, 2024 from 5pm-10pm
- \* The Americus, in Allentown, Pennsylvania

## 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 2:00pm to 3:30pm on Saturday, May 11. Here parents and students can enjoy refreshments, take photos and win prizes!

## Itinerary

- \* Pre-Prom reception from 2:00 to 3:30pm in the Cafeteria
- \* Load charter buses at 3:30pm at Pocono Mountain West High School
- \* Hors D'oeuvre reception takes place from 5:00 to 6:00 pm
- \* Dinner is held in the Ballroom from 6:00 to 7:00 pm
- \* Dancing begins at 7:00 and ends at 10:00pm in the Ballroom
- \* Students and guests will load the buses and return to PMWHS at approximately 11pm.

## Menu

### Beverages

Soda and Water (served all evening)

### Appetizers/Hors D'oeuvres

Fresh Fruit Display  
Artisan Cheese Display  
Cocktail Franks  
Mini Chicken Quesadillas  
Spring Rolls

### Salad

Caesar Salad

### Main Course

*Please choose one of the following:*

Chicken Florentine (Chicken Breast with Spinach and Creamy Cheese Sauce) served with Garlic Mashed Potatoes and Steamed Mixed Vegetables

OR

Stuffed Rigatoni in Rose Sauce (Rigatoni stuffed with a mixture of Mozzarella, Parmesan and Ricotta Cheeses)

### Dessert

Chocolate Mousse Cup with Chantilly Cream

***If you have special dietary needs, please see Ms. Paul in room 204  
AND indicate this on your registration form.***

## Song And Theme

- \* Seniors will vote for the Prom Song in February or March 2024
- \* *Midnight Masquerade*

## Photography

Photography information will be distributed to Seniors who are attending Prom in April.

## Important Meeting

On Tuesday, April 16, 2024 all SENIORS who are attending the 2024 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. All classes will be held on Tuesday, February 27. This date could change. All information about these classes will be given to you through your English teacher.

## School Attendance

ALL Pocono Mountain West students who are attending Prom MUST be in attendance for the entire school day on Friday, May 10, 2024. If you do not attend school that day, you may not attend Prom the next day.

Students who exceed 6 days of unexcused/unlawful absences and/or unexcused tardies or 18 days of absences and/or tardies overall (excused and unexcused) 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.

**If students have questions about their attendance, they should check with the attendance office and with Mrs. Fladger, 12<sup>th</sup> grade Assistant Principal.**

## 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 Americus 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. Jones 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 students are allowed to wear strapless gowns and gowns with spaghetti straps. However, please remember that this is a **high school Prom** and **clothing should not be too revealing (cut too low or too high, for example) or too short (clothing may not be shorter than 1 inch above the knee)**. Below are some examples of acceptable and not acceptable clothing. (Please also remember the acceptable and not acceptable clothing from the Prom Certification class.) If students have questions about their clothing, they should see Ms. Paul or Mrs. Fladger BEFORE they make the purchase.

**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 Clothing



### Examples of Clothing that is 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 11 days or more of ISS and/or OSS for the 2023-24 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 1-10 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 2024 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 8, 2024.**

**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 5, 2024

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 \$125 per person ticket price includes transportation, hors d'oeuvres, dinner, entertainment, and favors for each person.

## 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:
  - **Mr. McGovern in room 206 from 7:20-7:45am. (Please check in with your first period teacher first.)**
  - **Ms. Paul in room 204 from 1:30-2:25pm**
  - **Ms. Paul in room 204 directly after school**

## Payment Plan

For your convenience the Prom committee is offering a payment plan for Prom tickets. Tickets cost \$125 per person. You have the option to make a partial payment in advance or to pay the entire cost at once.

The schedule for Prom payments is:

First Payment: **March 4-8**

Final Payment: **April 2-4**

Payments may only be made on these dates.

Payments may be made in increments of \$250/\$125/\$65/\$60

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 dates and times listed above ONLY.**

**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 Tuesday, April 16, 2024. After Tuesday, April 16, 2024 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 Thursday, April 4, 2024.**

*This means that if you have not paid for your Prom tickets AND handed in  
ALL forms by Thursday, April 4  
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: \_\_\_\_\_

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

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

I attended PROM CERTIFICATION class on \_\_\_\_/\_\_\_\_/2024.

Food Choice (choose ONE): Chicken Florentine Stuffed Rigatoni

*\*Descriptions are listed on page 2 of this packet.*

Do you have special dietary needs? No Yes

If YES, please list the needs here: \_\_\_\_\_

## Prom Committee Use ONLY:

\_\_\_\_ Receipt given

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

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

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

NOTES:

# 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 \_\_\_\_/\_\_\_\_/2024.)
- 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)

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

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

Food Choice (choose ONE): Chicken Florentine Stuffed Rigatoni

*\*Descriptions are listed on page 2 of this packet.*

Do you have special dietary needs? No Yes

If YES, please list the needs here: \_\_\_\_\_

## **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 2024 Prom at the Americus in Allentown, Pennsylvania on Saturday, May 11, 2024.

I understand that this means that:

- The student must be in attendance for the entire school day on Friday, May 10, 2024.
- 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 3:30pm. Bus boarding will begin at 3:30pm.
- The student will be returning to Pocono Mountain West High School at approximately 11:00pm on Saturday, May 11, 2024. 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 and laws of the Commonwealth of Pennsylvania must be followed for the entire evening. This applies to Pocono Mountain West High School students and all guests.

Please list any medical concerns/conditions here. **If none, please write NA.**

\_\_\_\_\_  
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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Please list any medical concerns/conditions here. **If none, please write NA.**

\_\_\_\_\_  
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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**Final Payment** (April 2-4)

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

Amount Paid (Please circle one.):      \$250      \$125      \$60

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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**First Payment** (March 4-8)

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

Amount Paid (Please circle one.):      \$250      \$125      \$65

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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