



# Pocono Mountain West High School

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Mr. Michael Jones, *Principal*

Mrs. Brenda Fladger, *Assistant Principal*  
Ms. Michele Connors, *Assistant Principal*  
Mr. Christopher Albi, *Assistant Principal*

May 12, 2023

Dear Parents, Guardians, and Members of the Class of 2023:

It is late May and your student's high school career is swiftly coming to a close. After thirteen years of commitment and effort, our attention now focuses on one final event. The Pocono Mountain West High School Graduation Ceremony will be held on Saturday, June 10, 2023, starting promptly at 10:00 a.m. on the Sullivan Trail Campus, Pocono Summit, PA. Please be advised that our graduates will line up and start the processional at 9:45 a.m. All guests are encouraged to arrive early enough to be seated in time for the start of the processional. The campus will be open to the public as early as 8:00 a.m.

Please note that we are planning an outdoor ceremony. In the event of inclement weather, postponement may become necessary. If so, we will communicate alternate arrangements via a *Parentlink* automated phone call, local television stations, radio announcements, and posting on the District's website ([www.pmsd.org](http://www.pmsd.org)).

We have gone to great lengths to plan and prepare for a successful ceremony at the West High School. We ask that our graduates and their guests adhere to the procedures outlined below to ensure a quality experience for all participants.

Please note, caps and gowns may be obtained for students who attend West High School during the school day on Thursday, June 1, 2023. West students who attend PM Cyber may pick up their caps and gowns during a drive-through pick up in the B Lot on Wednesday, May 31, 2023 from 9AM to 12PM. Further information about cap and gown distribution will be disseminated directly to the members of the senior class by Ms. Paul and Mr. McGovern. A schedule for cap and gown pick-up is below:

Graduating Seniors who attend WHS	Thursday, June 1; Classrooms will be called to the auditorium
Graduating Seniors who attend PM Cyber	Wednesday, May 31: 9AM – 12PM

## Graduation requirements:

To participate in the 2023 graduation ceremony, a student must successfully complete all academic requirements, demonstrate proficiency in state standards, adhere to the required attendance policy, and resolve any and all disciplinary issues before the first day of graduation rehearsal, Monday, June 5, 2023.



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POCONO SUMMIT, PA 18346  
TELEPHONE: 570.839.7121.  
FAX: 570.839.5968  
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If a student qualifies to participate in the commencement ceremony but elects not to, parents must notify Mr. Michael Jones, Principal, of that decision by Thursday, May 25. This request can be made by emailing [mjones@pmsd.org](mailto:mjones@pmsd.org). This helps us when composing the graduation program and organizing the seating arrangements for those who are participating.

The “Five Day Rule” will be in effect from Friday, May 26 through Friday, June 2. West High school students must attend in-person and Cyber students must log into Edgenuity each day. If a student is absent for serious illness or injury during this time period, please submit a doctor’s note to Mr. Jones, Principal, for his consideration. Otherwise, eligibility for graduation and participation in the ceremony may be compromised. For information related to the “Five Day Rule”, please refer to the student handbook.

All obligations to the school including financial obligations, library fines, Chromebooks, books, athletic equipment, detentions, etc., must be satisfied for students to participate in the ceremony and/or receive their diploma. All obligations must be satisfied by Thursday, June 1, 2023 by 2:00 pm to Mrs. Fladger’s office. Please note: Students will not be able to pick up their caps and gowns until all obligations are fulfilled. Seniors will be able to return items during their assigned cap and gown pick up time.

We understand that this year has been challenging in different ways. For their hard work, during this year we want to make our final activities for seniors organized, safe, and rewarding. We are counting on their responsible behavior to have successful graduation rehearsals and an appropriate graduation ceremony. Serious disciplinary issues have devastating results at this time of the year for seniors and their families. Suspensions from school or legal issues will result in an administrative review with a recommendation to exclude the offending student from the graduation ceremony.

### **Graduation Rehearsal Information:**

Punctual attendance at all rehearsals is mandatory. Please clear your schedules of all appointments, work, etc. for the practice times listed below. Anyone missing practice without prior permission will be excluded from participation in the graduation ceremony. Absences resulting from serious illness or accident must be documented with a doctor’s note and submitted to Mr. Jones, Principal, for his review and final decision. We will make every effort to adhere to the following rehearsal schedule. However, we reserve the right to modify this schedule based on student attendance, punctuality, cooperation, and inclement weather.

#### Rehearsal schedule:

Monday, June 5	8:00 a.m. to 1:00 p.m.	All Students
Tuesday, June 6	8:00 a.m. to 1:00 p.m.	All Students
Wednesday, June 7	8:00 a.m. to 1:00 p.m.	All Students
Thursday, June 8	8:00 a.m. to 1:00 p.m.	All Students

Seniors will be permitted to drive to graduation rehearsals with parental permission. Vehicles should be parked in the “C” parking lot. Students should report directly to the West High School Auditorium and sit in their assigned seat on their first day of practice.

Regular district transportation will be provided from Monday, June 5 through Thursday, June 8 for seniors. We will need to know which students intend to utilize district transportation prior to graduation. A survey will be sent out for students to complete.

Rehearsals will start promptly at 8:00 a.m. each day in the West High School Auditorium. Remember, we will need to get started on time. **Please note: Any student who arrives late to rehearsal will be required to stay in ISAP after graduation rehearsal is finished for the day.** Students who arrive late and are unable to fulfill this requirement will not be able to participate in the graduation ceremony. Any student who is late to practice **twice** will not be able to participate in the graduation ceremony.

At the conclusion of daily rehearsals, seniors should plan to leave the building and the campus immediately. Students who are utilizing regular district transportation will be required to wait at school until dismissal at 2:33 p.m. from Monday, June 5 through Thursday, June 8, 2023. These students will have a designated area in the school where they will wait until the end of the school day. If we have any changes to the school schedule seniors will be notified.

## Graduation Ceremony Information:

We recognize that graduation from high school is an exciting time for students and their families. It is an accomplishment of which students and their families should be proud. We are pleased to be part of this special time but recognize the difference between ceremony and celebration. It is our goal to conduct a dignified ceremony that reflects the significance of this special occasion. We are requesting students and guests observe proper decorum during our ceremony, saving the celebration until the conclusion of the ceremony.

It is expected that our graduates will dress in a dignified manner. All graduates should wear dress shoes - not sneakers, boots, or flip-flops. **Students are not permitted to wear high heels.** Female graduates are permitted to wear dress sandals. Graduates will be processing and recessing over a practice field with minor irregularities. During the ceremony, they will be on a turf field. They will be entering the stage using ramps and exiting the stage using stairs. Suitable footwear is a must. Acceptable graduation clothing includes: a collared shirt, slacks, a dress or a skirt. Essentially, all established dress code policies will be in effect for both the graduation practice as well as the graduation ceremony. Caps and gowns are required for each student participating in the ceremony. **No messages are to be displayed on caps or gowns.** Graduates, please do not put yourself or your family in a situation where you have to run home at the last minute to get appropriate clothing, as this may cause you to be excluded from the ceremony. School representatives will be available in the auditorium to assist graduates with their wardrobe needs prior to the ceremony.

Graduates must report to the West High School Auditorium no later than 8:00 a.m. on Saturday, June 10. This will be explained during graduation practice. During the rehearsal week, graduates will receive an envelope containing two parking passes (one student, one guest) and six guest tickets. Graduates must have their parking permit displayed on the dashboard of their vehicle to enter the campus on the day of the ceremony. Their parking permit will be color-coded blue. This allows them to enter the campus from Route 940 and park in the "A" parking lot. Security officers will be available to direct them to the designated parking area. Parking will be limited on the campus. Family members and guests are encouraged to car pool with their graduate. Guests are not permitted in the West High School but will be able to walk along the building to the site of the ceremony in the West Stadium multi-purpose field. In the event we have to postpone the ceremony as a result of inclement weather, graduates will be expected to arrive two hours before the start of the rescheduled ceremony.

During the week of rehearsal, graduates will be given six (6) guest tickets; in addition, parking passes will be distributed. The parking passes will be color-coded and will have specific instructions as to the location of the designated parking area and whether you should enter the campus from Route 940 or from Sullivan Trail. Parking passes should be displayed on the dashboard of the vehicle. District security officers will be available to help direct drivers to their designated parking areas. For the convenience of our guests, we will provide shuttle bus service from all our parking areas to the ceremony; and from the ceremony to the parking areas at the conclusion of the ceremony. Guest tickets must be presented to board the shuttle buses and guest tickets will be checked again before entering the ceremony area. Vehicles with handicapped license plates or current handicapped hang tags should enter the campus from Sullivan Trail, and security officers will direct you to the designated handicapped parking area. The campus will be accessible at 8:00 a.m. on Saturday, June 10. In the event of postponement due to inclement weather, the campus will be accessible 2 hours prior to the rescheduled time.

Parents and guests should plan to arrive early and stay for the entire ceremony. It is very distracting and disrespectful when members of the audience arrive late or leave early. The processional will begin at 9:45 a.m. We expect that all guests will be seated in a timely manner so we can start promptly at 10:00 a.m.

Graduates and guests must observe proper decorum and dignified behavior at all times during the ceremony. There will be no beach balls, whistling, air horns, heckling, cat-calling, or other behavior that may distract from the ceremony. All applause should be held until the entire class has received their diplomas.

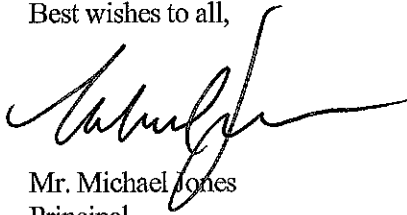
Graduates will not be permitted to carry any items onto the field during the ceremony. This includes, but is not limited to, cameras, cell phones, flowers, beach balls, air horns, canned string, fireworks, and/or any other item that may distract from the dignity of the ceremony. School representatives will be available on the practice football field prior to the ceremony to assist students in complying with this policy.

Observance of the "No Smoking Policy" - #904, both inside the school buildings and on the school grounds, is required and will be strictly enforced. Please communicate this with family and friends, especially those visiting our campus for the first time. **Vaping and e-cigarettes are considered smoking.**

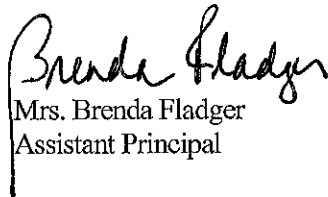
After the last graduate receives his/her diploma, at the end of the ceremony, the students will exit by recessing to the adjacent practice field where their actual diplomas will be issued. We will have plenty of staff to assist with this process to make it efficient. We ask that guests wait for their graduate to return with their diploma to the graduation area before the celebration begins.

Congratulations to the graduating Class of 2023. Much learning and personal growth have taken place over the past four years at Pocono Mountain West High School. The staff at Pocono Mountain West High School is proud to have been part of your child's success.

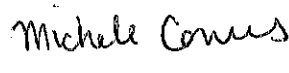
Best wishes to all,



Mr. Michael Jones  
Principal



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