



# **POCONO MOUNTAIN EAST HIGH SCHOOL**

Mrs. Tamala L. Toleno, Principal

Ms. Jamie L. Bowman, Assistant Principal

Mr. John T. Richards, Assistant Principal

Mr. Brian J. Williams, Assistant Principal

April 2025

Dear Parents, Guardians, and Members of the Class of 2025:

It is mid-April, and the time to celebrate your child's school career is just around the corner. After thirteen years of commitment and effort, our attention now focuses on one final event. The Pocono Mountain East High School Graduation Ceremony will be held on Friday, June 6, 2025, starting promptly at 6:00 p.m. on the Swiftwater Campus. Please be advised that our graduates will line up and start the processional at 5:35 p.m. All guests are encouraged to arrive early enough to be seated in time for the start of the processional. The gates will be open to the public as early as 4:30 p.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 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 East High School. We ask that our graduates and their guests adhere to the below procedures to ensure a quality experience for all participants.

Please note that caps and gowns will be distributed to East High School seniors during their ELA class on Tuesday, May 20. Pocono Mountain Cyber senior caps and gowns will be distributed during a drive-thru pick-up in the A lot of the East High School on Tuesday, May 20. Further information about cap and gown distribution will be disseminated directly to the members of the senior class through their Senior Google Classroom. The schedule for cap and gown pick-up is below:

East High School Seniors	Tuesday, May 20 During English Classes
PM Cyber-Seniors	Tuesday, May 20 Drive-Thru in A Lot 3:00 p.m. – 7:00 p.m.
East High School Seniors Late Pick-Up	Stop by Mrs. Allshouse's Classroom

## **Graduation requirements:**

To participate in the 2025 graduation ceremony, a student must complete all academic requirements, demonstrate proficiency in state standards, adhere to the required attendance policy, satisfy all obligations, and resolve any disciplinary issues before the first day of graduation rehearsal, Monday, June 2, 2025.

If a student qualifies to participate in the commencement ceremony but elects not to, parents must notify Mrs. Tamala Toleno, Principal, of that decision by Thursday, May 15<sup>th</sup>. This request can be made by

emailing [ttoleno@pmsd.org](mailto:ttoleno@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 23rd, through Friday, May 30th. If a student is absent for serious illness or injury during this time, please submit a doctor’s note to Mrs. Toleno, Principal, for her 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, 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, May 29th, by 12:00 pm, to Mr. Williams’ office.

We want to make our final activities for seniors organized, safe, and rewarding for their hard work during this year. 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 Mrs. Toleno, Principal, for her 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 2,        8:30 a.m. to 11:30 a.m.

Tuesday, June 3,       8:30 a.m. to 11:30 a.m.

Wednesday, June 4,   8:30 a.m. to 11:30 a.m.

Seniors will be permitted to drive to graduation rehearsals with parental permission. Vehicles should be parked in the bus parking lot (I Lot) near the field hockey fields. Students should report directly to the East Stadium. Regular district transportation will be provided on Monday, Tuesday, and Wednesday. We will need to know which students intend to utilize district transportation prior to graduation rehearsal. A survey will be sent out for students to complete.

Rehearsals will start promptly at 8:30 a.m. each day in the East Stadium. Remember, we will need to get started on time. 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 on Monday and Tuesday will be required to wait at school until dismissal at 2:24 p.m. These students will have a designated area in the school where they will wait until the end of the school day. Students who are utilizing regular district transportation on Wednesday will be dismissed at 11:24, the scheduled 3-hour early dismissal time. If we have any changes to the rehearsal 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 to 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, no sneakers, boots, or flip-flops. Female graduates are permitted to wear dress sandals. During the ceremony, they will be on a turf field. Suitable footwear is necessary. **Students are not permitted to wear high heels.** Male graduates are expected to wear a collared dress shirt with non-denim slacks. Female graduates are expected to wear dresses, skirts, or slacks. 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 must 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 on the practice football field to assist graduates with their wardrobe needs before the ceremony.

Graduates must report to the East High School cafeteria or auditorium by 4:30 p.m. on Friday, June 6<sup>th</sup>. During the rehearsal week, graduates will receive 8 graduation tickets for their guests. Tickets are required for any guest over the age of two years old. Tickets stubs will be used for re-entrance to the stadium during the ceremony.

Parking will be limited on campus. Family members and guests are encouraged to carpool with their graduates. Guests are not permitted in East High School with their graduates. Guests should go directly to the East High School stadium when the gates open at 4:30 p.m. In the event that we must postpone the ceremony because of inclement weather, graduates will be expected to arrive 1½ hours before the start of the rescheduled ceremony.

District security officers will be available to help direct drivers to their designated parking areas. For the convenience of our guests, we will provide a shuttle bus service from all our parking areas to the ceremony and from the ceremony to the parking areas after the ceremony. Vehicles with handicapped license plates or current handicapped hangtags should enter the campus from Woodland Road, and security officers will direct you to the designated handicapped parking area. The campus will be accessible at 4:30 p.m. on Friday, June 6<sup>th</sup>. In the event of postponement due to inclement weather, the campus will be accessible 1½ hours before the rescheduled time.

Parents and guests should plan to arrive early and stay for the entire ceremony. It is very distracting and disrespectful when audience members arrive late or leave early. The processional will begin at 5:35 p.m. We expect that all guests will be seated promptly so we can start promptly at 6:00 p.m.

Graduates and guests must always observe proper decorum and dignified behavior 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, water bottles/drinks, 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 in the cafeteria and auditorium before 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. This includes the use of vapes. Please communicate this with family and friends, especially those visiting our campus for the first time.

After the last graduate receives his/her diploma, at the end of the ceremony, the students will exit by recessing to the football 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 graduates to return with their diplomas to the graduation area or parking area before the celebration begins.

Please note that East High School will not be open following the graduation ceremony. Graduates should leave personal items in their cars or with family members.


If you would like to preorder flowers for your graduate, please check out the items available using this link.  
<https://www.thecommentgroup.com/poconomountainehs/>

Congratulations to the graduating Class of 2025. Much learning and personal growth have taken place over the past four years at Pocono Mountain East High School. The staff at Pocono Mountain East High School is proud to have been part of your child’s success.

Best wishes to all,



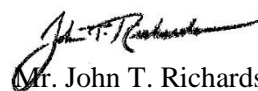
Mrs. Tamala Toleno  
Principal



Mr. Brian Williams  
Assistant Principal



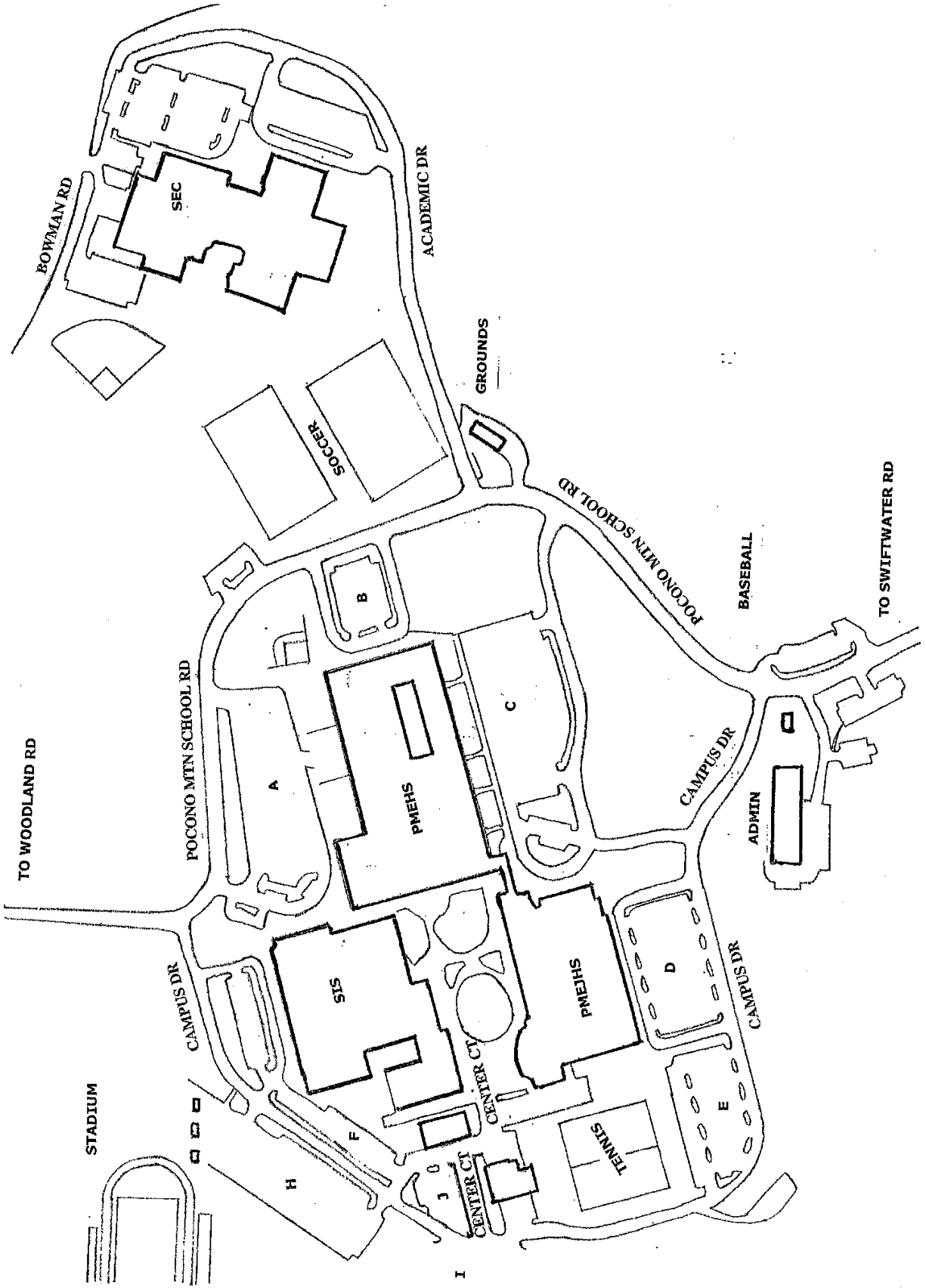
Ms. Jamie Bowman  
Assistant Principal



Mr. John T. Richards  
Assistant Principal

♦ TO PROVIDE DIVERSE OPPORTUNITIES FOR ALL STUDENTS TO BECOME RESPONSIBLE MEMBERS OF THE GLOBAL COMMUNITY ♦

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WEBSITE: [www.pmsd.org](http://www.pmsd.org)





## Graduation Dates 2025

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**\*East High School – Friday, June 6, 2025 – 6:00 PM**

**\*West High School – Saturday, June 7, 2025 – 10:00 AM**

In case of inclement weather:

<b>6/6/25 Friday</b>	<b>6/7/25 Saturday</b>	<b>6/8/25 Sunday</b>	<b>6/9/25 Monday</b>
	<b>*WHS 10:00 AM</b>		
<b>*EHS 6:00 PM</b>	EHS 2:00 PM	EHS or WHS 2:00 PM	EHS or WHS 2:00 PM
	WHS 6:00 PM	EHS or WHS 2:00 PM	EHS or WHS 2:00 PM

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