

The Class of 2015 Cordially Invites You To



"A Whole New World"

Pocono Mountain West High School Senior Prom

The Hilton

Parsippany, New Jersey

Saturday, May 2, 2015

General Information

Time and Location

- * Saturday, May 2, 2015 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 2. 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
Mini Chicken Quesadillas with Sour Cream
Mini Spring Rolls with Duck Sauce
Miniature Beef Wellington with Cabernet Sauce

Salad

Tossed Garden Salad with Champagne Vinaigrette Dressing

Main Course

Choose one of the following. Both entrées include seasoned roasted red potatoes and broccolini with carrots

Sage Stuffed Chicken Breast: Oven roasted breast of chicken with traditional sage infused stuffing

OR

Herbed Filet Mignon: Broiled cut of filet mignon steak in an herbed butter sauce

(Note: Filet Mignon is served with a slightly pink center.)

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

Dessert

Crème Brulee Cheesecake

Assorted Beverages

Soft Drinks, Coffee and Tea

Song And Theme

- * Seniors will vote for the Prom Song in February or March 2015
- * *A Whole New World*

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 Friday, April 10, 2015 all SENIORS who are attending the 2015 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 receive a pass that states when your class will take place. Most classes will be held during the school day.

School Attendance

ALL Pocono Mountain West students who are attending Prom MUST be in attendance for the entire school day on Friday, May 1, 2015. 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 20 days of unexcused/unlawful absences may not be eligible to attend Prom. Please make sure all attendance notes are turned in within five days of your absence throughout the school year. Any absence over 20 days requires a doctor's note to be excused.

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. Barbush 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.

Examples of Acceptable Dresses



Examples of Dresses that are NOT Acceptable



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

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 OSS for the 2014-15 school year, you will not be able to attend. Administrators will make decisions individually for students who have 1-14 days of 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 2015 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 6, 2015.

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, 2015

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 189th Street
New York, NY 10012
(212)543-1234
mrsmith@chs.org

Sincerely,

Mr. John Smith,
Assistant Principal

Purchasing Tickets

Ticket Prices

The \$85 (or \$90) per person ticket price includes transportation, hors d'oeuvres, dinner, entertainment, and favors for each person.

PLEASE NOTE:

The ticket price is **\$85 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 6, 2015**

*The price for the prom ticket will increase to **\$90 per person** for those who do not participate in the full payment plan or who are not paid in full by **Friday, March 6, 2015**.*

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
 - Anytime after school in room 204

Payment Plan

For your convenience the prom committee is offering a payment plan for prom tickets. Tickets cost \$85 (or \$90) 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 2-6**
Second Payment: **March 2-6**
Final Payment: **March 30-April 1**

Payments may only be made on these dates.

Payments may be made in increments of \$180/\$170/\$90/\$85/\$60/\$55/\$45/\$40.

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 10, 2015. After April 10, 2015 no refunds will be issued.

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

All outstanding balances and all prom tickets MUST be paid for in full by Wednesday, April 1.

This means that if you have not paid for your prom tickets AND handed in ALL forms by Wednesday, April 1, 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 ____/____/2015.

MEAL CHOICE (circle ONE): Sage Stuffed Chicken Breast Herbed Filet Mignon

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:

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 ____/____/2015.)
- 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): Sage Stuffed Chicken Breast Herbed Filet Mignon

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 2015 Prom at the Hilton in Parsippany, New Jersey on Saturday, May 2, 2015.

I understand that this means that:

- The student must be in attendance for the entire school day on Friday, May 1, 2015.
- 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 3, 2015. 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.**

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 2015 Prom at the Hilton in Parsippany, New Jersey on Saturday, May 2, 2015.

I understand that this means that:

- The student must be in attendance for the entire school day on Friday, May 1, 2015.
- 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.
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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.**

February Payment (February 2-6)

Name: _____ Homeroom (Spring) _____

Amount Paid (Please circle one.): \$170 \$85 \$60 \$45 Other (\$_____)

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.**

March Payment (March 2-6)

Name: _____ Homeroom (Spring) _____

Amount Paid (Please circle one.): \$170 \$85 \$55 \$40 Other (\$_____)

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.**

April Payment (March 30 – April 1)

Name: _____ Homeroom (Spring) _____

Amount Paid (Please circle one.): \$180 \$90 \$55 Other (\$_____)

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.**