



WOODBRIIDGE HIGH SCHOOL

2 Meadowbrook

Irvine, CA 92604

(949) 936-7800

Attendance Phone: (949) 936-7801

Administration Fax: (949) 936-7809

Athletics Fax: (949) 936-7969

Counseling Fax: (949) 936-7819

April, 2018

Dear Parents and Members of the Class of 2018:

Congratulations on being part of Woodbridge High School's thirty-sixth graduating class.

High school graduation at Woodbridge High School is planned as a formal event. This letter is designed to acquaint you with these plans. The commencement ceremony will take place at the Irvine District Stadium, at Irvine High School, and will begin promptly at 5:00pm. We are planning a dignified and meaningful ceremony for those seniors who have met all graduation requirements and who plan to participate in the event. We would like parents and students to review the following guidelines, which have been designed in order to ensure a smooth and orderly ceremony. Failure to follow the guidelines may result in your student not being allowed to participate in commencement.

Students, mark your calendars! Attendance at ALL MEETINGS is required to participate in commencement. Be certain that your work schedules do not conflict with these important MANDATORY graduation events.

Monday, April 9th

9:30 AM in the WHS Gym (seating begins at 8:50 AM)

- **Mandatory Senior Meeting:** All Seniors are required to attend this important meeting in the WHS Gym. Attendance will be taken. Important information concerning the end of the school year requirements and post-graduation details will be addressed at this meeting.

Tuesday, June 5th

9:00 AM in the WHS Gym (Sr. Breakfast seating begins at 8:20 AM)

- **Mandatory Graduation Rehearsal/Sr. Breakfast:** Graduates who choose to participate in the commencement exercises are REQUIRED to attend the scheduled rehearsal. All 12th grade students are to report to the WHS Gym by 8:45am. Attendance will be taken.

Wednesday, June 6th

9:00 AM in the WHS Gym

- **Mandatory Clearance Card Turn-in and Cap and Gown pick-up:** Senior Graduation Clearance Cards will be turned in. Caps and gowns, stoles, cords, and handicap parking permits will not be given to your student until their clearance card is completed and handed in at this meeting. Cap+gown+tassel sets will be sold by Jostens for \$40.00 after the meeting for students who still need to purchase a cap and gown. (Cash only, sizes are limited). Tassel only cost = \$10.00. Cap only cost = \$12.00. Questions for Jostens? Wish to order a Class of 2018 class ring/other keepsake? Call: 1-800-JOSTENS. View catalog: Jostens.com

Thursday, June 7th - GRADUATION DAY

3:00 PM - J & K Building

- **Seniors Commencement Ceremony Check-in**
 - Graduating seniors will meet in their assigned homerooms at **3:00 p.m.** (the assigned homeroom list will be posted on June 6th and on June 7th). Only participating seniors and staff members will be allowed in the homerooms.
 - Money, purses, cameras or other valuables may not be brought into the rooms or the stadium.
 - **All seniors participating in graduation must ride the buses to the stadium.**
 - **Graduates must provide their own transportation after the ceremony as there is no return bus.**

5:00 PM - Irvine District Stadium

- **Commencement Ceremony:** The commencement exercises are scheduled for **Thursday, June 7th** and will **begin promptly at 5:00 p.m., in the Irvine District Stadium at 4321 Walnut Avenue.**
- **Parking:** Parking is available off Walnut, Escolar, and in the Heritage Park area. Limited accessible parking spaces will be available for those with a disability.

Persons with a Disability Parking/Seating: Arrangements for accessible parking and accessible seating for those with a disability must be made in advance with Kay Bradley, in the counseling office, via email at: kaybradley@iusd.org.

- Due to limited space, seating is available for only the family member with a disability and one escort per request. Additional family members must sit in the general stands area. Limited accessible seating under a canopy will be available on a first-come-basis.
- **Request dates: Wednesday, May 2 through Friday, May 18.** Student will pick up advance-requested accessible parking permits and accessible seating reservations at the Clearance Card Return/Cap & Gown Pick-up Meeting on June 6th.
- **No late requests** will be accepted after the May 18th deadline.

Expectations for a Formal Ceremony: Commencement is a joyous celebration; however, participation in the ceremony is strictly optional and is discouraged for students not interested in participating in a formal and dignified commencement.

Attire: Appropriate dress attire must be worn under all robes. Jewelry or decorations on your cap and gown are not permitted. Bobby pins are helpful in keeping your cap in place. School-approved Sentinel medallions are permitted. CSF Seal Bearers may wear school-approved CSF cords and CSF pins. The top 2% and 10% of the class may wear school-approved stoles and honor cords. Cords, stoles and pins are distributed at the June 6th meeting. Orchid leis are permitted. Novelty leis (i.e. candy leis and money leis) are not permitted.

- **Appropriate attire for males:** White shirt with collar, tie, pants, shoes (not athletic shoes, flip flops, or sandals).
- **Appropriate attire for females:** Nice dress, shirt-skirt or pants outfit, walk-able shoes (not athletic shoes or flip flops). High heels will be awkward as students will be walking across a grass field.

Behavior: To assist with the formality of this occasion, student behavior will be closely monitored. The school also earnestly seeks the cooperation of parents and guests. Use of disruptive devices in the stands, such as air horns, is not allowed. Disruptive devices and behavior negatively impacts the decorum of the ceremony and distracts the participants on the field. Please refrain from leaving early, or moving from your seat during the ceremony. Because of the large number of graduates and attendees, students who disrupt the program will be removed from the ceremony by district personnel. Security personnel will remove spectators who disrupt the program or who are in possession or under the influence of alcohol or other controlled substance.

Photography: Parents will not be permitted on the stadium floor (track or grass area) during the ceremony for pictures. After the ceremony, parents and guests are invited to meet their graduate on the field, where pictures may be taken.

South Coast Photographic will be the official photographer this year. They will be on the field capturing this special event as the students receive their diplomas. Please go to www.southcoastphotographic.com and pre-register for notification when the images will be available for viewing and ordering. Ordering your commencement photograph is available up to 90 days after the graduation date.

Guests: **Stadium gates open at 3:30 p.m.** Because commencement will be held in the football stadium, there will be no limit on the number of guests who may attend. Seating is first-come, first-served. You do not need a ticket to attend the graduation ceremony.

Diplomas: Diplomas will be distributed at the ceremony. The graduates will pick them up from their assigned homeroom teacher on the field. Students who do not choose to participate in the commencement or violate the guideline above may pick up their diplomas in the counseling office on June 8th or provide a pre-paid postage, self-addressed 8 x 10 envelope for mailing. Please note, a student's diploma will be withheld if the student's commencement ceremony behavior is deemed inappropriate, disrespectful, or disruptive. In order to obtain the withheld diploma, the student and his/her parent(s) will need to arrange a meeting for a future date with WHS administration.

Reminders: 1.) All financial obligations (returned checks, book fines, etc.) must be cleared by Friday, May 25th, 2.) ALL PAYMENTS AND PURCHASES MADE BY SENIORS AFTER MAY 4th MUST BE IN CASH OR DEBIT/CREDIT CARDS. NO CHECKS. 3.) All outstanding discipline (i.e. detention, Saturday school), must be completed in order to participate in the commencement ceremony.

We look forward to another Woodbridge High School commencement!

Carlene McCurry/Assistant Principal

Kay Bradley/Office Assistant IV, Graduation/Enrollment

