

May 1, 2009

Dear Parents and Member of the Class of 2009:

As we enter the final stretch of the school year, our thoughts begin to center around graduation and other events planned to celebrate the culmination of your high school experience. Sleepy Hollow's Fifty Second Annual Commencement Exercises will be held on Thursday, June 25<sup>th</sup>; it is the day you have been working towards for many years; it will be as uniquely special as is the Class of 2009. We have planned a very formal ceremony as tribute to all of you and your many accomplishments. Leading up to this day, other events such as the Rose Ceremony, Senior Prom and Yearbook Breakfast will provide opportunities for you to savor this wonderful rite of passage as you leave SHHS and transition into adulthood.

Each student is assessed a senior activity fee of \$35 to cover graduation expenses. Checks can be made payable to "Sleepy Hollow HS Class of 2009" - this fee should be paid to Ms. Lia, before June 1<sup>st</sup>.

We need your cooperation so all events run smoothly. Please be sure to read this letter carefully and comply with our directions, We want graduation and all the events that lead up to it to be a special time you will always remember.

**The Rose Ceremony – Thursday, May 28<sup>th</sup> at 9:30 a.m.**

***Sleepy Hollow High School Auditorium***

The *Rose Ceremony* involves first graders saying good luck and farewell to our 12<sup>th</sup> graders, with a rose, reciprocating the good wishes bestowed upon them as they began their year in September. Parents of first and twelfth graders are invited to attend *The Rose Ceremony*. The program will begin in the auditorium at Sleepy Hollow High School at 9:30 a.m. and last for about an hour.

**Senior Prom – Thursday, May 28<sup>th</sup> at 7:00 p.m.**

***The View on The Hudson, 101 Shad Row, Piermont, NY***

The *Senior Prom* is a special evening, one we hope you will remember happily for the rest of your lives. Ms. Madani & Ms. Peltier, along with the class officers have carefully planned every detail just for you. Guidelines have been established to ensure a safe and enjoyable evening for all. Enclosed is a contract/emergency contact information form to be signed by students and parents. **This must be turned in to Ms. Madani or Ms. Peltier by Friday, 5/15/09, in order to receive your prom tickets.** No students will be admitted to the prom unless the contract/emergency contact information have been received

**Performing Arts Awards Night – Tuesday, June 2<sup>nd</sup> at 6:00 p.m.**

***Sleepy Hollow High School Auditorium***

The annual *Performing Arts Boosters Awards* will be held in the Sleepy Hollow High School Auditorium. Members of the following groups will be recognized with a variety of awards and scholarships: Chorus & Orchestra, Concert Band, Jazz Ensembles, Fall Drama, and Spring Musical will be recognized. Invitations will be mailed home.

**Academic Awards Night - Monday, June 8<sup>th</sup> at 7:00 p.m.**

***Sleepy Hollow High School Auditorium***

*Academic Awards Night* is a celebration for high school students achieving high honor roll status along with acknowledging a wide range of awards recipients and scholarship winners. It will be celebrated with a dessert reception. Those being recognized will receive notification along with a ticket for themselves and two guests to attend. Additional tickets are available through the HS Assistant Principal's office at 332-6204 at the cost of \$10.00 per person. All awards recipients are expected to attend.

**Sports Awards Dinner – Tuesday, June 9<sup>th</sup> at 6:00 p.m.**

***DoubleTree Hotel, 455 South Broadway, Tarrytown, 631-5700***

All varsity athletes are invited with their family and friends to honor those athletes who have earned varsity letters. Athletes are invited free of charge, family and friends can purchase tickets from the **Athletic office in the high school at \$30 per ticket**. *Checks should be made payable to UFSD of the Tarrytowns.*

**Yearbook Breakfast – Wednesday, June 10<sup>th</sup> at 8:45 a.m.**

***Doubletree Hotel, 455 South Broadway, Tarrytown, 631-5700***

All seniors are scheduled to attend a yearbook breakfast at The Doubletree Hotel, at which time, if they have paid in full for their yearbook by Wednesday, June 3<sup>rd</sup>, they will receive their copy of **The Legend**. During the breakfast, the digital yearbook will be unveiled and copies distributed to all seniors. We will meet in the auditorium lobby at the end of second period to take the bus to The Doubletree. Travel in cars is not permitted. We anticipate returning by the end of fourth period. A permission slip is enclosed. It must be returned to Mrs. Lia no later than **June 1<sup>st</sup>**. The cost of the breakfast and Digital Yearbook is included in the senior activity fee.

**Graduation Rehearsal – Thursday, June 25<sup>th</sup> at 10:00 a.m.**

Seniors are to meet promptly at 10:00 a.m. in the auditorium for a senior assembly and an overview of graduation. We will then continue practice on the field. In the event of rain, practice will be held in the auditorium. **There will be one practice only – everyone must attend in order to participate in commencement.**

Caps and gowns, tickets, instructions and last minute changes will be distributed and explained during practice. It is important that every senior is present for rehearsal – be sure to arrange your schedule to be there.

**Picnic in the Courtyard by the Cafeteria – Thursday, June 25<sup>th</sup> at 11:30 a.m.**

Seniors will be served lunch by the junior class in the courtyard - plan to enjoy the afternoon with your friends following graduation rehearsal.

**Commencement Exercises – Thursday, June 25<sup>th</sup> at 7:00 p.m.**

Our graduation ceremony will begin promptly at 7:00 p.m.; therefore, all seniors must report to the auditorium at 6:00 p.m. We have much to do during this hour to prepare for the processional. The class picture will be taken at that time, and those seniors who invited special guests will have an opportunity to see them before they are escorted to special seating on the field.

Graduation will take place on the “Doc Rasbeck” Athletic Field. Weather permitting everyone is welcome to come. In the event of inclement weather, graduation will be held in the auditorium, admittance will be by ticket only.

Class photos will be taken at graduation and mailed to your home along with information on how to order additional class photos and candids. Only the photographer hired by the school is permitted on the field.

### **Special Guests**

Seniors will be given the opportunity to invite teachers, coaches, BOCES instructors etc. not on staff at Sleepy Hollow that have made a difference in their elementary, middle or high school education to be their special guest(s) at graduation. Invitation forms are available in the main office. If there is a person you wish to invite, we will send him/her a letter on your behalf and include them in the ceremony.

**All requests for invitations to be sent must be given to Mrs. Lorador in the main office by Friday, May 22<sup>nd</sup>.**

### **Guidelines**

So that Sleepy Hollow’s Commencement may be a memorable occasion for all, please follow these guidelines:

1. Arrive dressed in your cap and gown. No decorations or messages are to adorn caps. Be sure to wear appropriate shoes – no sneakers or sandals. Low heels are recommended for your comfort and safety while walking up to the field and on and off the platform. Young ladies are encouraged to wear a skirt or dress with a hemline above that of their academic gown. Young men are to wear full-length trousers – no jeans, a shirt and tie and dress shoes – no sneakers please.
2. PLEASE BE PROMPT. Graduates should be in the auditorium by 6:00 p.m. In the event of inclement weather, please meet in the HS gym. Friends and relatives should be in the stands no later than 7:00 p.m. We will begin promptly at this time. Guests should plan to come early for easy parking.
3. No one will be permitted on the field to take pictures during the ceremony. Pictures will have to be taken from the stands, before rehearsal or after the recessional.
4. No one is permitted to enter the roped off area around the speaker’s platform on the field. This seating is reserved for our graduates, staff, and guest speakers.
5. Guests may not block the sidelines during the ceremony. All guests are to be seated in the stands.
6. Family and friends should express their pride and pleasure with applause rather than inappropriate sounds which might detract from the dignity of our commencement exercises.
7. All guests are requested to follow directions as listed in the program for rising and sitting during the ceremony.

8. After the commencement exercises have ended, guests should allow all graduates to proceed from the recessional to the reception area at the south end of the field. Your cooperation will help avoid the crush of people in the walkways of the bleachers.
9. Any guests who are disabled and might need special assistance should contact us in advance so we can be sure to appropriately accommodate you. Please call Mr. Alterbaum's office at 332-6203.

**Outstanding Obligations:**

In order to participate in graduation rehearsal, seniors must satisfy all outstanding debts for lost or unreturned texts, library books, sporting equipment or unpaid class dues. All debts must be paid before caps and gowns will be issued. Seniors who have not yet taken care of debts should report to Mr. Alterbaum's office sometime between now, and, at the latest, the afternoon of Friday, June 12<sup>th</sup>. Failure to take care of these obligations may jeopardize your participation in commencement exercises. Please make arrangements now, and see Mr. Alterbaum immediately if you have questions or concerns.

The Class of 2009 is a *very* special group of bright, caring, and responsible young people. We look forward to having you, your families, and friends join us at these celebrations of your achievements when we will honor your efforts and wish each and every one of you all the best in your future endeavors.

Sincerely,

Carol L. Conklin  
Principal

*\*also included with this letter is a survey from our guidance department, we would appreciate your feedback.*