

WILLIAM PENN HIGH SCHOOL
713 E. Basin Road, New Castle, DE 19720
p. 302.323.2800
colonialschooldistrict.org

LISA BREWINGTON, M. Ed., Principal
lisa.brewington@colonial.k12.de.us

BROCK DONOVAN, STEVE DIGENNARO, ERIK JONES Deputy Principals
AMINA BAAITH, FRANKIE BONILLA, AYANNA COOPER-TAYLOR, URSULA MCCOY,
ALEXIS VANOVER, BARRY ZEHNDER Assistant Principals

April 30, 2023

RE: Class of 2023 Update - End of the Year & Graduation Information

Dear Class of 2023 Parent(s)/Guardian(s) and Seniors:

As we are approaching the end of your students' educational careers here at William Penn High School, we wanted to provide you with some very important updates regarding the last few days of school for seniors and graduation information.

Please make sure to read all the information contained in this letter.

Cap and Gown: Do not forget to order your cap and gown from Jostens.

- Go to:
https://www.jostens.com/apps/store/productDetail/1037482/WILLIAM-PENN-HIGH-SCHOOL/Cap-and-Gown/1907780671/CATALOG_REPOSITORY/Cap-and-Gown-Unit/1907780673
- All orders must be in before May 30th. Jostens may not be able to guarantee the exact/custom size since the order will be in after April 15th.
- All items ordered will be delivered to school.
- **STUDENTS MAY NOT DECORATE THEIR CAP AND GOWN.** Students with a decorated cap and gown will not be allowed to participate in graduation exercises.
- Caps and gowns will be distributed during the graduation practice(s).

The Colonial School District shall not discriminate in its employment practices or its educational programs and activities of students on the basis of race, creed, color, religion, national origin, age, sex, sexual orientation, domicile, marital status, disability, genetic information, veteran status, or any legally protected characteristic.



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Senior Dues: All graduating seniors MUST pay senior dues.

- Last day for cash/money order payments is May 31, 2023:
 - You may pay dues in-person Monday - Friday at William Penn in the main office.
 - Hours: 9:00 am - 12:00 pm and 2:00 pm - 3:00 pm
 - Only cash or money orders will be accepted - no personal checks.
 - *Remember to save your receipt!!!*
- Last day for ONLINE payments is May 31, 2023:
 - Go to
https://www.myschoolbucks.com/ver2/prdembd?ref=ZZH56859SX0827V_ZZ5XUW_WZZB9SFZ0 (You may need to log in or create an account.)

Senior Obligations: DUE NOW!!!

- If you received a letter stating that your student has an outstanding obligation, please return the item or submit payment now to Mrs. Burns in the E2 Staff Center.
- Items still in use should be returned during the Senior Distribution/Drop Off Event scheduled for May 22, 2023 and May 23, 2023 from 3:00 pm - 5:00 pm. This includes:
 - Textbooks
 - Sports equipment/uniforms
 - Chromebooks, etc.
- If any past due items or items that are currently in use are not returned by June 2, 2023, it will result in an obligation. Your senior WILL NOT receive their diploma until the obligation has been cleared.

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Seniors' Last Week of School: May 15, 2023 through May 19, 2023

- May 15th through May 19th are regular school days; Seniors are expected to be in their assigned classes from 7:20 am - 1:50 pm and follow the normal A Day/B Day schedule.

Senior Awards: Wednesday, May 17, 2023 at 6:30 pm in William Penn Theater

- Seniors receiving an award will receive a letter/email inviting them and their family to the ceremony.

Senior Exams: May 22, 2023 (periods 5, 6, 7, 8) and May 23, 2023 (periods 1, 2, 3, 4)

- Any Seniors who miss any exams scheduled between May 22nd and May 23rd, should contact their Administrator for approval to take their missed exam. Once approved, the Senior can take their missed exam on the Senior make-up exam days, May 24th and May 25th.

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GRADUATION PRACTICE **INFORMATION**

MANDATORY Graduation Practice(s): May 31st, June 1st, June 2nd

Students who miss more than one graduation practice

WILL NOT participate in graduation exercises on June 2nd - NO EXCEPTIONS.

IT IS IMPERATIVE THAT ALL SENIORS ARE PRESENT & ON TIME FOR PRACTICE EACH DAY.

<ul style="list-style-type: none"> • May 31st: 	<ul style="list-style-type: none"> • Graduation practice will be at William Penn at 7:30 am (usually ends around 11:30 am) <ul style="list-style-type: none"> ○ Seniors who normally ride the bus to school may come in on the bus. ○ DO NOT WEAR YOUR CAP AND GOWN. ○ <u>Seniors will NOT be dismissed until practice is over.</u> ○ There will be no school bus transportation home.
<ul style="list-style-type: none"> • June 1st: 	<ul style="list-style-type: none"> • Graduation practice will be at William Penn at 7:30 am (usually ends around 11:30 am) <ul style="list-style-type: none"> ○ Seniors who normally ride the bus to school may come in on the bus. ○ DO NOT WEAR YOUR CAP AND GOWN. ○ <u>Seniors will NOT be dismissed until practice is over.</u> ○ There will be no school bus transportation home.
<ul style="list-style-type: none"> • June 2nd (Morning Practice): 	<ul style="list-style-type: none"> • Graduation practice will be at the Bob Carpenter Center at 7:30 am (usually ends around 11:30 am) <ul style="list-style-type: none"> ○ Seniors must have their own transportation - There will be no school bus transportation to and from the Bob Carpenter Center.

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	<ul style="list-style-type: none"> DO NOT WEAR YOUR CAP AND GOWN. <u>Seniors WILL NOT be dismissed until practice is over.</u>
<ul style="list-style-type: none"> June 2nd (FINAL Afternoon Practice): 	<ul style="list-style-type: none"> Graduation practice will be at the <u>Bob Carpenter Center at 4:00 pm.</u> We will practice one last time right before the ceremony. PLEASE PLAN FOR FRIDAY AFTERNOON TRAFFIC. Seniors must have their own transportation to the Bob Carpenter Center for the final afternoon practice and for the graduation ceremony. WEAR YOUR GOWN - <u>CARRY YOUR CAP AND TASSEL</u> (DO NOT LOSE YOUR TASSEL - WE DO NOT HAVE EXTRAS) Seniors will remain at the Bob Carpenter Center for the graduation ceremony.

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GRADUATION INFORMATION

June 2nd: Graduation at the Bob Carpenter Center at 6:30 pm.

Doors will open at 5:15 pm for ticket holders.

PLEASE NOTE: Anyone entering the Bob Carpenter Center will be wanded for security purposes. No exceptions. No weapons of any kind will be permitted.

(Students should already be at the Bob Carpenter Center by 4:00 pm.)

- **Each senior will receive a total of 5 tickets.**

- If you need handicap seating, please fill out this form by May 26th:
<https://forms.gle/8RLLpjP5C5hQQk3n9> - Only one person may accompany a person with a handicap ticket.

(Maximum ticket request for handicap seating is 2 tickets.)

Handicap tickets will come from the allotment of the 5 tickets per graduate.

- Families and guests of the graduates are expected to remain in their seats during the entirety of the graduation ceremony.
- Anyone 3 years old and older **MUST** have a ticket.
- Please do not bring the following items to the Bob Carpenter Center. They will be confiscated and will not be returned:
 - Balloons
 - Noisemakers
 - Signs

Sincerely,

Ms. Lisa Brewington, M. Ed.

Principal

Ms. Maria Berrios

Senior Class Advisor

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