



**Dear Parents of Graduating Seniors:**

**May 2, 2022**

**The 2022 Commencement Ceremony will soon be upon us for you and our West High School Graduates. Enclosed you will find information regarding graduation and associated events during May that are pertinent to your senior's concluding days at West.**

**West High Commencement will take place on Sunday, May 29 at 2:00 PM at Metra Park. This event is a special time for our West High families, and as a school we have embraced a strong tradition of commencement being celebratory and dignified for all graduates.**

**The arena floor is reserved for members of the graduating class and ceremonial officials. Seating for parents and guests will be in the sections above the arena floor. Since this arrangement will not allow parents the opportunity to take pictures, we have contracted LifeTouch Studios to take a picture of the graduates as they receive their diploma. Please find enclosed a LifeTouch brochure explaining how to order these pictures. Due to time constraints, Metra Park will not be allowing parents the opportunity to take pictures on the arena floor following the graduation ceremony. Please make arrangements to meet all graduates on the main level or the foyer area immediately following the graduation ceremony.**

**Please be reminded that due to the safety of our graduating class and guests, Metra security will be using metal detector devices on everyone entering the building. In addition, all handbags and purses are subject to search. We encourage all parents and guests to arrive early and limit handbags and purses as much as possible in support of an efficient entry into the Metra.**

**To receive their diplomas, the graduates will enter the stage from two sides, one from the left and one from the right. They will exit from the center of the stage. The stage will be on the west side of the arena floor. Knowing this will allow the graduates' families to choose seats that offer the best view for them.**

**I would also like to take this opportunity to tell you that the "Bear Bash" which follows the graduation ceremony is a tradition that I fully support. It provides a safe, enjoyable evening for all graduates. Seniors can purchase Bear Bash tickets in the Activities Office for \$40.00. We are grateful to the parents who have worked countless hours to provide an activity (Bear Bash) that will allow our graduates to celebrate in a safe environment. Parent volunteers are needed for all committees for the Bear Bash. Please call Jennifer Lambourne (406-850-4433) if you can help.**

**You will find on the back of this letter a calendar of events and other general information about graduation. Please note that your child's original permanent immunization record will be enclosed in his/her diploma.**

**In my short tenure as the West High principal, I want to express my high regard and respect for this senior class. The world of COVID has provided three challenging years, but the Class of 2022 has represented themselves and the greater community of Billings in a quality West High fashion. I congratulate you and your family in celebration of your graduate. To that, I encourage your student to finish strong as we march toward May 29. Please feel free to call me (281-5602) or your student's counselor (281-5613) if you have any questions regarding our planned commencement events.**

**My Best,**

**Kelly B. Hornby  
Principal**

## CALENDAR OF EVENTS FOR GRADUATING SENIORS

- May 11<sup>th</sup> (West)** *Senior Assembly will be held during class time on Wednesday, May 11. Instructions for Commencement will be given. Students will report to the Auditorium @ 9:50 AM*
- May 11<sup>th</sup> (Career Center)** *Senior Assembly on Wednesday, May 11 at 8:30 AM @ the Career Center Auditorium*
- May 18<sup>th</sup>** *Senior Awards Assembly will be held in the West High Auditorium at Noon on Wednesday, May 18. Parents will be notified if your child will be receiving an award. Proof of scholarship awards are due to your child's Counselor by 3 PM on May 11<sup>th</sup>, 2022 in order for them to be invited to the ceremony*
- May 24 & 26** *Final exams will be given to all Seniors on Tuesday, May 24 (Periods 4,5,6) and again on Thursday, May 26 (Periods 1,2,3)*
- May 25<sup>th</sup>** *Senior picnic 10:45. Seniors attend periods 1,2,3, excused 4,5,6 to attend picnic*
- May 27<sup>th</sup>** *Last day for Seniors – Friday, May 27<sup>th</sup> @ 3:00 PM*
- May 29<sup>th</sup> \*\*** *Commencement will be held on Sunday, May 29 at 2:00 PM at the Metra. Students should report to the northwest corner of the first (basement) floor by 1 P.M*
- May 29<sup>th</sup> \*\*** *Bear Bash for Seniors - West High Gymnasium – 9 PM to 3 AM - Doors will close @ 10 PM*

### GENERAL INFORMATION

**CAPS & GOWNS** *If your senior has not yet ordered a cap & gown, please contact the Activities Office at 281-5617.*

#### **GRADUATION REQUIREMENTS**

*If you have any concerns about your students status in meeting graduation requirements, contact their respective counselor:*

*Ms. Dana Conway .....281-5659*

*Ms. Kim Petersen ..... 281-5610*

*Ms. Tami Radakovich.....281-5701*

*Mr. Dave Spring..... 281-5611*

*Mr. Levi Grosskop ....281-5609*

*Mrs. Beth Tocci .....281-5612*

#### **ATTENDANCE BEHAVIOR**

*In addition to academic requirements, senior students need to be aware of attendance requirements. Regular and punctual attendance is as important in the senior year as it is throughout all school years. Please be reminded of the "The Ten Day Rule" (absences cannot exceed more than 10 days in any class per semester). We need your help to make certain your student attends regularly. Please remind your student about the importance of reasonable, appropriate behavior during these last days of school. We do not want someone to miss graduation because of poor decision-making.*

**GRADUATION DRESS** *It is very important to have your support in making certain that your students wears acceptable attire under the graduation gown. We reserve the right to remove any student from the graduation ceremony who is not appropriately dressed. Also, all gowns are to be zipped up. I will discuss the dress regulations with the seniors at the senior assembly. We will encourage the seniors to wear dress-up attire. They should dress as if they are going to a job interview and not a picnic (i.e., shorts are not acceptable; dress shoes, not tennis shoes, must be worn, etc.). Graduates will not be allowed to receive their diploma on stage if dress requirements are not met. Thanks for supporting us with this request. At Billings West High, we intend to maintain our tradition-filled and dignified ceremony. We appreciate your assistance, as family members, in accomplishing this.*

**GRADUATION HATS** *We are allowing you to decorate hats (mortarboards) this year. Decorations must be flat without obstructing anyone's view, they can't extend beyond the graduation mortarboard, decorations must meet school dress code expectations (no sexual/hidden messaging that can harm, no slogans, no alcohol or drug referencing, no singling people out to hurt or harm, no religious or hate messaging, no harmful number sequencing, etc.). If decorations do not meet expectations, you will be asked to remove decorations or purchase a new hat. You must have a mortarboard to participate in the ceremony.*

#### **CHECK OUT & FINES**

*Senior report cards and diplomas will not be released if equipment/materials are not checked in and/or fines are not paid.*

#### **TRANSCRIPT**

*The Registrar and Guidance Secretary will mail one final transcript to each senior student's college of choice. They had the opportunity to provide the name of that college through their post-secondary survey given by the Counselors on April 14. All transcripts will be available and mailed by June 24, 2022.*