

April 16, 2024

Dear Seniors and Parents:

This letter is both a most cordial invitation to, and important information regarding, the close-of-school activities for the Class of 2024. These activities include:

Cap and Gown Pick-Up
Senior Decision Day
Senior Honors Program
Seniors' Last Day
Graduation Rehearsal
Commencement

We encourage your participation in all of these events. As the principal of Belleville West, I am excited about being part of such memorable moments which hold a special significance for us all.

Time-honored traditions are an important part of the spirit of Belleville West. If inclement weather interferes and our day needs to include having multiple ceremonies, we ask for your cooperation. We ask you to adhere to the following items:

- your assigned graduation ceremony time
- the number of guests allowed for each graduate
- and we kindly ask that you depart as soon as possible after your graduation ceremony in order to make way for the next ceremony

We appreciate your cooperation on behalf of the Class of 2024.

*** Each event is included below along with particular points of important information. ***

• **Thursday, May 2nd and Friday, May 3rd – Cap and Gown Pick-Up**

Jostens will be on campus during lunch hours to distribute caps and gowns.

• **Friday, May 3rd – Senior Decision Day**

All Day School seniors are invited. The event will take place during lunch hours (10:30 AM - 1:30 PM) in the main gym on May 3rd.

Senior Decision Day is a chance to celebrate the Class of 2024 and their commitment to their future plans. It is also a way for administration, teachers, and counselors to join students in celebrating their college choice, military branch, and/or career path. Seniors will have photo opportunities and will have fun with their classmates!

• **Monday, May 6th at 7:00 PM – Senior Honors Program**

All seniors are invited to attend the **optional** Senior Honors Ceremony Program on Monday, May 6th at 7:00 PM in the Performing Arts Center. The purpose of the program is to recognize and bestow honors on members of the Senior Class. It will include recognition of the Hy News Citizenship Awards, Illinois

State Scholars, Running Start Students, Cum Laude, Magna Cum Laude and Summa Cum Laude students, and other scholarships and awards. Students will be asked to sit on the stage. Please arrive promptly at 6:45 PM. Students have also been asked to dress in business attire (they **do not** need to wear their cap and gown).

The seating in the Performing Arts Center is adequate for relatives and friends of the graduates to attend.

- **Tuesday, May 14th - Seniors' Last Day**

Make sure all books, materials, work, etc. are turned in and/or all fees paid before you leave. The seniors will also have a Senior BBQ to celebrate the Class of 2024 last day of high school.

- **Wednesday, May 15th - Weather determination for Graduation Plan(s)**

Graduation will be held on May 18th, however the plan will vary depending upon weather projections. We anticipate being able to communicate final plans to families at this time. The plan options are as follows:

PLAN A (Good weather):

There will be one ceremony outdoors in the stadium at 10:00 AM. Each student will receive **six (6) tickets for guests.**

PLAN B (Poor weather):

There will be multiple ceremonies, times to be determined later. Each student will receive **four (4) tickets for guests.**

- **Friday, May 17th – Graduation Rehearsals (Meet in the PAC)**

If following Plan A: Graduation rehearsal will take place at 2:45 PM.

If following Plan B: Graduation rehearsals will follow the following schedule.

Seniors Last Name	A – G	10:00 AM
	H – O	11:30 AM
	P – Z	1:00 PM

First and most importantly, all potential graduates must attend graduation practice!

Graduates do not have to be in dress code; however, they must be dressed appropriately for school. We will meet in the Performing Arts Center. This practice will allow the administration to review all important information and rehearse names and the diploma distribution. Graduation tickets will be handed out after rehearsal. **All fees, library fines, etc. must be cleared by this day.**

- **Saturday, May 18th – Commencement Ceremonies for the Class of 2024**

If following Plan A: All students should meet in the PAC by 9:30 AM and the ceremony will take place at 10:00 AM in the stadium.

If following Plan B: There will be multiple ceremonies in the gymnasium. Please arrive 30 minutes prior to the assigned ceremony. The ceremony will be held in the gym. We will meet in the Commons if using plan B.

As a service to our graduates and their families, Lifetouch Studios will photograph each graduate as he or she receives his or her diploma. Lifetouch Studios will handle all orders directly. You are under no obligation to purchase any of these photographs, but this will be an option for those who wish to have a professional photo of your graduate from the ceremony.

Since the graduation ceremony is such an important moment for the Class of 2024 and their families, we are asking that you, as parents, help to make this ceremony a joyful yet orderly and dignified event by being mindful of the following:

- Loud cheering and general noise-making when names are announced prevent the audience from hearing the next name called... so please allow each graduate to enjoy their moment as their name is called.
- Please strongly encourage your graduate to dress appropriately. Graduates should be dressed in business attire. Please refrain from wearing jeans, shorts and t-shirts. We appeal to all parents and graduates to exhibit pride in the occasion and to be considerate of others.
- The use of water guns, fireworks, and alcohol or other intoxicants are disruptive to the ceremonies and may lead to significant embarrassment for students and their families.
- Balloons and balloon bouquets are NOT allowed since they obstruct the view of others attending the ceremony.

Be assured that we will not tolerate inappropriate dress or disruption to this ceremony on the part of any graduate or guest. Strong action, including removal from the ceremony and possible referral to the police, will occur with students or guests whose behavior infringes on the dignity of the ceremony or the rights of the graduates.

We thank you in advance for your support in maintaining a suitable atmosphere at graduation.



Thank you for supporting your child during these formative years while they have been a student at Belleville West High School. Your support has helped to demonstrate true harmony and serve as a model of parent-school cooperation. During these last years, our combined goal has been the same – to provide a quality education leading to graduation from high school. Together, we have done our best to provide the skills and opportunities necessary for your child to become a contributing member of our society. We are extremely proud of your child as a 2024 graduate of Belleville Township High School West.

In an effort to recognize the highest academic achievement of students in Belleville Township High School District 201, it is our practice to announce and recognize academic awards at commencement ceremonies, rather than announcing Valedictorians and Salutatorians, at both Belleville West and Belleville East. The top one percent (1%) will be designated *Summa Cum Laude*. Students ranking between two and five percent (2-5%) will be *Magna Cum Laude*. Those ranking between five and ten percent (5-10%) are *Cum Laude*. These rankings have been determined after the seventh semester. In case of a tie within the percentage rankings, all students sharing that same ranking will fall into the higher category.

A summary schedule of activities for graduating seniors is included in this mailing. Regrettably, this letter cannot be a guarantee of graduation because graduation depends upon the completion of all

requirements. The administration and faculty of Belleville Township High School West are proud of the accomplishments of the Class of 2024.

A handwritten signature in black ink, appearing to read "Malcolm J. Hill". The signature is written in a cursive style with a large initial "M".

Sincerely,

Dr. Malcolm J. Hill
Principal

MJH/mdo

2024 Senior Important Dates to Remember

Friday, April 26 th	All library books and fees are due
Thursday, May 2 nd	Sr. Clearance Form will be distributed 10:00 AM Senior Class Meeting in the PAC Cap and Gown Pick-Up 10:30 AM – 1:30 PM
Friday, May 3 rd	Cap and Gown Pick-Up 11:00 AM – 2:00 PM Senior Decision Day – lunch hours
Monday, May 6 th	Senior Honors Night – 7:00 PM in the PAC Seniors may return books beginning Monday, May 6 th
Tuesday, May 14 th	Seniors' Last Day! – Make sure everything is turned in and/or paid for before you leave. Senior BBQ during lunch hours.

PLAN A or PLAN B will be communicated with families on Wednesday, May 15th.

Friday, May 17th - Rehearsal

PLAN A – Graduation Rehearsal 2:45 PM - Meet in PAC

PLAN B – Graduation Rehearsals: Seniors by Last Name (meet in PAC)

A – G 10:00 AM

H – O 11:30 AM

P – Z 1:00 PM

Saturday, May 18th

PLAN A – Commencement Ceremony

10:00 AM – Stadium

PLAN B Commencement Ceremonies (in Gym)