April 2013

To Parents of UHS Seniors:

Commencement exercises for the Class of 2013 are just around the corner. We would like to take a few minutes of your time to share our expectations and provide information that will make the end of the year more enjoyable for our graduates and their families. Upland High School traditionally has enjoyed outstanding commencement ceremonies. We need your help to insure this tradition continues.

The behavior of the graduates is essential to the success of the commencement ceremony. It is important to show respect for the speakers and to provide them with an opportunity to be heard. It is also very important to allow each graduate the chance to have his/her name clearly heard by the audience and to have the recognition of receiving his/her diploma with everyone watching. Any behavior that distracts from the student, adult speakers or the presentation of the diplomas spoils the commencement for others. This is both a joyous and serious occasion; the time to celebrate is after the commencement ceremony.

Seniors’ clothing at the commencement ceremony also contributes to the atmosphere of the event. Girls should wear dresses and appropriate shoes. Sandals and tennis shoes are not appropriate. Boys are asked to wear dress slacks, shirt and dark dress shoes. Do not modify or add messages or writing to the graduation cap and gown. The wearing of any additional adornments such as lei’s, scarves, signs, jewelry, etc. will not be allowed. Doing so may jeopardize participation in the commencement ceremony.

Please take time to discuss appropriate graduation behavior with your son or daughter. Also, please encourage your senior to wear the recommended clothing. With your help, the Class of 2013 will have a commencement that reflects the pride of all students, parents and guests. If your senior does not want to be a part of a dignified but joyous ceremony, please choose the option of not participating.

Over the years, a few Upland High School seniors have chosen to participate in “pranks” of one form or another in the weeks preceding graduation. Many pranks begin as humorous incidents. However, they frequently result in destruction of property, loss of instructional time, and general disruption of the instructional program. Most students avoid being involved in pranks, but all students need to be reminded not to participate in pranks. As parents, you can help by not tolerating school pranks. When incidents do occur, the consequences are very serious and range from loss of participation in graduation, suspension, expulsion, or possible arrest. The student and parents are always held financially responsible for restitution for damages or other costs.

The Upland Police Department has been advised that the campus is off limits to students between the hours of 10:00 p.m. and 6:30 a.m. Students must stay off the Upland High School campus during these hours.
Attendance is always important for success in school. There is no authorized "ditch day." Any such event causes lost instruction and can have a negative effect on grades. Students who are truant will not be allowed to make up assignments given or collected on the day of truancy. **Other disciplinary action may occur when a student is truant, such as after school detention and Saturday School.**

During the fall and spring semesters, a counselor reviewed grades and credits with every senior. Counselors also informed parents of every senior who was in danger of not graduating. Any senior who participates in commencement must meet all graduation requirements set forth by the Upland Unified School District Board of Education. Requirements include a minimum of 230 credits within a prescribed course of study and successful completion of all mandated proficiency examinations. At this time of the year, some seniors think that nothing could go wrong and end up failing essential classes. It is a very unfortunate situation when a senior who was planning to graduate finds out that he or she has fallen short and can not participate. Please encourage your son or daughter to work hard for the remaining few weeks. If you have any concerns, please call your senior's counselor.

A copy of Key Dates and Activities for Seniors is included with this letter. If you have any questions about graduation activities, please call the Mrs. Galdamez in the Principal's office at 909-949-7880, ext. 301. We look forward, as you do, to a great ending for this truly outstanding Class of 2013. Enjoy these last few weeks of the high school experience with your senior!

Sincerely,

Dr. Ivan Ayro
Principal

Attached: Key Dates and Activities for Seniors
Schedule of Events
Code of Conduct Form
KEY DATES AND ACTIVITIES FOR SENIORS

The purpose of this enclosure is to provide seniors and their parents with information about year-end activities. The scheduling of these events has been the result of much effort on the part of parent volunteers, the PTSA and the Upland High School staff. All activities have been planned carefully as part of the celebration that students associate with graduation from high school. Members of the commencement committee hope that all seniors will want to participate and that every activity will be memorable for all who attend.

SENIOR AWARDS PROGRAM
The Senior Awards Program will be held in the Highlander Auditorium on Thursday, May 30, at 6:30 p.m. Many outstanding seniors will be honored for their accomplishments. Seniors receiving awards will be sent a letter in the mail inviting them to attend the program. It is a gala evening!

CHARGES & DISCIPLINE
The Upland Unified School District Board Policy dictates that any senior who has unpaid school charges will not be permitted to take part in the commencement ceremony. Diplomas and transcripts will not be issued to students with unpaid charges. Seniors will be notified of charges as follows:

1. Seniors will be given a list of all textbook/library charges during the week of April 22, 2013. Seniors can check with Mr. Chavez in discipline regarding any outstanding Saturday School Assignments. Seniors can check with Mr. Brown in the Cafeteria for any outstanding charges.

2. Caps and gowns will not be distributed to seniors who have not cleared ALL charges. The final (or point of no return) is as follows: ALL Saturday schools must be served by June 1st, 2013. Please see Mr. Chavez, Discipline Director, with any questions or concerns. All charges and returning of textbooks will be 9:00 a.m., Friday, June 7th, 2013
   Charges may not be paid at Commencement. All fees must be paid in cash or money order. All Student Store purchases, Library or Cafeteria charges must now be paid in cash, money order, Visa or Mastercard. ***NO CHECKS WILL BE ACCEPTED***

3. Seniors who have not resolved discipline issues or charges will have their diplomas pulled. The diplomas will not be issued until all discipline issues or charges have been cleared.

CAPS AND GOWNS
Keepsake caps and gowns (designed specifically and exclusively for Upland High) will be distributed from the auditorium foyer only during both lunches on Thursday May 30th and Friday May 31st. After sixth period on Monday, June 3rd, they will be available at the Highlander Student Store. Each cap and gown packet includes instructions on how to prepare gowns for use on graduation day - please follow them! If you have not purchased your cap and gown package, you may still do so at the student store beginning Monday June 3rd. The cost for cap & gown is $58.00 (tax included). Graduating seniors must purchase a cap and gown in order to participate in the commencement ceremony. You may use UHS gowns from siblings if available. In those cases, there is a graduation fee of $40.00 (tax included) that must be paid in place of the cap and gown fee for other graduation expenses. The graduation fee includes a cap, tassel, graduate medallion, and covers the costs for diploma covers and miscellaneous graduation expenses. Student store charges, library late fines, lost/damaged textbook/library books, cafeteria balances and all other loss/damage charges must be paid before caps and gowns will be issued.
TICKETS
Commencement tickets for the Citizens Business Bank Arena will be issued in front of the Administration building beginning **Monday, June 3rd & Tuesday, June 4th before 7:40 a.m., during lunches, and after period 6 ONLY.** Tickets will also be issued on the final exam minimum days, **Wednesday, June 5th, Thursday, June 6th and Friday, June 7th, before 7:40 a.m., during the break, and after school ONLY.** Tickets will be issued only to seniors who have cleared through the Cafeteria, Discipline office and Library. Seniors must have paid their cap and gown fees or Graduation fee. **NO** tickets will be issued to seniors who have a record of unpaid charges, Outstanding detentions or Saturday Schools. The enclosed **CODE OF CONDUCT** must be signed by the senior and parent/guardian. The form must be turned in to Mrs. Galdamez in front of the Administration building on the day your senior picks up his/her tickets. Four complimentary general admission tickets have been reserved for each senior. **SEATING is first come first serve.** Additional tickets can be purchase online @ [www.uplandhigh.org](http://www.uplandhigh.org) or at the UHS student store for $10 each until tickets are sold out. If tickets remain they will be sold at the door during the Commencement Ceremony beginning @ 3:00 pm for $10 each.

**LOST/STOLEN TICKETS WILL NOT BE REPLACED**

FINAL EXAM SCHEDULE
Final exams for seniors will follow the regular bell schedule on **Monday, June 3, and Tuesday, June 4, with finals being given in periods 5 & 6.** Seniors will take finals for periods 1-4 during the regular final exam schedule. On **Wednesday, June 5, seniors will follow the minimum day schedule with finals given in periods 1 & 2.** On **Thursday, June 6, seniors will follow the minimum day schedule with finals given in periods 3 & 4. No finals on graduation day**

BACCALAUREATE
The Baccalaureate program will be held in the Highlander Auditorium on Tuesday, June 4th, at 6:00 p.m. Participation in Baccalaureate is **optional.** Seniors must wear caps and gowns and clothing similar to that required for commencement. Seniors should assemble adjacent to the Business building (Building G) no later than 5:30 p.m. to form the line for the procession. A reception for the seniors and their families will be held immediately following the program on the lawn in front of the auditorium. This is not a religious ceremony, but a motivational experience highlighted by excellent UHS student speakers and superb music. This is a great opportunity to take pictures with friends and participate in a Highlander tradition.

SENIOR COMMENCEMENT ASSEMBLY
**Attendance at the Senior Commencement Assembly is REQUIRED of all seniors who intend to participate in the Commencement ceremony.** There will be no rehearsal scheduled @ the Arena. Seniors who do not attend the Senior Commencement Assembly will not be allowed to participate in commencement. **No exceptions will be made.** All seniors must report for the Senior Commencement Assembly at 7:30 a.m. on Friday June 7th, in the UHS Auditorium. **Attendance will be taken at the assembly.**

COMMENCEMENT
Friday, June 7th, 2013 @ 5:00 p.m. Seniors may report to the Citizen's Business Bank Arena **no later than 3:30 p.m. attired in cap and gown** there will not be changing or storage areas at the Arena, please come fully dressed and do not bring any items with you to check in. Citizen's Business Bank Arena requires that **All** graduates and parents be searched by security prior to entering the arena. Please plan for the security search in the same way you would be searched in public arenas such as Disneyland, Magic Mountain etc. Graduates should not bring **any items** that may cause a distraction during the ceremony. **No Lei's or other unauthorized items may be worn over the gown.** Citizen's Business Bank Arena will not allow items this kind into the Arena (ie. Balloons, horns, wrapped gifts etc.) **ANY WRAPPED** gifts will need to have the wrapping removed prior to entering the Arena or the item must remain in your vehicle. **NO EXCEPTIONS**
**23rd ANNUAL GRAD NIGHT PARTY** *(revised 5/8/13)*

An all-night party for all graduating seniors has been planned at Disneyland. This is always a memorable event that culminates the student's senior year at Upland High School.

### SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>May 17</td>
<td>Senior Celebration Rally</td>
<td>Highlander Gym</td>
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<tr>
<td>Thursday</td>
<td>May 30</td>
<td>Cap &amp; Gown Pickup</td>
<td>Auditorium Foyer</td>
<td>Lunches Only</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 30</td>
<td>Senior Awards Program</td>
<td>Highlander Auditorium</td>
<td>6:30 p.m.</td>
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<tr>
<td>Friday</td>
<td>May 31</td>
<td>Cap &amp; Gown Pickup</td>
<td>Auditorium Foyer</td>
<td>Lunches Only</td>
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<tr>
<td>Monday</td>
<td>June 3</td>
<td>Senior Final Exams</td>
<td>Periods 5 &amp; 6</td>
<td>Regular Bell Schedule</td>
</tr>
<tr>
<td>Monday</td>
<td>June 3</td>
<td>Yearbook Distribution</td>
<td>Cafeteria</td>
<td>Lunches Only</td>
</tr>
<tr>
<td>Monday</td>
<td>June 3</td>
<td>Ticket Distribution</td>
<td>Administration</td>
<td>Before school &amp; After 6th period BOTH LUNCHES</td>
</tr>
<tr>
<td>Monday</td>
<td>June 3</td>
<td>Cap &amp; Gown Pickup</td>
<td>Student Store</td>
<td>After 6th Period ONLY</td>
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<tr>
<td>Tuesday</td>
<td>June 4</td>
<td>Senior Final Exams</td>
<td>Periods 5 &amp; 6</td>
<td>Regular Bell Schedule</td>
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<tr>
<td>Tuesday</td>
<td>June 4</td>
<td>Ticket Distribution</td>
<td>Administration</td>
<td>Before school &amp; After 6th period BOTH LUNCHES</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 4</td>
<td>Baccalaureate <em>(Seniors report at 5:30 p.m. in cap and gown)</em></td>
<td>Highlander Auditorium</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 5</td>
<td>Senior Final Exams</td>
<td>Periods 1 &amp; 2</td>
<td>Final Exam Schedule</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 5</td>
<td>Ticket Distribution Continues</td>
<td>Administration Building</td>
<td>Before school &amp; After 6th period ONLY</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 6</td>
<td>Senior Final Exams</td>
<td>Periods 3 &amp; 4</td>
<td>Final Exam Schedule</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 6</td>
<td>Ticket Distribution Continues</td>
<td>Administration Building</td>
<td>Before school &amp; After 6th period ONLY</td>
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<tr>
<td>Friday</td>
<td>June 7</td>
<td>MANDATORY Assembly Procedures Assembly</td>
<td>Highlander Auditorium</td>
<td>7:30 a.m.</td>
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<tr>
<td>Friday</td>
<td>June 7</td>
<td>Last Chance Ticket Distribution</td>
<td>Administration</td>
<td>NO LATER THAN 9:00 am NO EXCEPTIONS</td>
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<tr>
<td></td>
<td></td>
<td>Must clear the following: Cafeteria, Library &amp; Student Store</td>
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<tr>
<td>Friday</td>
<td>June 7</td>
<td>Practice for Valedictorian, Salutatorian &amp; other Distinguished students</td>
<td>Stadium Field</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>June 7</td>
<td>Commencement <em>(Seniors report at 3:30 p.m. for check-in FULLY DRESSED)</em></td>
<td>Citizens Business Bank</td>
<td>5:00 p.m.</td>
</tr>
</tbody>
</table>
23rd ANNUAL GRAD NIGHT PARTY (revised 5/8/13)

An all-night party for all graduating seniors has been planned at Disneyland. This is always a memorable event that culminates the student's senior year at Upland High School.

**SCHEDULE OF EVENTS CONTINUED**

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<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>June 10</td>
<td>Diploma Pick-Up</td>
<td>Attendance Office</td>
<td>8:00 a.m. to 12:00 p.m. 1:30 p.m. to 3:30 p.m.</td>
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<tr>
<td>Thursday</td>
<td>June 13</td>
<td>Grad Night Party</td>
<td>Disneyland</td>
<td>1:00 p.m. to 4:00 a.m. (Grads report to the UHS gym by 1:00 p.m. for check-in)</td>
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<tr>
<td>Friday</td>
<td>June 14</td>
<td>Grad Night Busses Return</td>
<td>Senior Lot</td>
<td>5:00 a.m.</td>
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Code of Conduct

Dear Parents and Students:

We, the Class of 2013, are striving to complete our senior year in the best way possible and we would like to ensure that our Commencement will be a successful and memorable occasion. The Class of 2013 is asking for the cooperation of parents and students in conveying our message to graduating seniors. In keeping with school regulations, we have devised this Code of Conduct for Commencement and Grad Night. We ask your support in enforcing this Code of Conduct.

1. There will be no smoking or tobacco use.
2. Anyone under the influence or in possession of any controlled substance or object will not be allowed to participate in Commencement or Grad Night.
3. There shall be no disorderly conduct at any time.
4. The audience will refrain from yelling and noise making at Commencement.

We hope that our Commencement will be a truly meaningful ceremony for all who are present and that Grad Night will be a successful conclusion to our high school years.

Sincerely,

[Signature]

Jordyn Corrington
President, Senior Class of 2013

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Please sign and return the lower portion of this form

This form must be signed by both the senior and his/her parent or guardian. In order to receive your commencement tickets, this completed form must be taken to Mrs. Galdamez in front of the Administration building the day the senior picks up his/her tickets. Each senior will receive four (4) Complimentary General Admission tickets for the Commencement Ceremony. Additional tickets may be purchased on the web @ www.uplandhigh.org or at the UHS student store for $10 each until tickets are sold out. Seniors must have their UHS Photo ID Cards to pick up tickets.

See “Key Dates and Activities for Seniors” for distribution dates and times.

I have read the above statement, and I agree to support the Class of 2013 in its effort to conduct a dignified Commencement Ceremony and Grad Night.

Senior Signature __________________________ Name (Printed) __________________________ Date __________________________

Parent/Guardian Signature __________________________ Name (Printed) __________________________ Date __________________________
Código de conducta

Queridos padres y alumnos:

Nosotros, la clase de 2013, estamos tratando de completar nuestro último año de la mejor manera posible y nos gustaría asegurar que nuestro comienzo será una ocasión memorable y exitosa. La clase de 2013 está pidiendo la colaboración de los padres y estudiantes en transmitir nuestro mensaje al estudiante de último año. De conformidad con los reglamentos de la escuela, hemos creado este código de conducta para la ceremonia y Noche de Grad. Pedimos su apoyo en la aplicación de este código de conducta.

1. No habrá ningún uso de tabaco o fumar.
2. Cualquier persona bajo la influencia o posesión de cualquier objeto o sustancia controlada no podrán participar en la ceremonia de graduación o Noche de Grad.
3. No habrá ninguna conducta desordenada en cualquier momento.
4. La audiencia se abstendrá de gritar y ruido durante la ceremonia de graduación

Esperamos que nuestra ceremonia sea realmente significativa para todos que están presentes y que la Noche de Grad será una conclusión acertada a nuestros años de escuela.

Sinceramente,

[Signature]

Jordyn Corrington
Presidente, Clase de 2013

Por favor firme y devuelva la parte inferior de esta forma

Esta forma debe ser firmada tanto por el estudiante como por su padre o guardián. Para recibir boletos de la ceremonia, esta forma completada debe ser tomada a la Senora Galdamez en frente de la oficina de Administracion el día que el estudiante recoge sus boletos. Cada estudiante recibirá cuatro boletos sólo para la ceremonia. Boletos adicionales pueden ser comprados en la web@ www.uplandhigh.org o en la tienda estudiantil UHS por $10 cada uno hasta que las entradas están agotadas. Los estudiantes deben tener su tarjeta de identificación de foto UHS para recoger boletos.

Ver “Fechas y Actividades para estudiantes de último año” para fechas de distribución y tiempos. He leído la declaración anterior, y estoy de acuerdo con la Clase de 2013 en su esfuerzo para llevar a cabo una ceremonia de graduación digna y Noche de Grad.

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<tr>
<th>Firma de estudiante</th>
<th>Nombre (imprimir)</th>
<th>Fecha</th>
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<th>Firma de padre o guardián</th>
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