

# BURLINGAME HIGH SCHOOL

1 Mangini Way, Burlingame, CA 94010-2797

Phone: (650) 558-2899 Fax: (650) 558-2852

Dr. Jen Fong, Principal  
Jenny Gibson, Assistant Principal

Joshua Knudson, Assistant Principal  
Aimee Malcolm, Assistant Principal

May 1, 2023

Dear Senior Students and Parents:

The end of the year is approaching and we would like to take this opportunity to inform all senior students and parents of the many events that will take place and remind seniors of the BHS expectations for graduation.

The graduation ceremony will be held on Thursday, May 25, 2023, at 3:00 p.m. on Umland Field at Burlingame High School. The graduation ceremony is a cherished and memorable event in which parents, faculty, friends and students honor the achievements of the graduates. Participation in the ceremony is contingent upon the student meeting all of the San Mateo Union High School District graduation requirements and maintaining appropriate behavior for the remainder of the school year.

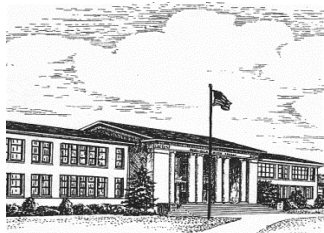
The staff at Burlingame High School is working hard to make the end of the school year as memorable as possible. Please discuss the importance of appropriate behavior and completion of all academic coursework during the last weeks of the school year so that your student can enjoy the many activities that we have planned for them.

The remainder of this letter contains valuable information about upcoming events and the graduation ceremony. Be sure to mark your calendars for the rehearsal schedule and other important dates.

I would also like to take this opportunity to congratulate the Class of 2023 for their accomplishments as a Burlingame High School graduate. I look forward to seeing you at the graduation ceremony and celebrating this special day with you and your student.

Sincerely,

Jenny Gibson  
Assistant Principal  
jgibson@smuhsd.org  
(650) 558-2806



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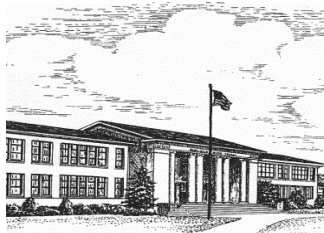
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## IMPORTANT DATES AND INFORMATION

May 13	Senior Prom 8 pm-12 am midnight @ Asian Art Museum
May 15	<b>Senior Check Out Week - Pick up form in A134</b> Books, fines & fee clearance: Library, A134 & A130 from 1:30-4:00 pm <i>AFTER</i> students attend all of their classes.
May 18	<b>Senior Awards Program @ 6:30 pm</b> in the BHS Theater Students can have teachers sign off on their Check-Out Form <u><i>in classes starting Thursday, May 18th.</i></u>
May 19	<b>Last Stop: Turn in Senior Check Out Form to your Counselor</b> - there will be a designated place and time - details to come! <b>Clean out lockers.</b> <b>Graduation Practice Kick-off Meeting:</b> During Flex in the BHS Theater ❖ Students are expected to attend all of their classes today - one last time!
May 22	<b>Graduation Practice (Mandatory):</b> 9:00 am <u><i>Meet on the practice field</i></u>
May 23	<b>Senior Breakfast:</b> 8:30-9:15 am <u>Front Lawn</u> <b>Graduation Practice (Mandatory):</b> 9:30 am-12:30 pm <u><i>Meet on the practice field</i></u> <b>Senior Slideshow:</b> 1:00 -2:00 pm <u>Theater</u>
May 24	<b>Graduation Practice (Mandatory):</b> 9:00 am - Ceremony tickets distributed to students at the end of practice ( <i>8 tickets per student</i> ). <b>Senior Picnic:</b> 12:00-2:30 pm
May 25	<b>Seniors Line-up @ 1:45 pm</b> in the Gym <b>Graduation Ceremony @ 3:00 pm</b> on Umland Field at Burlingame High School



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## GRADUATION CEREMONY ELIGIBILITY

- Student must pass the necessary coursework.
- Student must be in good standing with the school and have returned all athletic equipment and apparel.
- Student must complete the Senior Check-Out process on May 19: return all books, chromebooks, pay all books bills, library fines, and parking tickets, and return all athletic equipment.
- Student must be in good disciplinary standing – any student who has been suspended (for any violation) within 10 days of the graduation ceremony will not be allowed to participate in the event.

## GRADUATION TICKETS

Each graduating senior will receive **eight** tickets at the conclusion of the rehearsal on May 24th.

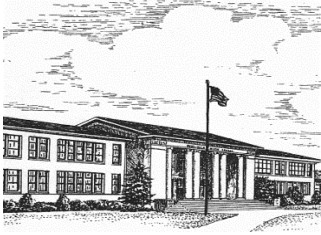
***No additional tickets will be available.***

Please let Ms. Chavez know in advance if you need special seating accommodations or handicapped access. She can be reached at [nchavezsolorzano@smuhdsd.org](mailto:nchavezsolorzano@smuhdsd.org) or 650-558-2804.

## THE GRADUATION CEREMONY

On Thursday, May 25, 2023, the BHS graduation ceremony will begin promptly at 3:00 pm. To facilitate guest entry, we will open the gates to guests at 2:00 pm and close at 2:50 pm as we prepare for the graduates to enter the stadium. Gates will not re-open until graduates have been seated (approx 3:15 pm). Late arrivals will still require tickets to enter.

Please allow plenty of time for parking so that you do not miss this special event. Guests enter the Umland Field before the ceremony begins from the west gates (main ticket entrance at the corner of Carolan & Oak Grove). Parking is limited in the area surrounding the school – carpooling is strongly encouraged. A passenger drop off only zone will be available for guests with limited mobility, in front of the main ticket entrance from 2:00-2:30pm. Note: this is a no standing zone, drivers must continue driving, and other passengers should help their guest.



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Please review the following rules prior to the event:

- Appropriate behavior is expected of all students and family members during the Graduation ceremony.
- If a student is not able to participate in the graduation ceremony, a parent must notify Ms. Gibson in writing as soon as possible – we need to know by Wednesday, May 17th.
- Please **do not** prolong your applause, yell, or whistle when the graduates are being recognized in order to allow the name of the next graduate to be heard by their family and friends.
- Please **do not** bring air horns or noise makers of any kind, balloons, confetti, confetti bombs, umbrellas, or any other items that may distract from or block a view of the graduation ceremony.
- Videotaping and photography is permitted only from the seats in the audience. Guests are not allowed onto the field during the ceremony.
- Tobacco and Vape products are not allowed anywhere near or on campus.
- A professional photographer will take your child's photograph when receiving their diploma and you will receive information on purchasing these photographs.
- It may be a warm day – we would like to invite all of our guests to remember sunscreen and water – and maybe even a hat!

Thank you so much, and we'll see you at graduation!