



# Livingston PUBLIC SCHOOLS

Mark Stern  
**Principal**  
30 Robert H Harp Drive  
Livingston, NJ 07039  
(973) 535-8000  
www.livingston.org

May 6, 2019

Dear Members of the Class of 2019, Parents, and Guardians:

The Livingston High School Senior Prom will be held on Friday, May 31, 2019 at The Westmount Country Club, Woodland Park, NJ. To ensure all participants a safe evening filled with fun and lasting memories, the following expectations and procedures have been developed for attending this annual event. Please retain this letter for your reference in meeting expectations as listed below:

### Early Dismissal on Prom Day, Friday May 31<sup>st</sup>

1. Be sure to complete the Early Dismissal Form and submit it to the Attendance Office no later than Tuesday, May 28<sup>th</sup>. The form is attached with this letter and is also available on the school website and in the Main Office. With a submitted form, seniors will be administratively excused from school on May 31<sup>st</sup> at 12:00 noon. We will host a senior program during Block 3 and the lunch period, allowing seniors to be eligible for the noon dismissal.

Any underclassman attending the prom as a guest of a senior will be allowed to leave school, with a signed permission slip, at 12:39 p.m. (after Block 4).

Absences from classes after these designated early dismissal times are considered excused only for students attending the Prom. **Students absent from school all or part of the day prior to these designated times on May 31<sup>st</sup> will not be eligible to attend the Prom that evening without prior administrative approval.**

2. Prom guests from other schools must complete a Guest Release Form to attend the Prom. The form is attached with this letter and is also available on the school website and in the Main Office. Please return the form to Mrs. Mattia in the Main Office no later than Friday, May 24<sup>th</sup>.
3. Spring athletes should discuss game and practice obligations with their coaches in advance.

### Attendance at the Prom

1. Students attending the Prom should arrive at Livingston High School between 5:00 p.m. and 5:15 p.m. Please take all photographs outside of the building prior to this time, as we will be organizing students for busing. Students enter the building from the cafeteria entrance and then proceed to the auditorium.

2. All students are bused to the Prom location – The Westmount Country Club, Woodland Park, NJ – leaving at 6:00 p.m. Anyone arriving in a private car will not be admitted to the Prom.
3. Buses will return to LHS at approximately 11:30 p.m. Please make sure transportation is available for your student at the time of the anticipated arrival of the buses.
4. Lors Photography will be taking couple and candid photos at the Prom. All students will receive a free 5x7 couple photo, and all candid shots will be available on the Lors website for free downloads. With that, any student who would like to purchase additional professional photographs must bring a check or money order payable to Lors Photography, cash, or a credit card with the Lors form to the Prom. You may also pre-order your additional photos or packages online by visiting [lorsstudio.com](http://lorsstudio.com) and clicking on Prom Pre-Pay. Photo information and forms are available on the school website and in the main office.
5. Any students with dietary concerns or allergies can contact The Westmount Country Club directly at 973-256-2700 to make accommodations.
6. Refunds are not guaranteed. Should an unexpected occurrence arise, please contact Mrs. Morgenroth or Ms. Pelullo immediately. We are responsible to pay The Westmount Country Club for a minimum number of guests.

It is the responsibility of parents to define expectations and monitor the behavior of students in pre- and post-Prom activities. The responsibility of school staff and administrators is to ensure that our students are safe and conduct themselves appropriately at school events.

The Senior Prom is a Livingston High School event, and all expectations outlined in the District Code of Conduct and LHS Handbook will be implemented. There will be no smoking on school grounds, on the buses, or at the Prom. We will have our security personnel in place at the Prom, and we will follow our Drug and Alcohol Policy as outlined in the student handbook (pgs. 53-54). An administrator will notify parents if a student exhibits behaviors of concern and will ask that they come to The Westmount Country Club to transport their child for a medical examination. Please examine the complete Substance Abuse policy text on the district webpage at [www.livingston.org](http://www.livingston.org) under Board of Education “Policies” or in the District Code of Conduct.

We appreciate your continued support of all that we do on behalf of the students. Enjoy the excitement of the Prom with your sons and daughters, and together, let us make it a safe, happy, and memorable occasion.

Sincerely,



Mark Stern  
Principal

c: James O'Neill, Interim Superintendent of Schools  
Administrative Team  
Loraine Morgenroth, Advisor  
Melissa Pelullo, Advisor  
Attendance Office