

2/28/28

Dear Parent(s), Guardians and Seniors:

The Senior Prom is scheduled for Friday, May 16, 2025, at the Chase Center on the Riverfront, from 6:00 pm to 10:00 pm. Dinner will be served starting at 7:00 pm. This event is only open to students who have met all credit requirements to be considered in the 12th grade at William Penn High School and their approved guests. (Please see the attached form for rules for guest passes.)

The cost of the prom ticket this year will be \$90 per ticket.

Tickets can be purchased with cash or money order ONLY (no personal checks). There will be no online ticket sales. There will be a limited amount of tickets sold and tickets will be sold on a first-come, first-serve basis.

Ticket sales will begin on 3/3/25 and end on 5/12/25

CASH or MONEY ORDER PAYMENTS ONLY:

9:00 AM - 12:00 PM and 2:00 PM- 3:00 PM

IN THE MAIN OFFICE.

(Please respect the time slots due to the availability of the office staff.)

ALL GUEST PASSES MUST BE SIGNED AND APPROVED BEFORE A GUEST TICKET IS PURCHASED.

PLEASE NOTE:

- ***Tickets are non-refundable and non-transferrable - You CANNOT sell/give your ticket/guest ticket to someone else.***
No Exceptions and No Refunds.

Ticket numbers will be verified with the names of the student and/or guest upon arrival at the prom. (Please have IDs available upon entry.)

- ***All students must enter by 8:00 pm; any students arriving after 8:00 pm will not be allowed to attend -***
No Exceptions and No Refunds.
- **Administration reserves the right to deny a purchase or revoke a student's ticket/guest ticket due to unacceptable behavior. This includes behavior before the Prom and is based on administration discretion.**
- **Administration reserves the right to deny entry based on attire. All patrons MUST adhere to the rules around formal dress outlined in the following pages.**

Please review the following important guidelines and restrictions:

1. The Prom will only be open to 12th-grade students who have met all credit requirements and their approved guests.
2. Students and guests must follow all rules set forth by the Colonial School District and the Chase Center on the Riverfront. (See the attachment for guest passes for more information.)
3. Prom will be held from 6:00 pm - 10:00 pm. Students and guests should arrive no later than 8:00 pm. You will need to plan for traffic. Anyone arriving after 8:00 pm will not be permitted to attend and will not receive a refund. Parents and/or arranged transportation should arrive by 10:00 pm at the end of the prom.
4. Tickets will be sold on a first-come/first-serve basis and are non-refundable and non-transferable.
5. Dinner will be served starting at 7:00 pm. Dinner will be a Buffet,
(If there are any food allergies, please let us know at the time of the ticket purchase.)
6. Parents/Family members cannot come to the Chase Center on the Riverfront to take pictures. Families should remain in their vehicles if they are transporting a student to and from the prom.
7. Any restrictions/guidelines are subject to change without notice and the Colonial School District/William Penn High School and the Chase Center on the Riverfront will require all students, guests, and staff to follow any changes or updates.
8. The Colonial School District Code of Conduct will be in effect at all times. The possession and/or use and/or being under the influence of alcohol/drugs/vaping and/or possession of any weapons of any kind are strictly prohibited.
9. Expectations of student dress will be enforced at all times, with the exception of strapless/spaghetti-strap dresses. There will be no pinning of dresses at the door. If you think your dress or attire may be questionable, please feel free to show Mrs. Brodnax & Mrs. Mathena your attire or the front and back of your dress by sending a picture via email or via schoology.
10. Students and guests who do not follow the guidelines, will not be permitted to enter the prom at any time during that evening. Once again, tickets are non-refundable and non-transferable. The rules around formal dress for the Prom are included on the next page.

Rules Around Formal Dress:

As the Prom is a formal affair, students are asked to dress appropriately in formal attire. Please note the following dress code:

Tastefully Formal	
<ul style="list-style-type: none">✓ Suit Jacket.✓ Dress Pants (long).✓ Buttoned shirt.✓ Tie.✓ Suit Or Tuxedo.✓ The backside of dresses should be at least 4 inches above the small of the back; sides should be covered.✓ Dress shoes.	<ul style="list-style-type: none">✓ No revealing of breasts, cleavage, midriffs, thighs, buttocks or sides.✓ Jackets, vests, and shawls will not be acceptable coverage if when they are removed, the dress reveals any of the above-mentioned body parts.✓ No shorts.✓ No tee shirts.✓ No work boots

Parents:

We are requesting that parents not come to the Chase Center on the Riverfront to take pictures. If you come, we will have to ask security to ask you to please leave the premises as this is a closed affair that is not open to the public. Thank you in advance for adhering to the rules.

If you have any questions about the prom, please feel free to contact Ms. Mathena at 323-2800 or via email at DeYonna.Mathena@colonial.k12.de.us

Sincerely,

Ms. Mathena, Senior Class Advisor
Ms. Broadnax

Enclosures(3): Prom Night Tips for Parents
Guest Pass Form
Procedures for Early Dismissal

Prom Night Tips for Parents

- ☐ Students and guests should be appropriately dressed for prom. If you have any questions about what appropriate dress is, please refer to the rules around formal dress (enclosed), the student code of conduct, or contact Mrs. Mathena as soon as possible. **Students and guests who are dressed inappropriately will not be admitted to the Prom. They will not receive a refund.**
- ☐ Make sure your student has a plan for the evening and that you know what the plan is.
- ☐ Make arrangements for your student to arrive on time for prom to ensure that they will eat dinner. Dinner will be served between 7:00 PM and 7:45 PM. **Students will not be admitted after 8:00 PM and they will NOT receive a refund.**
- ☐ Know all of the "hot spot" destinations.
- ☐ Know who is driving – If it's a limousine, check the company's policy regarding allowing alcohol in the vehicle. Students are expected to leave promptly when the prom is over. Please make sure transportation is on time for departure.
- ☐ Discuss the school's prom rules with your student and their guest and the consequences for violating them.
- ☐ Encourage seat belt use – the best accessory!
- ☐ Communicate with other parents and school officials.
- ☐ Stay up until your child returns home.

The phone number for the Chase Center on the Riverfront is 302-425-3939.

Address: 815 Shipyard Dr, Wilmington, De 19801

**William Penn High School
2024 - 2025 Prom Guest Form Page 1**

(One form per student. Guest tickets are non-transferable. You may not change guests after this form has been approved and your ticket has been purchased.) This form must be completed in its entirety and approved before a guest ticket can be purchased.

I, _____ am a student in the 12th grade at William Penn High School. I respectfully request permission to bring _____ to the Prom as my guest. I have shared with them the guidelines for appropriate behavior and attire. I understand that once I purchase a guest ticket, I cannot change the guest who I bring to the prom.

PLEASE CHECK ONE AND COMPLETE THE REQUIRED INFORMATION IN THAT AREA. THE GUEST WILL NOT BE PERMITTED TO ATTEND WITHOUT A COMPLETED AND SIGNED FORM. THE GUEST MUST BE A HIGH SCHOOL STUDENT OR NO OLDER THAN 20 YEARS OLD.

- ☐ My guest named above is currently a student at _____. They are a student who is considered of reputable character as shown by the signature of the principal or assistant principal of their school. I have attached a photocopy of their driver's license, Delaware State ID card, or school ID to this request.

_____ Name of the Administrator

_____ Signature of Administrator

_____ Office Phone

- ☐ My guest named above is currently not a high school student. They are ____ years old and are **unemployed or employed** by _____ or attend _____ **College/University**. I have attached a photocopy of their driver's license or Delaware State ID card to this request.

(Please have your guest read and sign the next page. A William Penn Administrator must ALSO sign off on this page before a guest ticket can be purchased.)

William Penn High School
2024 - 2025 Prom Guest Form Page 2
Guest Signature Page

Name of the William Penn Senior: _____

As a guest of William Penn High School, I will obey the rules of the Colonial School District Code of Conduct and the Chase Center on the Riverfront. I understand that the facility is smoke-free. I also understand that I shall be referred to on-site Wilmington Police for behavior that is inappropriate or if I appear to be under the influence of drugs or alcohol.

All guests must bring their School ID, State ID, or Driver's License to the prom for identification.

Name of Guest (Please print) - must be legible

Signature of Guest

Phone Number

Guest's Emergency Contact Name

Guest's Emergency Phone Number

Grade Level WPHS Assistant Principal/Principal

Date

Procedures for Early Dismissal

(Please read carefully)

- **Students who are normally scheduled to be in school**

MUST be present the day of Prom.

- Students who wish to have an early dismissal on Prom Day, Friday, May 16th, **must submit the early dismissal note/request in writing one week before the prom (by Friday, May 9th)**. Please submit a note to the student's appropriate staff center. Online early dismissals will not be accepted.

*****Early dismissals scheduled before 10am will not be approved.*****

- Each early dismissal note must contain the following information:
 - Full name of student and birthday and student ID number.
 - Time of early dismissal: 10 am or later.
 - Date of early dismissal: May 16th, 2025
 - Daytime phone number of parent or guardian.
 - Name of person picking up student OR statement that student will be driving or riding DART bus or riding with someone else.
 - Reason for early dismissal: Prom
 - Signature of parent/guardian.