



Jefferson Township High School

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Principal

Dr. Timothy Plotts

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May 15, 2017

Dear Parent/Guardian and eligible member of the Class of 2017,

Greetings, as we wind down the school year and prepare for Graduation. The information in this letter pertains to all members of the Class of 2017, who are eligible for Graduation, and their families. I ask that you please read the enclosed information carefully.

The Graduation ceremony will be held **Tuesday, June 20, 2017**, on the Joseph Ennis Football Field at the High School and begins promptly at **6:30 p.m.** Your child should plan on arriving at 5:30 p.m. Students are to park, or be dropped off, in B Lot, and use the D-Wing entrance.

Requirements

1. The cap, gown and tassel package, as prescribed by the school, have been ordered by the students from our Herff Jones representative. All students participating in the ceremony will wear the prescribed cap and gown. **No decorations are permitted on the cap/gown other than cords, medallions and pins issued by the school.**
2. Appropriate attire must accompany the academic attire.
 - a. Boys: Dress shirt with tie, dark dress pants, dark socks, dark dress shoes (No sandals, flip-flops, sneakers or boots)
 - b. Girls: Appropriate length dresses or slacks to be worn under the academic gown with low heels for safety on the ramp to the stage. (No sandals, flip-flops, sneakers or boots)
 - c. No shorts will be permitted.
3. Attendance for the scheduled rehearsals will be mandatory and attendance will be taken. Failure to attend rehearsals or arriving late may prohibit participation in the commencement exercise. Please arrange work schedules in advance.

Graduation practices: Friday, June 16 (caps and gowns, tickets distributed) 12:45-2:30 p.m.
Monday, June 19, 12:45-2:30 p.m.
Tuesday, June 20, 9:30-11:00 a.m.
4. All course requirements, exams, book obligations, return of school properties, fines, class obligations, Cafeteria and/or Media Center debt must be fulfilled before participation will be permitted. Students must be in good standing with no serious disciplinary infractions.
5. Students will adhere to the graduation program and behavioral expectations, which will be outlined and practiced at the rehearsals. (Students should not bring cell phones, electronic devices, or any confetti, inflatables or noise-making devices to the ceremony.)

Home of the Falcons

6. The administration has the right to modify any regulation on an individual basis to allow for medical or physical restrictions of participants.
7. Participation in the commencement exercises will be on a contracted basis with the student, parents or guardians, and the school. Students not wishing to participate in the ceremonies are to notify the administration. If no contract is received, it will be assumed that the student is not participating.

Location and Safety

The football field is located behind the high school. The entrance to the stadium is located at the ticket and food concession area. Please be sure to wear comfortable and appropriate footwear. High-heeled shoes are not recommended. Please be sure to arrive early for the best seating. The ceremony will begin promptly at 6:30 p.m. *See enclosed map.*

Parking

Parking Lot "A" will be reserved for handicapped parking, as well as staff, dignitaries, security, and emergency vehicles. Parking Lot "B" will be reserved for the Graduates. Parking Lot "C" and the General Parking Field behind the high school to the right of the football field will be available for parent and guest parking.

See enclosed map.

Security and First Aid

The Jefferson Township Police and First Aid Squad will be on site for security and medical needs. Traffic will be directed by local law enforcement and high school staff. Please note that guests are discouraged from bringing backpacks or other large bags. All bags are subject to search.

Bathroom Facilities

Bathroom facilities are located in the high school athletic complex lobby. Two PortAJohns (one handicapped accessible) will be located on the track in the right-front corner of the field.

See enclosed map.

Weather

In the event of rain or a forecast for severe weather, graduation will be relocated to the JTHS Freedom Gymnasium. The decision to relocate will be made pending field and weather conditions. Announcements for relocation will be posted on the district website (www.jefftwp.org) and broadcast via the School Messenger Alert System.

Relocation

If the need arises to relocate the ceremony, you will use the same parking areas; however, you will enter the building in one of three locations: Freedom Gym Entrance, Main Entrance, and under the connector to the Middle School. Remember, you may only use the **yellow** tickets to gain entrance to the Freedom Gymnasium. Overflow guests will be directed to the auditorium where the ceremony will be broadcast via closed-circuit television and projected on a large screen. Viewing for handicapped and elderly guests will be located in the Media Center.

See enclosed map.

Tickets-Handicapped Parking Pass

All students participating in graduation will receive **three indoor** (yellow) tickets on the first day of practice. These three tickets are for admission to the Freedom Gymnasium in case of relocation due to inclement weather or field conditions. Six (6) outdoor (blue) tickets will also be distributed at this time. Additional outdoor tickets may be requested from the High School office. Please be sure to ask your child for the tickets when he/she arrives home from graduation practice. Graduates will also be asked if they have a need for a handicap parking pass for a guest. Passes will be provided prior to graduation. There will be chauffeured golf carts available to transport handicapped guests. Please place the pass on the dash on the passenger side of the vehicle for easy identification by parking attendants.

See enclosed map.

Final Comments

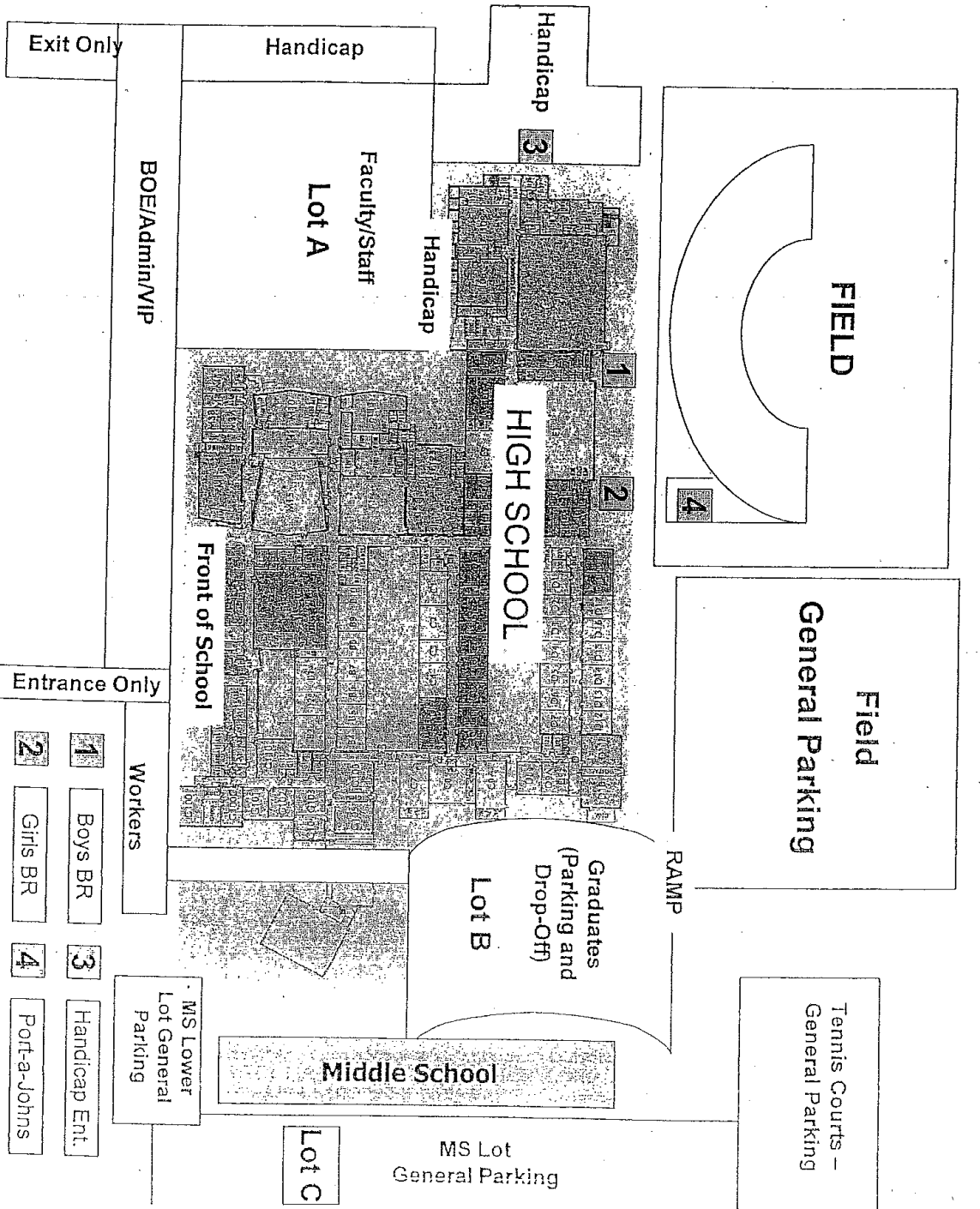
- Every effort has been made to provide convenience for parents and guests, as well as a comfortable and memorable evening for the Class of 2017.
- **Please do not bring noise-making devices as their use distracts from the ceremony.**
- Also, please keep small children under close supervision at all times. Guests are not allowed on the field at any time. Again, please allow sufficient time to arrive, park, and walk to the field/gym before the ceremony begins at **6:30 p.m.**

Sincerely yours,

Timothy Plotts, Ed. D.

Principal
Attachment: Map





Exit Only

Handicap

Handicap

BOE/Admin/NIP

Lot A

Faculty/Staff

Handicap

HIGH SCHOOL

FIELD

Front of School

Field
General Parking

Entrance Only

Workers

1

2

Boys BR

Girls BR

3

4

Handicap Ent.

Port-a-Johns

MS Lower
Lot General
Parking

Middle School

MS Lot
General Parking

Lot C

RAMP

Tennis Courts -
General Parking