



**Jefferson Township Public Schools
Middle School**

1000 Weldon Road, Oak Ridge, NJ 07438
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www.jefftwp.org

Assistant Principal
Kathleen Tobia

Principal
Kelly J. Cooke

Assistant Principal
Robert Hayzler

**JTMS 8th Grade Promotion Ceremony
2017-2018**

May 2018

Dear Parents/Guardians,

As we are approaching the end of the school year, I want to reach out and extend congratulations to all grade 8 students who will be participating in JTMS's Promotion Ceremony. This year, Jefferson Middle School's 8th Grade Promotion Ceremony is scheduled for Wednesday, June 20, 2018 at 6:30 p.m. on the Joseph Ennis Field located at the Jefferson Township High School. In the event of inclement weather, the Promotion Ceremony will be held in the High School's Freedom Gymnasium. Please note that seating in the Freedom Gymnasium is limited. As a result, each family will receive three tickets to the indoor ceremony. Extra tickets are not, unfortunately, available. Any additional family members attending will be directed to the high school auditorium or media center where the ceremony will be presented on closed circuit television. The decision to relocate inside should be made by 4:00 p.m. on June 20th. Please be sure to check the District's website at www.jefftwp.org if the weather proves questionable.

I've attached a list of Promotional Ceremony guidelines for your perusal. Please review these guidelines with your child and have him/her return the signed portion of the contract to his/her flex teacher by Friday, June 1, 2018. Please retain the top portion for your reference.

Please note the following procedures for parking:

- Parents and guardians will drop off students in Lot B which is located behind and between the HS and MS. You may park in either Lot B or in the General Field Parking which is located behind the High School as well as in the Middle School's Lot C.
- If a member of your family requires special needs parking, please forward a letter to the Main Office indicating such, and a Parking Pass will be sent home with your child.

I look forward to seeing all of you on June 20th. Let's hope for lots of sunshine!

Sincerely,

Kelly J. Cooke
Principal

Home of the Falcons

Jefferson Township Middle School

Promotion Ceremony Guidelines 2017-2018

Parents/Guardians, please review the following guidelines with your child:

- Students must wear the cap and gown issued by the school and appropriate clothing must be worn underneath the gown.
 - Boys: Collared shirt, and tie, casual or dress pants. Jeans, shorts, flip-flops, sandals, sneakers, and boots are not permitted.
 - Girls: A skirt or dress that is at least mid-thigh length. Dressy slacks or capris may also be worn. Shorts and jeans are not permitted. Tops may not be revealing or low cut in style or design. Straps must be a minimum of two inches wide. No high heels, spike heels, sneakers or flip-flops are permitted.
- Attendance for promotion ceremony rehearsals is mandatory and attendance will be taken. Failure to attend rehearsals or arriving late may prohibit participation in the ceremony. Rehearsals will be conducted on Monday, June 18th, Tuesday, June 19th, Wednesday June 20th. Please be advised that these dates are early dismissal days. Students will go home on their regularly scheduled bus at 12:30 p.m.
- All course requirements, completion of exams, book obligations, return of other school properties, fines, and media center debts must be fulfilled before participation is permitted. Students must be in good academic standing and must have no disciplinary obligations.
- Students will not receive their promotional certificates during the promotion ceremony. Certificates and promotion awards will be issued by their eighth grade teachers during the last school day on Thursday, June 21st.
- Students are expected to adhere to the promotion program as well as behavioral expectations, which will be discussed and practiced at the rehearsals.
- Participation in the promotion ceremony will be on a contracted basis with students, parents/guardians, and the school. For organizational and logistical purposes, parents of students not wishing to participate in the ceremony are to notify the administration in writing as soon as possible, but ideally no later than Wednesday, June 6, 2018.
- Students may not carry cell phones, electronic devices or noise making devices during the ceremony.
- The administration has the right to modify any guideline/regulation on an individual basis to allow for medical or physical restrictions of participants. Thank you.

Please note that students will not be allowed to participate in the Promotion Ceremony unless the contract is signed and returned to their flex teacher. This only applies to the guidelines concerning the promotion and in no way assures that the student is eligible for participation in the promotion ceremony.

As always, if you have any questions or concerns, please do not hesitate to reach out to your child's guidance counselor or the administration.

Thank you.

Jefferson Township Middle School

PROMOTION CONTRACT

2017-2018

We have reviewed and agree to the policies and procedures for the JTMS's 8th Grade Promotion Ceremony outlined in the *Promotion Ceremony Guidelines 2017-2018*.

Student's Name (Please PRINT): _____

Parent/Guardian Signature

Date

Student Signature

Date

Please return this contract to your child's flex teacher by Friday, June 1, 2018

