



**Jefferson Township Public Schools**  
**Middle School**

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[www.jefftp.org](http://www.jefftp.org)

**Assistant Principal**  
Kathleen Tobia

**Principal**  
Kelly J. Cooke

**Assistant Principal**  
Robert Hayzler

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June 2018

Dear Parent/Guardian,

Please be advised that the Jefferson Township Middle School will have an early dismissal at 12:30 p.m. on the following days: June, 15<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. Breakfast and lunch on these days will be available for students. Below please find a few last minute details related to the end of the school year:

- Please note that the Eighth Grade Promotion Ceremony is scheduled for Wednesday, June 20<sup>th</sup> at 6:30 p.m. on the Joseph Ennis Field at the Jefferson High School. Please review the Promotion Ceremony letter and guidelines forwarded to you in May which outlines the events for the evening. Also note, students will not be allowed to participate in the ceremony unless the Promotion Contract has been signed and returned to school.
- Please be advised that money owed to school (i.e., Pomptonian Food Services, laptop/power adaptors, book fines for damaged/lost books, etc.) must be paid prior to the end of the school year as students' school records through Realtime will be unavailable until this obligation is fulfilled. **Furthermore, any eighth grade students who have not fulfilled their financial obligations will not be permitted to participate in the Promotion Ceremony.**
- Please note that on June 14<sup>th</sup> and June 15<sup>th</sup>, the technology department will collect all student laptops and power adaptor cords. The procedure for collection is as follows:
  - Students are required to remove all personal stickers from their laptops prior to their return. The district identification sticker must remain on the laptop. For example, the District ID sticker will read, SL-xx-xxx.
  - Students must bring any broken or damaged laptops in for service prior to the collection dates, if possible.
  - Power adaptors need to be returned with the laptops. Please know that the replacement cost for a power adaptor is \$25.00.
  - A Blackboard message will be sent out prior to the collection dates reminding students to fully charge and return their laptops and power adaptors.
  - On the collection dates, classes will bring their laptops to the High School Media Center for processing, assessment, and review during the check-in procedure.
  - All laptops will be reviewed with each student returning them and a Return Verification Form (copy) will be issued to each student.

*Home of the Falcons*

- All summer Reading and Math Assignments will be available on our school website shortly.
- Fourth marking period report cards will be posted and available on the Parent Portal on Saturday, June 23<sup>rd</sup> at 12:01 a.m.
- And finally, you will be notified of your child's schedule information for the 2018-2019 school-year in mid-August.

I wish our eighth graders the very best in High School and hope everyone has a safe, happy, and relaxing summer. I look forward to seeing returning students and entering sixth graders when school re-opens on Thursday, September 6, 2018.

Enjoy your summer!

Sincerely,

Kelly J. Cooke, D.Ed.

