



# JACKSON LIBERTY HIGH SCHOOL

125 NORTH HOPE CHAPEL ROAD

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Dr. Stephen Genco  
Superintendent of Schools

Geoffrey Brignola  
Principal

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May 2019

Dear Student and Parent/Guardian:

Congratulations! Commencement for the Class of 2019 is only a few short weeks away. It is an exciting time of the year, with graduation as the important culminating milestone! We have prepared what we believe is a thorough and concise document addressing the key elements of the commencement exercises. We ask that you keep this as a reference.

## **GRADUATION**

- Graduation for the Jackson Liberty Class of 2019 will be Thursday, June 20<sup>th</sup> at 3:00 pm. This is the time regardless of whether the ceremony is held inside or outside.
- Tickets are needed for both the indoor and outdoor ceremonies, although if the ceremony is indoors, the number of tickets you can use is reduced. See information below.

## **DECISION TO HOLD THE CEREMONY INSIDE**

- Every effort will be made to hold the ceremony outside on the Stadium Field. In the event of inclement weather, the decision will be made at the earliest possible time based upon the best information available.
- We will make a final decision on the location of graduation no later than 1:45 pm. Waiting until this time allows us the best chance of having the ceremony outside. We know you will be eagerly awaiting this decision, but please try your best to refrain from calling the district or school offices. We encourage you to use the district website for any updates during the afternoon.
- To announce the final decision we will:
  - ✓ Post the information on the district website at [www.jacksonsd.org](http://www.jacksonsd.org)
  - ✓ Use our automated dialing system to call graduates, using the number on which you receive calls for snow days.

## **FOR AN OUTDOOR CEREMONY**

- For the outdoor ceremony, graduates should report to the Auditorium no later than 2:00 pm and the procession will begin promptly at 2:45 pm.
- Each senior will be given eight tickets for the outdoor ceremony.
  - ✓ Written requests for additional tickets should be directed to Mr. Brignola and will be considered. Please make your request for additional outdoor tickets by Friday, June 14<sup>th</sup>. You will be notified only if your request for additional tickets cannot be honored.

## **FOR AN INDOOR CEREMONY**

- In the event of inclement weather, the graduation ceremony will be held in the Gymnasium.

- Students are to report to the Auditorium no later than 2:00 pm and the procession will begin promptly at 2:45 pm.
- Based on the gymnasium occupant capacity and adherence to fire codes, each graduate will receive only four tickets for the inside ceremony, **with no provision for extra tickets**.
- Only guests with tickets labeled INDOOR will be permitted to enter the gym area.
- Other invited guests may view a live simulcast of the indoor ceremony on the screen in our auditorium. Two tickets for this simulcast will be provided.

### **GRADUATION PRACTICE**

- Practice for the graduation ceremony will be held on Wednesday, June 19<sup>th</sup> and Thursday, June 20<sup>th</sup>.
- Students must report to homeroom first for attendance. Those students who do not have a homeroom assignment should report directly to the Auditorium by 7:20 am.
- Practice on both days will last until approximately 11:30 am, with dismissal for the seniors immediately following the end of the practices. Seniors will not be permitted back in the building following practice.
- Students should be aware that appropriate conduct is expected during the graduation practices.
- Graduation practice is **mandatory** and any student who does not attend all practices (unless prior administrative permission has been given) will not be allowed to participate in the ceremony.
- Caps and gowns as well as tickets will be distributed immediately following graduation practice on Thursday, June 20<sup>th</sup>. All fines and other obligations must be fulfilled in order to receive your cap and gown. Please refer to the last page for additional information.

**SEATING** - Seating will begin one hour before the scheduled ceremony.

**FINES** - All books, equipment, fines, etc. must be paid before the student receives a cap, gown, and tickets. Information of each student's financial obligation is available in Mr. Bender's office.

**PARKING** – Plan to arrive on campus in time to park and walk to the stadium or the auditorium. Please remember that parking is permitted in lined designated parking areas ONLY. Cars parked in fire lanes, grass areas, local streets, etc. will be subject to ticketing and towing.

**CLOTHING** - While lightweight clothing under the gown is appropriate, appearance is extremely important. Shirts, ties, long pants and shoes are to be worn by males. Dresses and appropriate shoes are to be worn by females. No sneakers are permitted. No one is permitted to bring purses, backpacks, etc.

**PHOTOGRAPHS** – A photographer from Normandy Studio will be taking a picture of each graduate as he/she receives the diploma. You can then view the pictures on their website, [www.normandystudio.com](http://www.normandystudio.com), and place your order with Normandy Studios.

### **OTHER INFORMATION/ADHERENCE TO SCHOOL RULES**

- If there is any reason to believe that a student is under the influence of drugs/alcohol, he/she will not be permitted to participate in the ceremony.
- Misconduct during the final days of school may result in denial of participation in the ceremony.
- Misconduct during the graduation ceremony may result in removal from the ceremony.

- No large containers, backpacks, or bags are allowed at the graduation or on campus grounds during graduation.
- Air horns are a distraction to the formality of the ceremony and are prohibited.
- Graduates are encouraged to not bring personal property such as purses and keys. There are no provisions to secure such items.
- Our Senior Prom is Friday, June 7<sup>th</sup> from 5 pm – 10 pm at Battleground Country Club in Manalapan. On this day Seniors will be participating in Senior Day and received a permission slip to be released at 11:30 am. The parent/guardian signed permission slips are due on Wednesday, May 29<sup>th</sup>.
- As a reminder, seniors must attend school on Monday, June 10<sup>th</sup>, the Monday following the Senior Prom. Failure to attend school will result in not participating in the graduation ceremony.

We thank you in advance for your cooperation in making this occasion joyous, memorable, safe, and dignified for all members of the Class of 2019. We extend our personal congratulations to our graduates and to the parents/guardians of the graduates.

Sincerely,



Geoffrey Brignola  
Principal

**\*Please note that all fines must be satisfied prior to graduation.**