

Jefferson Area High School

TO: MEMBERS OF THE GRADUATING CLASS, JAHS STAFF, JAHS FACULTY
FROM: Mr. Jeremy Huber, Principal; Ms. Lisa Newhart, Guidance Counselor;
Mr. Michael Barney, Class Advisor
RE: GRADUATION/END OF YEAR INFORMATION
DATE: 04/20/2017

Please read the following information and note schedule:

Friday	April 28	Talent Show 7:00 p.m. (High School Auditorium)
Friday	April 28	Permission slips and money due for Cedar Point Class Trip
Saturday	May 05	Prom at Spire Institute – Doors open at 5:45 pm
Friday	May 12	Class trip to Cedar Point—departing the high school at 10:00 am sharp via Lakefront Lines
Monday	May 15	Gazette Senior Insert due to Mr. Barney (Room B-204)
Monday	May 15	**Senior Finals** 8:00am to 11:00am
Tuesday	May 16	Senior Make-up Final Exams 8:00am to 11:00am
Wednesday	May 17	Senior Awards Assembly – 8:30 am (High School Auditorium-Public invited)
Wednesday	May 17	Baccalaureate Service 6:00 pm Eagleville Bible Church
Wednesday	May 17	Teachers - senior grades are due and should be posted by 8:00 a.m.
Thursday	May 18	Senior locker clean-out 8:45 – 9:00am
Thursday	May 18	Graduation rehearsal (9:00 am until completion) in the High School Gym. No caps or gowns needed for rehearsal, however, school dress code still applies to seniors participating in graduation practice. Attendance is required, if you plan to participate in the graduation ceremony on Friday evening.
Friday	May 19	6:00 pm - Report for Graduation to Jr. High Gym (Mrs. Hostetler/Boys; Mrs. Alexander/Girls) 6:40 pm - Line up for Processional (tassels to right) in Junior High Gym
Friday	May 26	7:00 pm - Commencement Program begins in the High School Gymnasium ATECH Awards Ceremony and Graduation at Lakeside High School – 7:00 pm

Tickets: Each graduate will receive 6 tickets for the ceremony at graduation practice. Those needing extra tickets will receive them after graduation practice.

****All JAHS seniors are required to take a final exam (unless the final is waived) for each of their courses before receiving their diploma. Senior finals are from 8:00 am to 11:00 am on May 15th and May 16th. Senior students with an A or B average, in a specific course, may choose to waive their final exams; they are to confirm this with their teachers.**

CONDUCT

Remember to keep quiet; noise carries and you want your graduation to be held in an atmosphere of dignity. All members of the class must remain in designated areas until processional is formed fifteen minutes prior to the beginning of the program.

GRADUATION PROCEDURE

Graduates please park at the Board of Education Office.

Report to Junior High Gymnasium. Boys are to report to Mrs. Hostetler; girls are to report to Mrs. Alexander. Be sure to have your **CAP, GOWN, TASSEL, HONORS DIPLOMA STOLAS, MEDALLION, GOLD NHS CORD, RED/BLACK SENIOR LEADERSHIP CORD** (if you are to wear one).

Line up according to the place assigned. You must be in the proper position or you will be out of place when your name is called for receiving your diploma. **Tassels on the right.** Programs will be on your chairs.

The Senior Class Officers and JAHS faculty members will lead you in to the processional "Pomp and Circumstance" which will be played by the High School Band.

FINANCIAL OBLIGATIONS

All financial obligations, library fines, lab fees, lost or damaged textbooks, missing athletic gear, etc., must be fulfilled by May 18, 2017 by 3:00pm. A diploma will not be issued where an obligation has **not** been settled.

LOCKERS

Your lockers should be cleaned out on Thursday, May 18th from 8:45 – 9:00 am. All pictures, labels, markings, etc., must be removed. Post secondary options students should also clean out their locker if one was assigned.

CORSAGES

Corsages are **not** to be worn during the graduation service.

PICTURES

Parents wishing to take pictures are requested to abide by the following:

1. Pictures may be taken at the Graduation, but they should not be photographed from an area which would conflict with the program or which would prevent others from viewing the program.
2. It is suggested that those taking pictures try to get aisle seats so as to minimize disturbance to others. A professional photographer will be available to take a picture of your student receiving his/her diploma. The cost of the pictures will be announced prior to graduation. Picture envelopes will be distributed by Mr. Zack at graduation practice.

DRESS RECOMMENDATIONS

(Students must have Cap/Gown in order to participate in the Friday evening Graduation Ceremony).

1. Be sure to have **ALL** of your graduation apparel. We do not have additional caps, gowns, or tassels. **DO NOT** forget caps, gowns, tassels, Medallions, Honor Society cords, or Senior Leadership cords.
2. Caps are to be worn squarely on your forehead. Mark your cap with your name inside.
3. Girls will be wearing red gowns and should wear appropriate dresses and shoes. (You do not need the Accessory white collar).
4. Boys will be wearing black gowns and should wear white shirts with neckties, dress pants not shorts. Dark shoes and dark socks should be worn.
5. Flip-flops are not appropriate.

COMMENCEMENT PROCEDURES (This will be reviewed on the day of practice)

1. Dispose of **all chewing gum** before processional line-up. Senior class officers and faculty will lead graduates into the gymnasium.
2. Stand for the playing of the National Anthem. Boys remove caps with right hand.
3. Student speakers proceed to designated area.
***Remain standing for student invocation
4. Replace caps and be seated for welcome.
5. After applause for last student speaker, speakers rise and return to seats with graduating class.
6. After Mr. Huber certifies the class, you will proceed to the stage one row at a time. Only one row is to be standing at a time. You should be lined up to the side of the platform as instructed at practice. Walk to first step, when the name of the person ahead of you is called, walk up steps to stage platform. Wait for your name to be called to cross the stage. Each person will proceed by moving across to the center of the stage and leaving the platform by the steps between the two ushers.
7. No graduate is to start across until his/her name is read.
8. Receive the diploma in your left hand and be congratulated by Board President, Mr. Pawlowski with your right hand.
Don't rush especially if your picture is being taken.
9. Be seated by row upon your return to the graduate section or as directed.
10. Everyone will rise to sing the Jefferson High School Alma Mater, under the direction of a graduating senior.
11. Farewell - Class of 2017 ****Rise, turning of tassel and hat toss, remain standing for student benediction****
12. Stand as a class for Recessional. Please begin to exit as the music begins - continue out of the gymnasium.
13. No smoking and or use of tobacco products by the graduates will be permitted.

If you have any questions or concerns, please call Mr. Michael Barney (440)576-4731 ext. 1225