



Howell Township Public Schools

PROUD OF OUR SCHOOLS – CONCERNED FOR OUR CHILDREN

Robert K. Henig, Ed.D.
Principal
(732) 836-1327



May 20, 2019

Dear 8th Grade Parent/Guardian,

The Howell Middle School South graduation will be held on **Thursday, June 20, 2019 at 6:00 PM**. In the event of inclement weather, the ceremony will be held on Friday, June 21, 2019 at 5:00 PM. If there is inclement weather on Friday, June 21st, we will hold an indoor ceremony. In the event of an indoor ceremony, please check our website for instructions.

The last three days of school (June 19th, June 20th and June 21st) are shortened days with a 12:10 PM dismissal. **All students must be in school for the entire 4.5 hours on the day of graduation or they will not be permitted to participate in the graduation ceremony.**

To help make our graduation ceremony run smoothly, I am requesting you familiarize yourself with the following:

Outdoor Ceremony: No tickets required, however, seating is limited.

Indoor Ceremony: In the event that we need to move the ceremony indoors, on June 21st each student will be issued two (2) tickets for the ceremony and two (2) tickets for a video simulcast of the ceremony in the classrooms. The color of the simulcast ticket will differ from the graduation ticket to distinguish between the two. Entry to the simulcast will be through the gymnasium foyer (on the left side of the building when facing the rear of the building). Access to other parts of the building will not be allowed. All tickets will go home with students on June 21st, if necessary.

Please note – families may begin to arrive no earlier than 4:50 PM. Seating will begin at 5:00 PM. There will be no access to the building for any reason. When arriving and parking, please follow the directions of the police officers and support staff. General parking will be available along the entry drive. Overflow parking will be available at Ramtown and Greenville Schools. A shuttle bus will be available to shuttle guests from Ramtown and Greenville Schools starting at 4:30 PM. Handicapped parking will be available in the rear of the building, however, **a special handicapped parking pass must be obtained from the school in advance of the ceremony.** **Please contact the main office at (732) 836-1327 to obtain a handicapped parking pass.**

Students must wear the required cap and gown. A light solid color shirt, casual pants/dress, and casual shoes are appropriate choices to wear under the gown. Students will receive their diploma the night of graduation. Students not participating in the ceremony can pick up their diploma from the main office on the last day of school. Students who are disruptive or uncooperative during the graduation rehearsals will jeopardize their participation in the evening ceremony. **All students participating in the ceremony must be dressed in their cap and gown and arrive at their designated locations by 5:00 PM the day of the ceremony. There is always a great deal of traffic at and around the school, so plan ahead allowing extra time in order to get students to the school by 5:00.**

During the ceremony, please remain in your seats. Do not stand or sit in the center aisle at any time during the graduation ceremony. This area must remain open. Also, do not stand or walk behind the stage. Students participating in the ceremony will pause on the stage and face the audience for a photo opportunity, so please do not try to make personal contact with graduates during the ceremony.

Picnic style gatherings, alcoholic beverages, smoking (including vapes), bike riding and skate boarding are strictly prohibited. Young children must remain with you for the entire ceremony.

Thank you in advance for your continued support and cooperation.

Sincerely,

A handwritten signature in black ink that reads "Robert K. Henig". The signature is written in a cursive style with a large initial "R" and "H".

Robert K. Henig, Ed.D.
Principal