

# Ridge High School

268 SOUTH FINLEY AVENUE  
BASKING RIDGE, NEW JERSEY 07920  
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**FRANCIS T. HOWLETT, JR.**  
*Principal*

**GINA DONLEVIE**  
*Assistant Principal*  
**KATHLEEN DUSEBOUT**  
*Assistant Principal*  
**SCOTT THOMPSON**  
*Assistant Principal*  
**THOMAS THORP**  
*Assistant Principal*

May 2017

Dear Parent/Guardian:

The graduation exercises for the Class **of 2017** have been scheduled for Friday, **June 16th, at 6:30 pm.** Graduation will be held on Lee Field (football field behind the high school) or, in case of severe weather, in the new gymnasium.

*Grad Images* will take each graduate's photograph as they receive their diploma. This will give you the opportunity to have a professional graduation photograph. Included in this Friday Folder is a *Grad Images* flyer with information on registering on-line to receive your proofs. Please take the time to log-on to *Grad Images* and receive a discount on your order. Family and friends are encouraged to remain in their seats and enjoy the ceremony.

We hope that every senior will meet the graduation requirements. Unfortunately, each year a few seniors fail to fulfill these requirements either because of poor attendance, excessive class cutting, or incomplete course work. Needless to say, it is critical that all students attend all of their classes each day and fulfill all attendance requirements as outlined in the Student Handbook. Furthermore, it is essential that students meet all of their academic obligations in each course. In the past, some seniors have failed to complete daily assignments, required papers, and/or make-up tests and their grades have suffered. Others have failed to meet attendance and participation requirements in physical education/health and were denied credit. At this time of the year, it is imperative that together we closely monitor the daily school attendance and academic progress of students. This will enable us to identify and rectify potential problems and to avoid any major disappointments. Please remember that students who fail to fulfill attendance or graduation requirements will not receive a diploma and cannot participate in either the graduation ceremony or the Project Graduation "*BASH*".

An information sheet describing special events and the regulations governing the graduation ceremony itself is attached. Please review this sheet for your information, and please remind your senior of the importance of proper decorum at these events, their final activities as a member of the Ridge High community.


Tickets will not be needed for the out-of-doors ceremony. Please remember that graduation guests are seated in the bleachers while the ceremony takes place on the football field. Contact Judy Pavlik, Secretary to Assistant Principal, Mr. Scott Thompson, at [jpavlik@bernardsboe.com](mailto:jpavlik@bernardsboe.com) or at 204-2585 x 613 if you have special seating or parking requests. Please include the full name of the graduate and the number of seats needed. Only four people per family including the individual(s) who needs the special seating will be permitted in the special needs seating area if the ceremony is held outdoors. If the ceremony is moved indoors due to severe weather, the ticket guidelines outlined in the following paragraph will be adhered to.

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In the event of **severe** weather, the graduation ceremony will be held in Gym A (new gymnasium). Due to the limited seating, two (2) tickets will be provided for each family regardless of the number of 2017 graduates in the family, (i.e. twins, triplets, etc.). An individual needing special seating will be included in this two tickets only policy. Please do not ask for additional tickets as we will be at capacity. Every effort will be made to hold the ceremony out-of-doors.

Thank you for your support and cooperation. I look forward to seeing you on June 16th.

Sincerely,

A handwritten signature in cursive script that reads "Francis T. Howlett, Jr.".

Francis T. Howlett, Jr.  
Principal

