



*Burlington Township*

*High School*

*Class of 2018*

***GRADUATION BOOKLET***



*Class of*  
**2018**

*Date of Graduation*

*Thursday, June 21, 2018*

**GRADUATE'S NAME:**

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# NOTES

**PLEASE DETACH AND RETURN THIS FORM TO THE ATHLETIC OFFICE BY MONDAY, JUNE 11TH.**

**Student's Name:**

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**Number of Handicapped Seats Needed:** \_\_\_\_\_  
(Including person(s) accompanying handicapped individual(s))

**Handicapped Seating Tickets are NOT additional tickets, they are simply passes to be seated within the handicapped area.**

**YES**, I have handicapped plates/tags and will be utilizing your handicapped parking located in the **back of the high school main building in the parking lots near the "C & D" wings. Please enter the HS campus via Jacksonville Road to access this parking lot.** Handicapped individuals **MAY NOT** be dropped off at the football stadium parking lot. They **WILL** be directed to the handicapped parking area. In case of rain, there will be a designated handicapped parking area in back of the Hopkins Building, near the Burlington Township Board of Education Offices.

**Name of Handicapped Individual:**

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**Name of Accompanying Individual:**

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**State:** \_\_\_\_\_ **License #:** \_\_\_\_\_

*THE MORE OUR SPIRITS RISE, THE HIGHER OUR FALCON FLIES*

## Handicapped Seating and Parking

June 2018

To Parents/Guardians of All Seniors:

Please complete the enclosed form and return it to the Athletic Office by **Monday, June 11th.** Indicate the number of guests needing handicapped seating. You may have one additional person accompany your handicapped guests. If the ceremony is outside, there will be handicapped parking available in the **back of the high school main building in the parking lots near the “C & D” wings. Please enter the HS campus via Jacksonville Road to access these parking lots.** Handicapped individuals **MAY NOT** be dropped off at the football stadium parking lot; they **WILL** be directed to the handicapped parking area. Handicapped parking areas are limited and will be assigned on a first come, first serve basis to only those with handicapped plates/tags and have registered with the Athletic Office and have received a **PURPLE** handicapped parking tag. **Any person in need of handicapped seating only, but not in need of handicapped parking, may be dropped off in the back of the high school parking lot near the “C & D” wings.** If the ceremony is indoors, there will be handicapped parking available near the Burlington Township Board of Education Offices.

On the form, provided on page 9, write the state and tag number in the space provided. Once again, if you are not assigned a parking space in this area, you will have the ability to drop off a handicapped guest. The handicapped parking and seating pass(es) will be distributed with your student's cap and gown. Please bring the pass(es) with you to show the staff members at the designated handicapped areas. If you have been provided a handicapped parking pass, please place that pass on your dashboard. If you have any questions, please feel free to contact me at 609-387-1713, ext. 1011.

Sincerely,



Peter E. Teifer  
Supervisor of Athletics and Activities

## BURLINGTON TOWNSHIP HIGH SCHOOL

### CLASS OF 2018

### GRADUATION BOOKLET

#### TO THE GRADUATE:

Graduation from high school is an event which comes only once in a lifetime. Your parents, relatives, friends, and most importantly you, deserve a graduation ceremony that will be dignified and memorable. Your cooperation is essential. We want your graduation to be special; we want it to have “**class.**” Please do your part to make this the best graduation in the history of Burlington Township High School. The following guidelines will help you understand the activities leading up to, and including, the commencement.

#### AWARDS CEREMONY:

The Awards Recognition Ceremony will be held on Thursday, May 31, 2018 starting at 7:00 pm in the Performing Arts Center. **After the ceremony:**

- \* **Please join us in the cafeteria for refreshments.**
- \* **All award recipients must come to the main office *the next day*, to pick up the contact information for their scholarship donor, so recipients may write Thank You cards. Recipients MUST purchase their own Thank You cards. Thank You cards must be returned to Mrs. Dube no later than Monday, June 11th. Checks for award winners WILL NOT be given until Thank You cards have been returned.**

Academic, Citizenship, Service and Scholarship Awards will be presented on this evening.

**FINAL EXAM SCHEDULE — JUNE 2018  
SENIORS & UNDERCLASSMEN  
(Including Graduation Practice Schedule)**

*(Seniors exempt from exams due to an "A" average are not required to be in class at the time of the exam).*

**Tuesday, June 12th**

Full Day of School for **all students**.

Schedule as follows: 1/2, 3/4, 5/6, 7/8 and 9/10

**Seniors ONLY take Period 9/10 exam Room TBD by instructor.**

**Wednesday, June 13th**

Full Day of School for **all underclassmen**.

Schedule as follows: 1/2, 3/4, 5/6, 7/8 and 9/10

**Seniors ONLY take Period 7/8 exam Room TBD, and Make-Up Period 9/10 exam Room TBD by instructor.**

Seniors may leave after exam(s).

**Thursday, June 14th**

Full Day of School for **all underclassmen**.

Schedule as follows: 1/2, 3/4, 5/6, 7/8 and 9/10

**Seniors ONLY take Period 5/6 exam Room TBD, and Make-Up Period 7/8 exam Room TBD by instructor.**

Seniors may leave after exam(s).

**Friday, June 15th**

Full Day of School for **all underclassmen**.

Schedule as follows: 1/2, 3/4, 5/6, 7/8 and 9/10

**Seniors ONLY take Period 3/4 exam Room TBD, and Make-Up Period 5/6 exam Room TBD by instructor.**

Seniors may leave after exam(s).

**Monday, June 18th**

Full Day of School for **all underclassmen**.

Schedule as follows: 1/2, 3/4, 5/6, 7/8 and 9/10

**Seniors ONLY take Period 1/2 exam Room TBD, and Make-Up Period 3/4 exam Room TBD by instructor.**

Seniors may leave after exam(s).

**Tuesday, June 19th**

Half Day of School for **all students**.

**Seniors ONLY Make-Up Period 1/2 exam. All seniors exams must be made up by the close of school today.**

Seniors graduation practice in Hopkins Gymnasium at 7:30 am—9:45 am.

Underclassmen take exams Period(s) 1/2 and 5/6 and locker clean out.

**Wednesday, June 20th**

Half Day of School for **all students**.

Seniors graduation practice **indoors and outdoors**. Meet in Hopkins Gymnasium at 7:30 am—11:15 am.

Cap and gown pick up the High School Cafeteria **FOLLOWING PRACTICE**.

Underclassmen take Period(s) 3/4 and 7/8 exams. Complete locker clean out.

**Thursday, June 21st (Last Day for Students)**

Half Day of School for **all students**.

Seniors final graduation practice **outdoors**. Meet in Hopkins Gymnasium at 7:30 am—11:15 am.

Underclassmen take Period 9/10 and Make-Up(s) exams by the close of the school today.

**6:00 pm GRADUATION CEREMONY**

Project Graduation following Commencement Ceremony.

**GRADUATION RECEPTION**

**(Graduates and Immediate Family ONLY):**

The graduation reception will begin at **4:00 pm** on **Thursday, June 21st** in the High School Cafeteria. **All graduates are required to attend.** At **5:30 pm**, graduates will assemble in the **Hopkins Gymnasium**. (In the event of inclement weather, graduates will assemble in the Hopkins Cafeteria).

**GRADUATION DATE AND TIMES:**

Commencement will be held on **Thursday, June 21st. NO RAIN DATES.**

The ceremony will begin at **6:00 pm** and will be held in the **Edward A. Steinmetz Stadium**. The ceremony lasts approximately one hour. In the event of inclement weather, the commencement ceremony may be delayed, but will start no later than **6:15 pm**.

If the weather prohibits holding commencement outside, it will be held in the **Hopkins Gymnasium** and will be simulcast in the **Performing Arts Center (PAC)**.

**PROJECT GRADUATION:**

Students must meet all school graduation requirements in order to attend Project Graduation. Project Graduation is a fun-filled, drug and alcohol free, all night event planned for students to keep them safe following graduation. **A PERMISSION SLIP IS REQUIRED in advance in order for students to attend. It will be the students' responsibility to check to see if their names appear on the master list.** All school policies and rules apply to this event as well. **NO BACKPACKS will be allowed on the trip.** Students will board assigned buses immediately after graduation ends and will return to school at approximately **2:30 am**. **Students must arrange their own transportation home once they arrive back to the high school.**

**In case of a medical emergency, chaperones WILL have the right to authorize medical care, if a parent/guardian cannot be reached within an acceptable time frame.**

Any costs incurred by returning a student home before completion of the event (if he or she does not adhere to established standards of conduct) **is to be paid by PARENT/GUARDIAN.**

**Any student who is on the "Students Not In Good Standing List", and/or has NOT paid their "Project/Graduation Fees", is NOT eligible to attend this event.**

The school is **NOT** responsible for damage or loss of property personally owned by any student. This field trip is **VOLUNTARY**. **Bags will be searched and a passive alcohol sensor will be utilized throughout the trip.** Once graduated, students are **NO LONGER** BTHS students, therefore any serious behavioral problems will be handled by the **BTPD or the NJ/PA Police Department's**, respectively.

**BOARD OF EDUCATION POLICY REGARDING PARTICIPATION IN GRADUATION CEREMONY:**

Participation in the graduation ceremony will be limited to those students who have completed all requirements for their high school diploma and who have no outstanding debts, fines, or other obligations to the school. Participation is a privilege that may be denied to a student for good cause. A student **MUST** be clear of all obligations/fees and return hall locks and parking tags to be removed from **“THE STUDENT NOT IN GOOD STANDING LIST”** and to participate in all school functions.

**DISTRIBUTION OF DIPLOMAS:**

During the commencement ceremony, you will be presented with a **diploma cover ONLY**. The actual diploma **WILL NOT** be placed in the cover. Seniors will report to the following classrooms **IMMEDIATELY** after the ceremony to receive the diploma and awards. **Checks for awards winners will NOT be given out until Thank You cards have been returned.**

**Seniors with last names beginning:**

A—Co—Report to **Room M-8**—Mrs. Winkelspecht and Mr. Tassitano  
Cr—Joh—Report to **Room M-7**—Mr. Scott and Mrs. Cann  
Jon—Pi—Report to **Room M-5**—Mrs. Webb and Mrs. Kohart  
Pl—Z—Report to **Room M-10**—Ms. Hayes and Mrs. Sekerke  
**Honor Society Members**—Report to **Room M-9**—Mrs. Lee

**DRIVING AND PARKING:**

Because there is limited parking at the high school, students are encouraged to car-pool to rehearsals/graduation.

Please advise your invited guests that on the day of the commencement, parking is limited and that they also should attempt to car-pool.

**CAPS AND GOWNS:**

Caps and Gowns will be distributed on **Wednesday, June 20th** after practice (refer to the roster below) to seniors who have cleared all obligations. Obligations **MUST** be settled and/or items returned by **Friday, June 8th**. **In addition, the hall locks and parking tags NEED to be turned in at the time of cap and gown pick-up.** Caps and Gowns may be kept by graduates (They do not have to be returned). **SENIORS WHO HAVE OBLIGATIONS, such as, HALL LOCKS, OR PARKING TAGS, CANNOT PICK UP THEIR CAP AND GOWN.**

**NOTIFICATIONS** will be given as to what you may owe on June 7th. Please **CLEAR UP ALL** obligations, detention hours owed, outstanding library books, locks, parking tags, and class dues **BEFORE** you come to the cafeteria to pick up your cap and gown.

**CAP AND GOWN DISTRIBUTION:**

Seniors may pick up their cap and gown in the cafeteria on **Wednesday, June 20th** **AFTER** Graduation Practice.

**TICKETS:**

Tickets will be distributed with caps and gowns after practice. Each graduate who participates in the ceremony will receive the following tickets:

For the commencement ceremony, each senior will be issued six (6) tickets as followed:

**4—GOLD** (Outdoor **ONLY**) and  
**2—BLACK** (Indoor & Outdoor)

A limited number of extra tickets (for **OUTDOOR** ceremony **ONLY**) will be available on a first come, first serve basis. To obtain additional **outside** tickets, a **letter of request** from a parent/guardian must be submitted containing the following information:

- 1.) **The Graduate's Name**
- 2.) **The Number Of Extra Tickets being requested**
- 3.) **The Name and Relationship of person to whom the ticket(s) will be given**

**Submit this request to the Main Office NO later than Monday, June 11th.**

If the commencement is held **INDOORS**, due to inclement weather, each graduate will **ONLY** be **ALLOWED** to use **2 (BLACK tickets)** of his/her **6** tickets for an **INDOOR** ceremony. **However, if the ceremony is INDOORS, it will be simulcast in the PAC so that additional family members may view the commencement. (THOSE WITH OUTDOOR ONLY TICKETS).**

We print a number of tickets equal to the seating capacity of the **Stadium** and the **Hopkins Gymnasium**; therefore the school reserves the right to limit the distribution of extra tickets and there are **NO** guarantees that you will receive any extra tickets. **If you are NOT using all of the tickets issued to you initially, please return them to us so that others needing additional tickets may receive them. Every person attending the commencement, regardless of age, MUST have a ticket of admission in order to enter the Stadium Area or the Hopkins Gymnasium.**

### **ATTENDANCE AT REHEARSALS:**

**MANDATORY** rehearsals for commencement will be held on **Tuesday, June 19th; Wednesday, June 20th; and Thursday, June 21st.**

All graduates **ARE** expected to be present **on ALL days.** Failure to attend rehearsal could result in the student **NOT** being permitted to participate in the ceremony.

The graduation ceremonies are designed to provide an appropriate, solemn, and formal setting to the end of your high school years. In order to maintain a dignified atmosphere appropriate for this occasion, **all students MUST be present and cooperative at ALL rehearsals.**

The length of each rehearsal will vary, but students will be finished no later than **11:15** am each day.

**Delays in the start of rehearsal due to lateness of any students WILL result in a later dismissal time.**

### **DRESS REQUIREMENTS FOR REHEARSALS:**

Dress for **ALL** rehearsals will be normal school dress. Any exceptions will be announced. For your personal safety, shoes or sandals **MUST be worn at ALL TIMES.**

### **DRESS REQUIREMENTS FOR THE CEREMONY:**

Even though the traditional cap and gown is worn at the ceremony, what is worn beneath it is significant because of its visibility.

**FEMALE GRADUATES** are to wear a light-colored or white dress or skirt and blouse and dress shoes. Hair-pins are also necessary to secure the cap.

**MALE GRADUATES** are to wear dark trousers, a plain white or light colored shirt and a dark tie. Blue jeans are not permitted. Appropriate foot wear (**dress shoes, not athletic shoes or flip flops**) must be worn and should be black or another dark color.

In addition to the cap and gown, a tassel will be issued to each graduate. It is to be worn on the **right side** of the cap. **Graduates MAY keep the tassels, caps and gowns following the ceremony.**

### **PHOTOGRAPHY AT GRADUATION CEREMONY:**

It is distracting when guests are moving about taking photographs during the commencement ceremony. Please inform your parents and invited guests that if they **MUST leave their seats to take pictures,** picture-taking is **PERMITTED before and after but NOT DURING the ceremony.** Please **DO NOT** use tripods that take up seating space or impede the movement of people in the aisles. **NO ONE EXCEPT the yearbook photographer, may enter the track or field area during the ceremony.**