

# Monmouth County Vocational School District

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**Timothy M. McCorkell**  
Superintendent

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Assistant Superintendent

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## **Academy of Allied Health and Science**

2325 Heck Avenue, Neptune, New Jersey 07753

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**Paul F. Mucciarone**  
Principal

May 10, 2019

Dear Parents or Guardians:

Graduation is a happy occasion for the graduates, parents, family members and friends, as well as all of us at school. We want to make sure that you enjoy the experience without having to worry about last minute details. To that end, we want you to be well informed about what your son or daughter needs to do before the big day. This letter contains information about graduation and the lead up to it, including student responsibilities.

Please be sure that your child is aware of those responsibilities, completes all necessary work and meets all obligations prior to graduation day.

Congratulations and have a wonderful day with your graduate!

Sincerely,



Paul F. Mucciarone  
Principal

Enclosures

## **Graduation Requirements**

**Academic Requirements:** In order to graduate and participate in the graduation ceremony, students must have passed all courses. Students who have not completed all required work and/or have not demonstrated proficiency for their classes before graduation day will not participate in the graduation ceremony or graduate on time. These classes include Fitness 4, EMT and the Mentorship. Please make sure that your son or daughter is up to date and proficient in all classes, and has completed all required work on time.

**Financial Obligations:** Students must not have any outstanding financial obligations (e.g. calculator or textbook fines). Students with outstanding financial obligations will not participate in graduation or receive a diploma. Additionally, final transcripts will not be sent out to colleges until financial obligations are met. Students need to check with their teachers to be sure that all financial obligations are fulfilled. Graduation tickets will be issued to students after all financial obligations are met.

## **Graduation Advice**

**Pranks:** Senior pranks frequently have unintended outcomes. “Pranks” that damage property, or cost the School District money, including labor costs for cleaning or repair, are acts of vandalism. Students who are responsible for acts of vandalism, even if unintentional, will forfeit the opportunity to participate in or be present at graduation. Additionally, the District will seek recovery of costs and may involve the police if appropriate. Pranks are also addressed on page 25 of the Student Handbook. Please reinforce with your son or daughter that after almost four years of hard work, this is not the time to forfeit their opportunity to be recognized at graduation.

**Attendance:** The Monmouth County Vocational School District has an obligation to require that students are present at school and does not recognize a “skip day” as part of the senior year experience. Excessive absences may lead to loss of academic credit. The Class of 2019 will be afforded many opportunities in these final weeks at Allied to celebrate their senior year as a class. Culminating activities include the Prom, Fitness trip and the class trip to the Pocono Valley Resort. Unexcused absences will not be treated as a “right of passage” and will be handled in accordance with district policy and the Student Handbook.

Please help your son or daughter to make good decisions in these final weeks of high school.

## Graduation Time, Date, and Location

Date: **Wednesday, June 19, 2019**

Time: **6:30 pm**

Location: **Biotechnology High School (BTHS)  
5000 Kozloski Road  
Freehold, NJ 07728**

## Graduation procedures

**Tickets:** Ticket information will be given to the seniors via email. Each graduate will be allocated six (6) tickets for the ceremony; a ticket will be required for admission. Please review the ticket information with your child. Tickets are not automatically set aside for students - every senior **MUST** complete the ticket request form. The form is due back on Wednesday, May 29<sup>th</sup>. If available, additional tickets will be distributed as equitably as possible.

**Arrival of Graduates:** The Graduation Ceremony will be held at **Biotechnology High School** on Wednesday, June 19<sup>th</sup>. Graduation will start promptly at 6:30. Graduates must **arrive at Biotechnology High School for graduation no later than 5:45 pm**. Parking is available in the BTHS or Career Center parking lots, or in the lot across the street from BTHS.

**Caps and Gowns:** Caps and gowns will be issued to students about a week before graduation. Please check that they fit properly. You should let them hang on a hanger or follow directions for ironing to remove wrinkles. Graduates may not alter or decorate their caps or gowns.

### **Acceptable attire for graduates:**

This is a special occasion and students must dress "professionally" in recognition of its significance.

#### **Male students**

- a dress shirt (preferably white or blue) and tie
- dress slacks (preferably in a dark color)
- dark shoes and socks

#### **Female students**

- a dress, skirt or
- dressy slacks and a blouse
- simple shoes

***NO jeans, shorts, sneakers or flip flops.***

***NO "decorating" of the gown or mortar board.***

Students who choose to dress inappropriately will not participate in the ceremony.

Students will not be permitted to carry anything, including car keys or cell phones, into the ceremony. There will be a staging area for graduates to get ready for the ceremony. Graduates can leave personal belongings in this area during the ceremony, but we cannot guarantee security. Therefore, we recommend that students should leave all valuables at home, in the car, or with their parents.

## **End of Year Calendar**

### **Prom:**

Friday, May 17<sup>th</sup> at 6:30 p.m.  
Trump National Golf Club  
Trump National Boulevard  
Colts Neck, NJ 07722

### **Senior Celebration:**

Thursday, June 6<sup>th</sup> at 7:00 p.m.  
The Academy of Allied Health & Science  
2325 Heck Avenue  
Neptune, NJ 07753

### **Senior Class Trip:**

Friday, June 7<sup>th</sup> - all day to Pocono Valley Resort  
300 Camp Akiba Road  
Reeders, PA 18352

### **Rutgers Health Science Careers Testing:**

Tuesday and Wednesday, June 11<sup>th</sup> and June 12<sup>th</sup>

### **Senior Exams:**

Friday, June 14<sup>th</sup> and Monday, June 17<sup>th</sup>

### **Graduation Practices:**

Tuesday, June 18<sup>th</sup> in school  
Wednesday, June 19<sup>th</sup> at Biotechnology High School

Students will be dismissed from school immediately after graduation practice on both days.

Field Trip Permission Slip for Graduation Practice at BTHS and Graduation Practice Dismissal Form are enclosed and must be returned to school by Wednesday, May 29<sup>th</sup>.