

# Ridge High School

268 SOUTH FINLEY AVENUE  
BASKING RIDGE, NEW JERSEY 07920  
908-204-2585; FAX:908-204-2582

**FRANCIS T. HOWLETT, JR.**  
*Principal*

**KATHLEEN DUSEBOUT**  
*Assistant Principal*  
**DR. GINA TENGA**  
*Assistant Principal*  
**SCOTT THOMPSON**  
*Assistant Principal*  
**THOMAS THORP**  
*Assistant Principal*

May 2011

Dear Parent/Guardian:

The graduation exercises for the **Class of 2011** have been scheduled for **Wednesday, June 22<sup>nd</sup> at 6:30 p.m.** They are to be held on Lee Field (football field behind the high school) or, in case of severe weather, in the new gymnasium.

*Gradtrak* will take each graduate's photograph as they receive their diploma. This will give you the opportunity to have a professional graduation photograph. You will receive correspondence directly from *Gradtrak* as to ordering instructions. 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 our Student Handbook. Further, 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 in June. 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 are in an additional link. Please review this sheet for your information, and please remind your senior of the importance of proper decorum at this, their final activity 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 will take place on the football field. Contact Assistant Principal, Mr. Scott Thompson, at 204-2585 x 640 if you have a handicapped relative attending graduation to arrange for special seating and parking. Only four people per family (including the handicapped individual) will be allowed in the handicapped seating. Graduation will be held outside rain or shine.

Graduation Letter to Parents

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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, three (3) tickets will be provided for each family regardless of the number of 2011 graduates in the family, (i.e. twins, triplets, etc.) 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. (Rain = outside, Thunderstorms = inside).

Thank you for your support and cooperation. I look forward to seeing you on June 22nd.

Sincerely,

Francis T. Howlett, Jr.  
Principal