



Plainfield Public Schools

Class of 2017



Commencement Guide

**June 19, 2017
6:00PM**

This guide is being provided as a planning resource for the Class of 2017 graduates, their parents and guests. The information is intended as reference in preparation for pre and post-graduation activities and the upcoming Commencement Exercises.

There may be additional changes, please be sure to check for updates or revisions to this guide. If you have questions concerning any of the information provided, please speak to a member of the Graduation Advisory Committee at (908) 731-4333.

GRADUATION 2017 STUDENT REQUIREMENTS TO GRADUATE:

- Meet New Jersey Department of Education High School Graduation Requirements.
- Fill out the Graduation Form and Meet with your Senior Class Advisor
- Satisfy any Book Fines or Outstanding Fees-due by Friday, June 2nd, 2017 to Ms. Hembree PHS
- Return all Books, Tablets, other Electronic Devices and Accessories by June 5, 2017.

GRADUATION CEREMONY:

The Commencement Exercises will be held at 6:00 p.m. on Monday, June 19, 2017 at Hub Stine Sports Complex, 1410 Randolph Road. All graduates must report promptly at 4:30 p.m.

Graduates enter only at the Lower Field Gate by the Donald Van Blake Tennis Courts. Parents and Guests use adjacent entrance.

Rain location: Plainfield High School, 950 Park Avenue, Plainfield, N.J.

DRESS CODE:

- The following dress guidelines are in addition to the graduation attire of caps and gowns.

Gentlemen shall wear:

- Business casual attire; dark colored trouser. No jeans or shorts.
- Collared shirt.
- Tie (optional)
- Shoes (black, brown, or navy blue); no sneakers.

Ladies shall wear:

- Business casual, no jeans or halter tops.
- Appropriate shoes, no flip-flops or sneakers.

Any student dressed inappropriately will not be permitted to participate in the ceremony. With the exception of religious head covers, only the mortarboard is to be worn during the graduation ceremony. Caps can be decorated with appropriate wording.



CODE OF CONDUCT DURING REHEARSALS AND COMMENCEMENT:

- The Plainfield community prides itself on its outstanding commencement exercises and its graduating seniors who will be representing the Plainfield Public Schools wherever their future may lead them. Therefore, it is expected that the graduating class will continue this tradition and that students will follow the established protocols. All school rules apply during the rehearsals, as well as during the commencement exercises. All students are expected to conduct themselves with maturity and dignity at all times.

- Students will not be permitted to bring food or drink onto the field.
- Ladies should not bring purses or bags to the field.
- Do not use cell phones during the ceremony.



- ∞ Maintain decorum at all times.
- ∞ Alcohol and/or tobacco use is strictly forbidden at any of the school district's events; any student who is found to have been using alcohol or other drugs will not be allowed to participate in the commencement ceremony.
- ∞ Students will not be allowed to make inappropriate comments or gestures while receiving their diplomas.

REHEARSALS AND TICKETS:

The rehearsals are mandatory. There will be three (3) rehearsals; two will take place at the Hub Stine Sports Complex and one (1) at the Plainfield High School Gymnasium.

On Tuesday, June 13th seniors will receive the following: Graduation Tickets for indoor, Cap and Gowns, yearbook and senior tee shirts.

The mandatory rehearsals are as follows:

DATE	TIME	LOCATION
Wednesday June 14, 2017	9:00 a.m.	Hub Stine Sports Complex
Thursday June 15, 2017	9:00 a.m.	Hub Stine Sports Complex
Friday June 16, 2017	9:00 a.m.	Plainfield High School Gymnasium

INCLEMENT WEATHER PLAN:

Should the forecast call for rain, each student will receive two (2) tickets for reserved seating in the Gymnasium; two (2) additional tickets for the overflow area in the

Auditorium; and one (1) ticket for the Cafeteria. All Tickets are color coded.

DIPLOMA PICK UP:

Diplomas will be available for pick up following the commencement exercises, on the field by the staging area. You will not be able to pick up your diploma if you have *unpaid fines/fees*.

It is recommended that you contact your book fees representative to satisfy any outstanding fees by Friday, June 2nd, 2017 to Ms. Hembree PHS Students.

DIPLOMA PICK UP FOR INCLEMENT WEATHER:

Diplomas will be available for pick up following the commencement exercises, in the Staging Area classrooms. You will not be able to pick up your diploma if you have *unpaid fines/fees*.

It is recommended that you contact your book fees representative to satisfy any outstanding fees.

TO SATISFY OUTSTANDING FEES FOR BOOKS, TABLETS, OTHER ELECTRONIC DEVICES AND ACCESSORIES, CONTACT YOUR SCHOOL REPRESENTATIVE:

PHS students, please contact Ms. Patricia Hembree at (908) 731-4390. PAAAS students, please contact Ms. Bernetha Jackson at (908) 731-4421, and BOACD students, please contact Ms. Sherry Gomes at (908) 731-4200 ext. 5072.



❑ If you are unable to pick up your diploma on June 19, 2017, the Guidance Offices will be open during the summer months, Monday to Thursday 9:00 a.m. to 4:00 p.m. **Diplomas will NOT be mailed.**

❑ Report cards will be mailed to your last reported address at your respective school. Please contact your school's Guidance Office or the secretarial/clerical support person noted below if your address has changed and you need to report that change.

SECRETARIAL SUPPORT STAFF:

- ❖ Ms. Sherry Gomes, Secretary - Barack Obama Academy for Academic and Civic Development - (BOAACD)-(908) 731-4200 ext. 5072.
- ❖ Ms. Bernetha Jackson, Secretary - Plainfield Academy for the Arts and Advanced Studies- (PAAAS)- (908) 731-4200 ext. 5512.
- ❖ Ms. June Green, Secretary - Plainfield High School – PHS - (908) 731-4200 ext. 5264.

GUIDANCE STAFF:

- ❖ Ms. Sa-Kinah Calder, BOAACD 908-731-4270 ext.5073
- ❖ Ms. Ann Nettingham, PAAAS 908-731-4421 ext. 5514
- ❖ Mr. Anthony Galarza, PHS 908-731-4390 ext. 5351
- ❖ Mr. Jessika Herrera, PHS 908-731-4390 ext. 5548
- ❖ Ms. Patricia Paylor, PHS 908-731-4390 ext. 5272

Let's Have a Great Commencement Day!

GUEST PARKING AND SEATING:

❑ There will be general audience seating on a first come, first served basis. Parking on Randolph Road adjacent to the Hub Stine Sports Complex will be restricted. There will be offsite parking available at Muhlenberg Hospital. Special seating will be available for those with proper handicapped credentials on the track.

❑ Guest parking is available at the Muhlenberg Hospital Lots A, B, C, and D. Traffic will be one-way going south from Woodland Avenue, down to Randolph Road, and to Park Avenue.

GUESTS AND AUDIENCE:

❑ The gates to the Hub Stine Sports Complex will be open to ticket holders at 5:00 p.m. Please plan your arrival time accordingly so that you can be seated prior to the 6:00 p.m. start time of the commencement exercises.

❑ All guests are encouraged to remain seated until the program is completed. Please do not bring balloons into the audience seating area that may obstruct other's view during the program. Cell phones should be turned off or put on silent, and no air horns, bullhorns, or other noisemakers will be allowed.

❑ During the presentation of diplomas, please refrain from applauding, shouting or cheering so that all guests can hear the name of each graduate.



PROJECT GRADUATION 2017:

Project Graduation is an unforgettable all-night party for graduating seniors. The event starts at 9:00 p.m. and ends the next morning at 6:00 a.m. following commencement. Seniors must enter no later than 10:00PM for the full event. No one is allowed to leave without a parent pick-up. This is a celebration for the Class of 2017 to say their final good-byes and reminisce about their years in the Plainfield School District. There will be food, music, entertainment, games, swimming, sports activities, dancing, and lots of fun.

Project Graduation is a safe, alcohol and drug-free event hosted to encourage chemical and alcohol-free celebrations for graduating seniors. This year's event will be held at Plainfield High School, 950 Park Avenue, between 9:00 p.m. and 6:00 a.m. Entrance to Project Graduation is in the back of the school, via Exit 16, nearest to the school cafeteria. The celebration begins following commencement exercises. No entrance permitted after 10:00 p.m.

Students will be given permission slips to return to their Senior Advisor and or school secretaries by Friday, June 2, 2017.

Students are to wear their senior tee shirts to identify them as graduates; however, comfortable casual clothing, blankets, pillows and appropriate bathing suits are acceptable in designated areas.

Activities will include sports activities, swimming, dancing, photo booth, and bouncy house obstacle course and gaming room competition.

Students are encouraged to play games, watch movies, swim, and dance the night away. Food and refreshments will be served throughout the night and breakfast will bring the party to an end at 6:00 a.m.

Students must present their school ID for admission to Project Graduation.



GRADUATION ADVISORY COMMITTEE:

- ❖ Dr. Debra J. Sheard, Acting
Superintendent of Schools
- ❖ Denise Shipman, Acting Guidance Dir.
- ❖ Gloria Montealegre, Chair
- ❖ Carol Taffaro, Chair
- ❖ Sa-Kinah Calder, BOAACD
- ❖ Jerry Lester, PAAAS
- ❖ Reginald Clark, PHS
- ❖ Patricia Hembree, PHS
- ❖ Elizabeth McIntosh, BOAACD

Special Thanks:

- ❖ Mr. Chris Payne, IT Department
- ❖ Mr. Troy Edwards, Security Dept.
- ❖ Mr. Sean Sutton, Facilities & Grounds
- ❖ Mr. Montague Sparrow, Hub Stine
Complex
- ❖ Capt. Bernard Gmitter, ROTC
- ❖ Mr. Gregory Williams, Band Director
- ❖ Mr. Andrew Newcomer, Band Leader

Questions:

- ❖ For questions, please email:
Communications@Plainfield.k12.nj.us

Senior
Class of  17



Plainfield Public Schools Project Grad Permission Slip to Attend



Parent/Guardian Permission Slip

I authorize my child, _____, a student in the SENIOR CLASS OF 2017
(Name of Child)

to participate in the 2017 Project Grad Night at Plainfield High School:

Date	Time	Location
06-19-17	9:00 PM-6:00 AM	Plainfield High School 950 Park Avenue Plainfield, NJ, 07060 Cafeteria Entrance

TO BE COMPLETED BY PARENT/GUARDIAN

I hereby release Plainfield Board of Education, its agents, assignees and employees, from any liability caused by, or arising out of participation in school sponsored event. I recognize that there is a risk of injury associated with participating and do hereby authorize the assigned staff member to provide emergency first aid. I authorize to act for me according to his or her best judgment in any emergency requiring medical attention. I also recognize that ANY medical treatment provided by sources other than the staff member on duty, such as hospitalization, will be my financial responsibility.

(Signature of Student)

(Date)

(Signature of Parent/Guardian)

(Date)

(Emergency Contact Telephone Number)

(Date)

**This form must be returned to YOUR SENIOR ADVISOR OF YOUR SCHOOL
no later than Friday, June 2, 2017**

