

*West Liberty-Salem Local School District*  
7208 North U.S. Route 68 – West Liberty, Ohio 43357  
Phone: (937) 465-1060

*West Liberty-Salem is an educational partnership dedicated to helping students reach their full potential.*

*Greg Johnson – HS Principal*

*Molly Smith – HS Counselor*

Dear Seniors (and Parents):

As your final year of school draws to a close, there are a couple of topics that I want to cover with you.

- Early Release: The state allows schools to release seniors three days early. I will be asking the board of education to grant our seniors a three-day early release. The last day for Seniors will be Monday, May 22<sup>nd</sup>. This early release will be rescinded if there is senior skip day or other planned interruption/disturbance. Also, the senior release is conditional. From the Student Handbook, pg. 6:  
“The State allows schools to grant a three-day early release for graduating seniors. Any senior who misses 16 or more days of school during their senior year, will not be granted this early release. Extenuating circumstance may result in administrative approval.”
- Graduation is fast approaching and many events are occurring over the next couple of weeks. Please continue to work hard and finish the year productively and safely!

***Important Dates***

<b>Senior Recognition Night</b>	<b>6:30pm in Cafetorium</b>	<b>Tuesday, May 9<sup>th</sup></b>
<b>CCP English 12 Exam</b>	<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> pds in Media Center</b>	<b>Wednesday, May 17<sup>th</sup></b>
<b>Senior Exams</b>	<b>Follow Exam Schedule</b>	<b>Thursday, May 18 &amp; Friday, May 19</b>
<b>Senior Fees/Parking Pass**</b>	<b>After All Exams – by 3:00 pm</b>	<b>Friday, May 19 – turn into Mrs. Nieman</b>
<b>Last Day for Seniors</b>	<b>ALL DAY</b>	<b>Monday, May 22<sup>nd</sup></b>
- <b>Community Service</b>	<b>8am-10:30am (meet in Gym)</b>	<b>Monday, May 22<sup>nd</sup></b>
- <b>Graduation Practice</b>	<b>10:30 am</b>	<b>Monday, May 22<sup>nd</sup></b>
- <b>Senior Cookout</b>	<b>After practice</b>	<b>Monday, May 22<sup>nd</sup></b>
- <b>Early Dismissal</b>	<b>After Cookout</b>	<b>Monday, May 22<sup>nd</sup></b>
<b>Graduation</b>	<b>7:00 pm</b>	<b>Sunday, May 28<sup>th</sup> – Stadium or Gym</b>

\*\* School iPads need to be returned to Mr. Rich Johnson.

***Senior Graduation Rules***

1. Graduation ceremony will be held at the stadium or in the gym, at 7:00pm on Sunday, May 28<sup>th</sup>.
2. Report for graduation to the cafetorium **by 6:00 p.m.**
3. Since 2016, we have allowed graduates to decorate the tops of their graduation cap. Prior to 2016, this was not permitted. As we have the last several years, we will permit this under some conditions/restrictions. Details are attached.
4. All graduates must wear shoes or sandals (No flip-flops: If you aren't sure, just ask).
5. All graduates must wear pants or dresses–no shorts. Guys must wear a collared shirt (tie is optional).
6. Pictures will be taken of the top ten students, scholarship winners, NHS members at **6:15p.m.!** The photographer will be taking pictures prior to the ceremony. More info coming from Wang Photographic Imaging.
7. Orange sashes/NHS cords will be handed out prior to and must be returned after the ceremony.
8. All fees **must be paid in full** by 3:00pm on Friday, May 19<sup>th</sup>. Students with outstanding fees will not participate in graduation practice or the graduation ceremony.
9. Diploma jacket covers will not contain actual diplomas – diplomas and graduation seals will be handed out after the conclusion of the graduation ceremony.
10. Any misconduct/inappropriate behavior during graduation may result in disciplinary action. Diplomas and final transcripts will be held until all disciplinary consequences are fulfilled.

Congratulations on your upcoming graduation from high school and best of luck in your future endeavors!

Greg Johnson, HS Principal

## Graduation Cap Decorating Procedures and Etiquette

Graduates are permitted to decorate their caps – providing that they abide by the procedures and etiquette listed below.

Please take into consideration the following rules if you choose to decorate your graduation cap. Failure to follow these rules will result in a replacement cap being given to you during commencement.

- No offensive language, abbreviations, sayings, nicknames, pictures or lyrics on cap.
- No objects such as signs, stuffed animals, bells, flowers, bows, or any 3D object may rest on the cap.
- All decorations MUST lay FLAT on the cap. Nothing can lay perpendicular or stick up or out from the cap. (Basically, the cap must remain flat and must retain its original shape.)
- Your cap CANNOT make noise or light up. No bells, horns, or anything that makes noise.

It is appropriate to put the following on your cap.

- Thank a parent, grandparent, teacher or friend.
- Recognize the university you will be attending, the career field you plan to pursue, or the branch of the armed forces that you plan to join.

One suggestion is to trace your cap onto cardboard and decorate the cardboard. In case you make a mistake, you can start over with a new piece of cardboard. After you decorate it, stick it to your cap with Velcro tape.

Administration will reserve the right to disallow anything that is not considered appropriate for commencement ceremony. A student who refuses to follow the above guidelines will not be permitted to participate in commencement. If you have any doubts or questions, clear your idea with an administrator prior to decorating or prior to commencement day.



# Senior Exams – 2<sup>nd</sup> Semester - 2023

ALL SENIORS ARE REQUIRED TO BE AT SCHOOL ON SENIOR EXAM DAYS!!

Thursday, May 18 <sup>th</sup>	Friday, May 19 <sup>th</sup>
1 <sup>st</sup> Period – Class	1 <sup>st</sup> Period – EXAM
2 <sup>nd</sup> Period – Class	2 <sup>nd</sup> Period - EXAM
3 <sup>rd</sup> Period - Class	3 <sup>rd</sup> Period – EXAM
4 <sup>th</sup> Period - Class	4 <sup>th</sup> Period - EXAM
5 <sup>th</sup> Period – EXAM	5 <sup>th</sup> Period – Complete Exams
6 <sup>th</sup> Period - EXAM	6 <sup>th</sup> Period – Complete Exams
7 <sup>th</sup> Period - EXAM	7 <sup>th</sup> Period – Complete Exams

- *We will continue to operate under the “regular” bell schedule*

Wednesday, May 17<sup>th</sup> is not a Senior Exam Day, but one exam will be given that day:

8:37-10:19 - CCP English 12 Exam given in Media Center for all students in CCP Eng 12  
(this is during both 2<sup>nd</sup> and 3<sup>rd</sup> periods)

## SENIOR EXAM EXEMPTIONS

**Senior Exemption Policy – All teachers need to give a final exam or some other culminating activity that utilizes the exam period. ALL SENIORS NEED TO BE IN ATTENDANCE DURING TWO SENIOR EXAM DAYS.**

*A Senior can exempt a final exam if he or she has a **B+ or better** in the class **based on the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks average grade**. If a teacher feels that a student needs to take the exam then he/she has the right to deny the privilege. Exemptions apply to exams only. Students cannot exempt a final project or presentation. It is up to the teacher if they want to allow a senior to exempt an exam for a semester course (following the same exemption criteria listed above).*

*Senior English teachers can exempt seniors if their senior paper has passed, but exam time still needs to be utilized in some manner.*

THERE ARE NO EXAM EXEMPTIONS FOR COLLEGE CREDIT PLUS COURSES. ALL STUDENTS ENROLLED IN A COLLEGE CREDIT PLUS COURSE MUST TAKE THE FINAL EXAM (EVEN THOSE STUDENTS NOT RECEIVING EDISON STATE CREDIT).

Do Seniors need to be in class during exam days if they are exempting the exam?

YES – no early release.

Can teachers give a Two-Day Senior exam?

If a teacher wants to give more than one period for an exam, then they need to start it on day 1 of senior exams and then have students finish it on day 2 of senior exams.

So - Seniors can exempt an exam but not an activity?

Yes – if teachers want to give those students who qualify the opportunity to exempt then the teacher must go with the exam (or test) option. If the teacher chooses to go with a project or presentation, then no exemptions. Remember Seniors must have a B+ or better to exempt.