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PROJECT

GRADUATION



CLASS OF 2017

Graduation May 27, 2017

11:00 a.m.

West Jefferson High School

Kile Field

Dear Seniors and Parents:

 At West Jefferson High School the staff and administration practice the philosophy that it is partly our responsibility to teach students to conduct themselves in a reasonable fashion at all times and to expect our senior students to set a good example.

 The final weeks of the senior year can be a very pleasant and rewarding experience for students, their parents, and the school. It can also be a time of great concern and anxiety for everyone. I am confident that students and parents want to understand and appreciate our expectations related to graduation. During this period many activities are being conducted which require students to behave in a reasonable and responsible manner. For that reason the commencement ceremony has become a meaningful event and is conducted with dignity and decorum. Unnecessary clapping, whistling, shouting, or any other such loud or abusive behavior during the ceremony is considered inappropriate.

 As young people and adults, you are responsible and/or accountable for your behavior. Therefore, it is vital that you know what is expected of you. It is for this reason that our senior handbook has been developed. I hope it answers any questions or concerns which seniors or their parents may have. Our expectations of the senior class at West Jefferson High School are that they will view the prepared guidelines as just that...guidelines...and continue to behave like the responsible young adults we know they are and can be.

 In closing, I would like to extend our personal congratulations to all of you in the 127th graduating class of West Jefferson High School. Also, I hope that we can be of continued service in the future.

 Sincerely,

 David G.Metz

 Principal

**SENIOR GUIDELINES**

Regulations require that to be eligible to participate in the Commencement Exercise, all seniors are expected to meet their responsibilities and obligations, (incomplete grades, 22 required credits, class work, fees, fines, replacement costs, textbooks, detentions, suspensions, or any unsettled debts with the schools, etc.) are to be taken care of **prior** to graduation. Seniors must also meet state and school requirements. Because these exercises are conducted in a formal, ceremonial fashion, **it is mandatory that all** **seniors be in attendance for rehearsal.**  **Seniors who do not make arrangements to attend rehearsals will not be permitted to participate in the class day assembly program, the luncheon, or theformal graduation ceremony on Commencement Day.** The principal reserves the right to remove any diploma from the folder of any student, who in his opinion may cause a scene or embarrassment at graduation exercise. If a student decides he/she does not wish to participate in the graduation ceremony they need to write a letter to Mr. Metz to make him aware of their intentions and may pick up their diploma after the following week after graduation at the high school.

 Because we expect proper behavior from our students at all times, seniors should remember they are subject to the same rules and regulations as any other student while they are present on school property or participating in any school sponsored activity. It is important for seniors to understand that in order to discourage practical jokes of any kind; discipline for typical senior pranks could result in a suspension from school. Should this occur, it could mean that the individual(s) involved may not be eligible to participate in graduation exercises. After thirteen years (K-12) of hard work that would be a very sad state of affairs for the student, the parents and the school.

 Because it is a formal ceremony all participants are dressed in proper attire. That attire shall be as follows for the Senior Assembly and Luncheon.

Girls: White or light colored dress, suit, or skirt and blouse (NO SLACKS). Exceptions must be approved by principal.

 Dress shoes or dress sandals (**no flip-flops or cowboy boots**).

 Boys: Dress shirt, long ties (no bow ties).

 Black, navy or khaki, solid colored dress slacks (no jeans or shorts of any kind).

 Dark dress shoes (no sandals, tennis shoes, etc.).

 Graduation: Above attire with WJHS cap and gown.

 If any student has a financial hardship please give me a call at my office 879-7681 ext. 2301.

 \*Students not dressed in proper attire will not be permitted to participate in the class day assembly program, the luncheon, or the formal graduation ceremony on Commencement Day.

 Because classes are still in session, seniors will be expected to dress in regular school clothing at any time they are on school property. Halters, bare feet, etc., are not acceptable and students dressed inappropriately will be asked to leave the school grounds.

 Honors Diploma Recipients...........................................................Gold Medallions

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 Because of the potential for unsupervised activities to end with serious tragedy or negative consequences, and the fact that our school district administration does not condone truancy, there is no such thing as a SENIOR SKIP DAY. All seniors are expected to be in school every day until the last day set by the Board of Education. Parents are encouraged to **discourage** any such behavior on the part of their child. If there is truancy, it will be dealt with according to policy.

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DATES FOR SENIORS TO REMEMBER

April 12 Tolles Technical Center Prom 7:00-11:00 p.m.

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May 16 WJHS Seniors Last Day

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May 27 Tolles Certification Practice

May 27 Tolles Certification 7:00 p.m.

May 28 Tolles Seniors Last Day

June 28 Alumni Banquet @ West Jefferson High School 5:00 p.m.

 All Seniors Invited

Dear Seniors and Parents:

 At West Jefferson High School the staff and administration practice the philosophy that it is partly our responsibility to teach students to conduct themselves in a reasonable fashion at all times and to expect our senior students to set a good example.

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 West Jefferson High School

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 Senior Luncheon 11:00 a.m.

May 24 Graduation WJHS Kile Field 11:00 a.m.

May 27 Tolles Certification Practice

May 27 Tolles Certification 7:00 p.m.

May 28 Tolles Seniors Last Day

June 28 Alumni Banquet @ West Jefferson High School 5:00 p.m.

 All Seniors Invited

**SENIOR GUIDELINES**

Please note the following guidelines are required to be met to be eligible to participate in Graduation:

* + All seniors are expected to meet their responsibilities and obligations are to be taken care of **prior** to graduation. This includes but is not limited to: class work, fees, fines, replacement costs, textbooks, detentions, suspensions, or any unsettled debts with the schools, etc.
	+ Seniors must also meet state and school course credit requirements.
	+ **It is mandatory that all** **seniors be in attendance for rehearsal.**
	+ If a student decides he/she does not wish to participate in the graduation ceremony they need to write a letter to the principal of his/her intentions and may pick up his/her diploma the week after graduation.
	+ We expect proper behavior from our students at all times. Seniors should remember they are subject to the same rules and regulations as any other student while they are present on school property or participating in any school sponsored activity. Students are also required to follow the school dress code.
	+ Discipline for any kind of SENIOR PRANK could result in a suspension from school. Should this occur, it could mean that the individual(s) involved may not be eligible to participate in graduation exercises.
	+ There is no such thing as a SENIOR SKIP DAY. All seniors are expected to be in school every day until the last day set by the Board of Education. Parents are encouraged to **discourage** any such behavior on the part of their child. If there is truancy, it will be dealt with according to policy.

* + **Dress Code for Graduation, Senior Assembly and Senior luncheon will be as follows:**
		- Girls:White or light colored dress, suit, or skirt and blouse (NO SLACKS). Exceptions must be approved by principal.
		- Dress shoes or dress sandals (**no flip-flops or cowboy boots**).
		- Boys: Dress shirt, long ties (no bow ties).
		- Black, navy or khaki, solid colored dress slacks (no jeans or shorts of any kind).
		- Dark dress shoes (no sandals, tennis shoes, etc.).
		- Graduation: Above attire with WJHS cap and gown.
		- Students not dressed in proper attire will not be permitted to participate in the senior assembly program, the luncheon, or the graduation ceremony.
	+ If any student has a financial hardship relative to the dress code listed above, please call Mr. Metz @ 879-7681 ext. 2301.

DATES FOR SENIORS TO REMEMBER

April 8 Tolles Technical Center Prom 7-11 p.m.

April 29 WJHS Junior/Senior Prom 8-11 p.m.

 Heritage Golf Club, Hilliard

May 19 WJHS Seniors Last Day

May 22-24 Senior Exams (if necessary)

May 25 Senior Breakfast (Optional) 7:30 a.m.

 Graduation Practice (Mandatory) 8:15 a.m.

May 26 Senior Awards Assembly 8:30 a.m.

 (Graduates Report @ 7:45 a.m.)

 Senior Luncheon @ Confluence Park 11:00 a.m.

May 27 Graduation WJHS Kile Field 11:00 a.m.

 (Graduates Report 10:15 a.m. Cafeteria)

May 23 Tolles Certification 7:00 p.m.

May 25 Tolles Seniors Last Day

June 24 Alumni Banquet @ West Jefferson High School

 All Seniors Invited

April 18, 2017

Dear Parent or Guardian:

I would like to inform you of the activities which your son/daughter will be taking part in as their senior year comes to an end.

Some of the highlights include:

* May 19th seniors last day at home school
* May 22nd – 24th Senior Exams if necessary. Any senior who needs to take the exam will need to set up a time with their teacher. Teachers have already informed the students as to who needs to take exams.
* May 25th @ 7:30 a.m. Senior breakfast (optional)/ graduation rehearsal (**MANDATORY)** immediately following
* May 26th Senior Awards assembly 8:30 a.m.in the gym (parents welcome)
* May 26th Senior Luncheon @ Confluence Park Restaurant
* May 27, 2017 Graduation 11:00 a.m. Kile Field. In case of inclement weather, graduation will be in the gym (no tickets necessary).

Enclosed please find a copy of the graduation packet your student was given with all pertinent graduation information including attire. If you have any other questions or concerns please feel free to contact me at 879-7681 ext. 2301.

Sincerely,

David G. Metz

Principal

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