

# Lithonia High School



## Senior Year Guide & Graduation Protocol

Revised August 2013

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# Lithonia High School

Lithonia High School Class of 2014,

Congratulations! You have reached a milestone in your school career. You are a senior!

We look forward to working with each of you all as you begin your last year at Lithonia High School.

While your senior year is an important year filled with memories, it is also filled with responsibilities. In order to help you make these decisions we have provided this handbook so you can be informed of your responsibilities as a senior. This guide and graduation protocol will serve as a valuable organizational tool for you to use as you move toward graduation and on to life after high school.

We wish you the very best for you. Please feel free to let us know if I can assist you with your goals for success.

Take care, good luck, and enjoy the year!

Sincerely,

Graduation Committee

# School Contact Information

**Lithonia High School**

**2440 Phillips Road**

**Lithonia, GA 30058**

**(678) 676-2902**

<http://www.dekalb.k12.ga.us/lithoniahs>

## **Administrators:**

Mr. Andrew Tatum      Interim Principal      (678) 292-2902

Mrs. Yolanda Peek      Asst. Principal      (678) 676-2914

Mr. Charles Carter      Asst. Principal      (678) 676-2912

12<sup>th</sup> Grade (Last Names A-I)

Dr. Anthony Rutledge      Asst. Principal      (678) 676-2915

12<sup>th</sup> Grade (Last Names J-R)

Dr. Samuel Wilder      Asst. Principal      (678) 676-2913

12<sup>th</sup> Grade (Last Names S-Z)

## **Counselor:**

Ms. Ersal Hall, Head Counselor      Mrs. Victoria Haley      12<sup>th</sup> Grade Counselor

## **Senior Committee Members:**

Tammy Horton-Rowe      Ersal Hall      Commander Deas

Victoria Haley      Priscilla Fletcher      Charles Carter



## Progress Report & Report Card Schedule

Day	Date	Grading Period
Tuesday	September 17, 2013	4.5 Week
Thursday	October 17, 2013	9 Week
Tuesday	November 19, 2013	13.5 Week
Thursday	January 9, 2014	Report Card - Fall Semester
Thursday	February 13, 2014	4.5 Week
Wednesday	March 19, 2014	9 Week
Monday	April 28, 2014	13.5 Week
Monday	June 2, 2014	Report Card (to be mailed)

## Parent-Teacher Conferences Schedule

September 19, 2013 6pm – 7:30pm \* Curriculum Night

November 21, 2012 4pm – 6pm

February 20, 2014 4pm- 6pm

May 1, 2014 4pm – 6pm



# Total Credits Needed for Graduation

## DeKalb County School System

Diploma Program of Study  
Class of 2012 and Subsequent Years

Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Post High School Plan: \_\_\_\_\_

Diploma Seal: Select type of diploma seal by placing a  $\checkmark$  in the appropriate box.

	SUBJECT	Units Req.	SY	SY	SY	SY
			9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
All Diploma Types	ENGLISH	4	Literature/ Composition	World Literature	American Literature	Composition/ British Literature
	MATH ~(3 as determined by IEP)	4 or ~3	Math I/Math II	Math II/Math III	Math III/ 3rd Adv. Math	Math IV/ 4th Math/ 4th Adv. Math
	SCIENCE	4	Biology	Physical Science/ **Chemistry/ Physics	**Chemistry/ Physics/ Lab Science	Lab Science or CT Elective
	SOCIAL STUDIES	4	Citizenship/ - World Geography	World History	US History	<sup>A</sup> Economics/ Other Social Studies
	HEALTH PHYSICAL EDUCATION	.5 *1.5	Health Physical Education			
	Students with Disabilities (SWD) GHS/GT Required	WORLD LANGUAGES (No Foreign Language as determined by IEP)  HUMANITIES CAREER TECHNOLOGY GENERAL ELECTIVES	6			
College Preparatory Seal	WORLD LANGUAGES	2				
	CAREER TECHNOLOGY or HUMANITIES	3				
	GENERAL ELECTIVES	1				
Career Technology Seal	WORLD LANGUAGES	1				
	CAREER TECHNOLOGY	3				
	GENERAL ELECTIVES	2				
†Honors/ Distinction Seal	WORLD LANGUAGES	3				
	HUMANITIES CAREER TECHNOLOGY GENERAL ELECTIVES	3				
	<b>Total</b>	<b>24</b>				

†Requires 3.5 Cumulative Grade Point Average (CUGPA) and a 3.0 Core Grade Point Average (CGPA)

\*One unit may be exempt through validated full-year participation in school sponsored athletics, marching band, dance and/or JROTC. JROTC credit satisfies this one unit. A student who validates full-year participation in these school-sponsored activities may substitute one unit of credit in any other elective area for the second unit of Physical Education.

\*\*If a student plans to attend a 4 – year college or university, DeKalb County School System **recommends** that the student take Chemistry.

Students are required to select elective courses based on the **area of concentration** with a minimum of three (3) units within the area of Career Technology or a minimum of three (3) units within the area of Humanities. **Career Technology units** must be in one of the following areas: BUS ED, FCS, TE, T&I or JROTC. **Humanities** include the following areas: World Languages, ESOL, Fine Arts, Visual Arts, Performing Arts, ELA and Social Studies.

All identified ELL students must be enrolled in an ESOL course. Course level placement must be made per results of the ACCESS and/or WIDA Standards Language Proficiency Level. For approved ESOL delivery models, please refer to GaDOE ESOL Resource Guide.

<sup>A</sup>Transfer students who have earned 0.5 CU for Economics have met state requirements; therefore, transfer students must take another 0.5 CU social studies elective to meet local graduation requirements.

- Transfer students who have not successfully completed 0.5 CU of World Geography may substitute another 0.5 CU social studies elective to meet local graduation requirements.

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## High School Graduation & Testing Requirements for Class of 2014

- Must pass the required coursework with a grade of 70% and above.
- Pass one EOCT in each of the four content area (Language Arts, Math, Science, or Social Studies)

**OR**

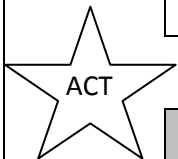
Pass the corresponding subject test of Georgia High School Graduation Test (GHSGT)

- Must pass the Georgia High School Writing Test

## Standardized Test Information



Test Date	Regular Deadline	Late Registration Deadline
October 3, 2013	September 6, 2013	September 20, 2013
November 2, 2013	October 3, 2013	October 18, 2013
December 7, 2013	November 8, 2013	November 22, 2013
January 25, 2013	December 27, 2013	January 10, 2013
March 8, 2014	February 7, 2014	February 21, 2013
May 3, 2014	April 4, 2014	April 18, 2013



Test Date	Regular Deadline	Late Fee Deadline
September 21, 2013	August 23, 2013	August 24-September 6, 2013
October 26, 2013	September 27, 2013	September 28- October 11, 2013
December 14, 2013	November 8, 2013	November 9 -22, 2013
February 8, 2014	January 10, 2014	January 11-24, 2014
April 12, 2014	March 7, 2014	March 8-21, 20a4
June 14, 2014	May 9, 2014	May 10-23, 2014

## Useful Websites

### [GCollege411](#)

[www.gacollege411.org](http://www.gacollege411.org)

College advice, college admission applications, pay for college, financial aid, scholarships, apply online for admission, online applications at Xap.

### [College Board](#)

[www.collegeboard.org](http://www.collegeboard.org)

Get connected to your college. Find official college planning and preparation tools to help you succeed. Visit the *College Board* website - your inside source for SAT.

### [FAFSA on the Web-Federal Student Aid](#)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Electronically submit the Free Application for Federal Student Aid (FAFSA). All students interested in financial aid for college will need complete the FAFSA form.

### [Fastweb : Scholarships, Financial Aid, Student ...](#)

[www.fastweb.com](http://www.fastweb.com)

Search for scholarships with our free scholarship matching service, get student financial aid and find money to pay for college at **Fastweb**.

### [College Search and Reviews, Scholarships, College Admissions ...](#)

[www.cappex.com](http://www.cappex.com)

College Search made simple! Search for colleges, get detailed info on college admissions and apply for scholarships. See your chances of admission to any college.



## SENIOR YEAR CHECKLIST

This timeline is available for parents and students to have a clear guideline as to what is expected during their senior year at Lithonia High School.

### August

Research different two-year, four-year and technical colleges.

For in-state schools, use [www.gacollege411.org](http://www.gacollege411.org)

For out-of-state schools, [www.careercrusing.com](http://www.careercrusing.com) **User Name:** Lithonia **Password:** Bulldogs

Contact your high school counselor for help with any questions about colleges.

Register for the SAT ([www.collegeboard.com](http://www.collegeboard.com)) and the ACT ([www.actstudent.org](http://www.actstudent.org))

Lithonia High School's code is **111-845**.

Mail or email colleges to get on their mailing list.

Plan college visits and interviews.

Pay senior dues.

Write or update your resume.

Get involved and maintain a commitment to extracurricular activities. Colleges look at you have done during your high school years, especially with community service.

### September

Meet with admissions representatives who visit LHS and/or attend college fairs.

Call for campus tours. Visit colleges that you would be interesting in attending.

Select 2-4 colleges you are definitely interested in and whose entrance requirements you meet.

- Mark down application deadlines for these schools.
- Complete applications for these schools. Keep copies of all forms you submit.
- If your school (college of choice) requires an essay, ask your English teacher to review it.
- If your college(s) of choice requires letter(s) of recommendation, give a copy of your resume and/or student profile to a teacher or counselor. Profiles are available in the Counseling Office or from your teacher. Allow two weeks for teachers/counselors to complete.
- Remember to pay the application fee (\$15-\$100+) by credit card online or by mail using a check or money order.
- Send official transcripts to the schools where you applied. Request transcripts in the Counseling Office

Research scholarships and types of financial aid

- Use the following website to assist in this process: [www.fastweb.com](http://www.fastweb.com), [www.schoolsoup.com](http://www.schoolsoup.com), and on [www.gacollege411.org](http://www.gacollege411.org).

Military Service – take the ASVAB test. (Test provided at Lithonia High.)

### October

If you have not done so, mail your admissions applications.

Take the SAT or ACT if you have not done so already and/or retake the test if you want to improve your scores.

Check your school(s) requirements regarding immunizations. Make doctor's appointment to get any immunization needed.

Keep your grades as high as possible. Even though colleges may tentatively accept you, they can reject you later if your grades do not say the same.

Continue to research scholarships.

Continue to stay committed to extracurricular activities.

**MILITARY SERVICES:** Research benefits of each branch service.

Talk to recruiters.

Get information about educational opportunities and possible college credit for military service.

Talk to people who have served in different branches of the military.

**WORLD OF WORK:** Begin researching careers you are interested in pursuing.

Use [www.careercruising.com](http://www.careercruising.com) to help narrow your choices.

Interview people who are working in the career(s) you want to pursue. Ask if you can shadow them one day.

### November

Participate in Georgia Apply to College.

Take the ACT and/or SAT. Make sure your scores are reported to the college(s) of your choice.

Mail college applications if you have not done so. DO NOT MISS DEADLINES!

Ask for letters of recommendation. Give letter of recommendation forms to the teachers you have chosen, along with stamped, addressed envelopes so your teachers can send them directly to the colleges. Be sure to fill out your name and address and the school name on each form.

MILITARY SERVICE- Narrow your choices and re-contact recruiters for additional information.

WORLD OF WORK- Complete and/or refine your resume.

Practice your interview skills.

Pay your senior dues.

Use the holiday season to participate in various community service projects.

### December

Review the Free Application for Federal Student Aid (FSFA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). DO NOT SUBMIT before January 1<sup>st</sup>.

Once you have been accepted and decided to attend a school, contact the school's Financial Aid Office.

Apply for student housing if you are going to live on campus.

Continue to apply for scholarships and grants.

Study for your final exams. Remember grades are very important.

Prepare for oral presentation of Senior Project if you are currently taking British Literature.

### January

Complete federal and state tax returns (parents and students) as soon as possible. The information from these forms is used to complete the FAFSA.

Complete the FAFSA online at <http://www.fafsa.ed.gov>.

You can complete the FAFSA before you file tax returns using estimates; however, you will have to update the information once your returns have been filed.

You must complete the FAFSA or the Hope Scholarship & Grant Application to receive HOPE funds.

### February

Attend Financial Aid Workshop

Apply to colleges that are still accepting applications.

Continue to apply for scholarships.

Last chance to pay Senior Dues. DEADLINE – FEBRUARY 27, 2014

\*Always make copies of the paperwork that you mail for your records.

### March

Monitor your email or mailbox for the "Student Aid Report" (SAR). This report shows the results of the FAFSA.

Begin submitting acceptance letters to the counselor's office. If you have made your final college decision, notify the other schools who have accepted you to let them know you will not be attending.

Focus on your grades. Final grades are important to your college.

**April**

Monitor important deadlines at your college (housing, financial aid, orientation sessions) and submit necessary forms.

Submit all acceptance letters to the Counselor's Office by April 12, 2014.

Follow up on all financial aid information.

See Ms. Fletcher and/or Beta Club Members to have your picture taken for the *Senior Wall*.

Complete the FAFSA if you have not done so.

**May**

Prepare for oral presentation of Senior Project if you are currently taking British Literature.

Pay all outstanding fees/fines. Students will not be able to participate in graduation until **all** fees (library fines, band fees, ROTC fees, book fees) have been cleared.

Contact your college to see if you have submitted all necessary paperwork.

Request a final transcript to be sent to the college you have been accepted and plan to attend.

Attend Baccalaureate Ceremony in our cap and gown on May 18, 2014

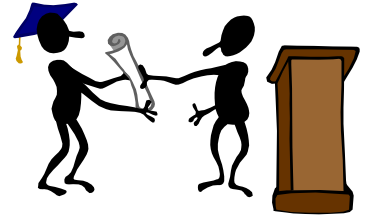
Attend Graduation Practice- May 19, 2014 @ 11am- 1:00pm noon at Greater Travelers Rest Baptist Church

Graduation Ceremony at Greater Travelers Baptist Church - May 21, 2014 @ 9am

*"People with goals succeed because they know where they're going."*

*--Earl Nightingale*

# SENIOR PROJECT



High School seniors are nearing the completion of 12 years of education. They have taken a variety of courses and developed an assortment of skills during those years. The senior year is a time for students to combine their knowledge and skills in a senior project to show what they have learned. The Academic Yearbook provides an opportunity for a student to choose an area of interest, conduct **in-depth** research, and demonstrate problem-solving, decision-making, and independent learning skills.

The Senior Project is challenging; it requires considerable effort on the part of the student in showing what he or she has learned. A good Senior Project causes students to plan in order to meet deadlines and manage the project successfully.

In 12<sup>th</sup> grade, the Senior Project consists of a written research report, a major product, and oral presentation, and a written portfolio of various types of writing. The four components are:

- **Research paper**—a formal paper that encourages students to develop and demonstrate proficiency in conducting research and writing about a chosen topic.
  - *Length:* 5-10 typed pages (double spaced)
  - *Writing Style:* Formal
  - *Sources:* 5 different sources (no more than 2 internet sources)
- **Product**—a tangible creation based on choosing, designing and developing an item related to the student's field of study (research paper).
- **Oral Presentation**—a formal presentation with a multi-media must be given before a panel of judges.
- **Writing Portfolio**—In accordance with the new Common Core GPS standards, students will demonstrate the ability to “will employ strong, thorough, and explicit textual evidence in their literary analyses and technical research.” Students will complete several literary analyses and narrative writing including, but not limited to a compare/contrast essay, editorial response, autobiographical incident, poetry, formal interview, letter of intent, college application, resume, career and college comparison.

**The Senior Project is a major component of the British Literature curriculum, which is required for graduation.**

## Pre-Commencement

Location: **Lithonia High School Gymnasium**

Date: Sunday, May 18, 2014

Time: 3:00pm

Students must arrive at 1:00pm and assemble in the auditorium. **Cap and Gowns are required for participation in this event.** See "Attire for Graduation and Pre-Commencement" on page 16.

## Graduation Practice

Attendance at commencement practice is **mandatory** and a prerequisite for participation in the commencement ceremony. Students must be on time and attentive during a practice.

### **Practice**

Practice will be held on Monday, May 19, 2014 from 11:00 am until 1:00 pm. Practice starts promptly at 11am. All graduates must be seating by 10:30am. The doors of the church will be secured and locked at 10:45am. Enter the church from the rear entrance.

Location: **Greater Travelers Rest Baptist Church**

**You must provide your own transportation to and from graduation practice.**

As with all Lithonia High School activities, the dress code established by DeKalb County School District will be in effect for practice.

## Graduation

**Commencement will begin promptly at 9 am at Greater Travelers Rest Baptist Church on Wednesday, May 21, 2014.** All graduates must arrive at 7:30am . Only graduates dressed in their cap and gowns are allowed to enter through the rear of the church.

Location: **Greater Travelers Rest Baptist Church**

4650 Flat Shoals Parkway

Decatur, Georgia 30034

**Doors will be open to the public at 8:00am.**

No tickets are required to attend the graduation ceremony.

**EXPECTED BEHAVIOR:** In keeping with the dignity of the commencement, we are asking the audience and graduates not to cause noise distractions when a graduate's name is called so that all names can be heard. Please be considerate of other persons attending the graduation ceremony.

- Leave **all purses** and valuable items with family members.
- Remember to bring all items, including tassel and any approved honor cords you may be wearing.

After the graduation ceremony, teachers and counselors will distribute diplomas.

Following the ceremony, family and friends may meet the graduates outside in the front of the church.

#### Graduation & Pre-Commencement Attire

##### Male Students:

Black dress slacks (No blue jeans material.)

White collared dress shirts

Dark tie (No bow ties or string ties)

Black dress shoes and socks. (No athletic shoes or sandals allowed.)

##### Female Students:

Black dress or black skirt/blouse **Note-**Dress should be shorter than the graduation gown.

Black dress shoes. (Flats or low heels no more than 2 ½ inches are required.)

Athletic shoes are not acceptable.

Small jewelry



**Only those in the proper attire will be allowed to participate in the graduation ceremony.**

Only honor cords/stoles provided by the school should be added to the cap and gown.

**How to Wear the Cap, Tassel, and Gown**

High school graduation gowns should fall midway between the knee and the ankle. Gowns are worn over the required attire for graduation and zipped up in the front

**Wrinkles** in the gown should be removed from your graduation gown before commencement. Do not hem commencement gowns.

The high school graduation **cap** or mortarboard is worn flat on the head, one point of the square facing forward (like a diamond).

Female students may use black bobby pins to secure the cap in place.

**Tassels** are worn on the **RIGHT SIDE** at the start of the graduation ceremony, and in unison, you flip it to the left when all graduates have receive their diplomas. Women have to wear the graduation cap during the entire ceremony. **Male students must take off the cap only during the singing of the national anthem.**





## Senior Dues

Includes:

**\$220.00**

Due February 27, 2014

Hooded sweatshirt

Short-sleeve shirt

Senior Activity (to be announced)

Pre-commencement Ceremony

Graduation Venue

Programs

Cap, gown & tassel

Diplomas

Diploma cover


Senior Yard Sign

Yearbook

Graduation dues do **NOT** cover expenses for announcements/invitations, class rings, additional apparel, prom, or senior pictures.

Payment of senior dues can be made to **Mrs. Rowe in room 908** before or after school. **Cash and money orders accepted only.** No checks. Students must receive a receipt upon payment of dues.

Seniors who did not pay dues last year as a junior are required to pay their junior dues this year in the amount of \$100.00. See Mrs. Calloway, Junior Class Sponsor (Room 904).

<u>DATES</u>	<u>PAYMENT STIPULATIONS</u>
NOVEMBER 20, 2013	A hooded sweatshirt will not be ordered for students who have not paid at least \$120.00 by November 20, 2013.
December 17, 2013	To avoid a late fee, students must pay \$120.00 before Christmas Break (December 17).
January 7, 2014	Dues increase to \$240.00.
February 27, 2014 	<b>Deadline to pay all dues in full.</b>  To participate in any future senior activities, dues must be paid by this date.  This is also the deadline for yearbooks to be ordered. Extra yearbooks will not be ordered.

**Suggested Payment Plan Option:**

FIRST PAYMENT -	DUE SEPTEMBER 30, 2013
SECOND PAYMENT -	DUE OCTOBER 30, 2013
THIRD PAYMENT -	DUE NOVEMBER 20, 2013
FOURTH PAYMENT-	DUE DECEMBER 17, 2013
FOURTH PAYMENT -	DUE JANUARY 30, 2014
FIFTH PAYMENT-	DUE FEBRUARY 27, 2014

Please note that dues amount **may not** be separated. Failure to meet a payment deadline does **not decrease** senior dues.

## Senior Clearance

Seniors are to clear their records of fees, lost books, supplies owed to the school before exams are taken. Unless records are cleared, the students will not be able to participate in the graduation ceremony or receive a diploma or transcript.

## Senior Pranks

Senior pranks can be unlawful, dangerous, and destructive. Students who participate in such acts may be denied privilege of participating in graduation activities and will be responsible for financial loss/damage of property.

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Parent/Guardian/Student

### Acknowledgement of Receipt

Read and review the important information and documents enclosed in this Senior booklet. Please sign below to acknowledge that you and your child received this handbook. Then cut along the dotted line and return to Lithonia High School as soon as possible. Thank you for your support.

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Print Parent/Guardian Name

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature