

**IMPORTANT SENIOR  
INFORMATION ATTACHED**

**Read this!**

- ✓ **SENIOR SYMPOSIUM  
INFORMATION**
- ✓ **IMPORTANT INFO ON  
FINALS, SYMPOSIUM,  
GRADUATION REHEARSALS,  
AND OTHER SIGNIFICANT  
DATES!!**

# CLASS OF 2016

## Important things to know!!!

### You need to:

- ✓ Pay all fines and return overdue books.
- ✓ Return all sports uniforms to coaches.
- ✓ Complete all work and requirements for classes.
- ✓ Graduation announcements and Cap and Gown will be delivered to seniors when they arrive. You will be notified when they arrive and they will be distributed in the auditorium. Please be sure your balance is paid off.
- ✓ **You cannot graduate until all obligations are satisfied.**

### Thursday, May 5

- Arrival of graduation announcements, which will be distributed during lunches.

### Tuesday, May 10

- Cap and gown distribution from Auditorium (You must have paid and ordered cap and gown to pick up). You will be called to the Auditorium by Homeroom beginning at 2:15 pm. Listen for the announcement. Hang gowns to remove creases and folds. Put tassel and cap in a safe place!!!!

### Saturday, May 14

- Relay for Life @ Detweiler Field

### Thursday, May 26

- Decision Day – 1 pm in the Gym
- **Senior Project Hours Log (Appendix C) Due to Guidance (signed by mentor AND advisor)**

### Monday, May 30

- Memorial Day – No School

### Tuesday, May 31

- Senior Symposium – see schedule below

### Tuesday, May 17<sup>th</sup> to Friday, May 27

- Final Exams and Keystone Testing (running normal classes and time schedule)

### Wednesday, June 1

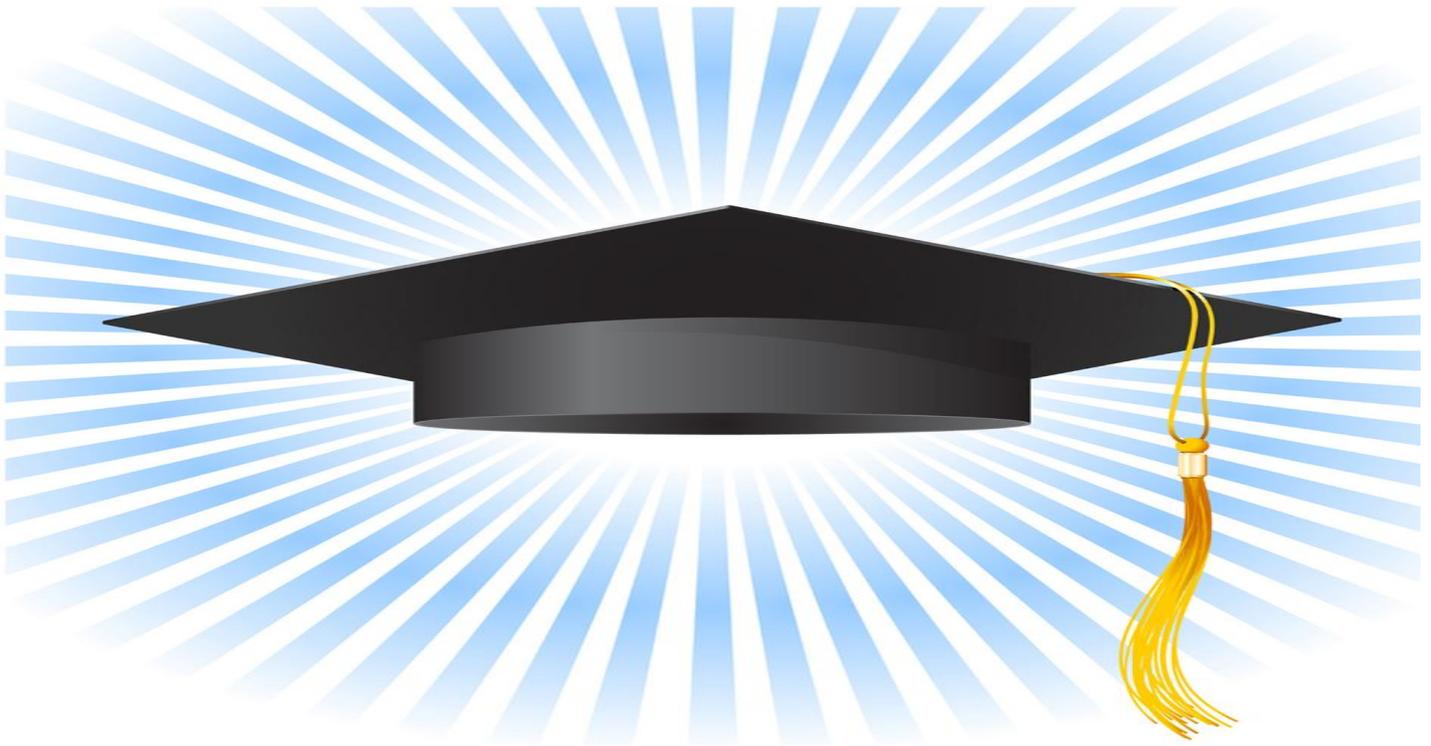
- **MANDATORY Commencement/Baccalaureate Rehearsal – 8:00 am in the HS auditorium**
- **ALL GRADUATION REQUIREMENTS MUST BE COMPLETED BY THIS DATE IN ORDER TO WALK/PARTICIPATE IN COMMENCEMENT.**
- **You will receive information regarding outstanding debts.**
- **Senior Awards Ceremony – 7:00 pm – HS Auditorium.** Join us in the *cafeteria* for refreshments immediately following the ceremony.

### Thursday, June 2

- **MANDATORY Commencement Rehearsal – 8:00 am in the HS auditorium**
- **Baccalaureate – 7:00 pm – HS Auditorium**  
Meet in the cafeteria to line up at 6:15 – Symposium attire with **cap, gown, tassel**

### Friday, June 3

- **MANDATORY Commencement Rehearsal – 8:00 am – in the HS gymnasium**
- **Last opportunity to pay outstanding debts!**
- **6:00 PM** Seniors report to the cafeteria for Commencement ceremonies. **Dress in cap and gown with tassels and cords, if you were awarded cords. SYMPOSIUM attire under cap and gown. Gowns must be “in press” for this occasion with men wearing dark trousers and black shoes and ladies wearing preferred white dress or light colored dress because of the white gown and appropriate shoes (no flip flops, must have heel or heel strap). Tassels on the left and caps worn level. During the National Anthem and Alma Mater, men should remove their caps.**
- **NO DECORATING ON YOUR GRADUATION CAP – if your cap is decorated, you will NOT be walking in the ceremony.**
- **COMMENCEMENT BEGINS AT 7:00 PM**
- Professional photographers will be photographing during ceremonies and photos will be available for purchase. Order forms will be distributed.
- Students return gowns and collars immediately following ceremony to receive diploma in front of the field house or HAHS Auditorium Lobby if ceremonies are held inside.



**SYMPOSIUM DATE:**

Tuesday, May 31<sup>st</sup> – High School Gymnasium and Grounds.

*Symposium Schedule:*

7:00 – 8:00      *Project set-up in the gym*  
                          *(Projects MUST be completely set up by 8:00 am)*  
8:00 – 9:30      *Daily News Homeroom Photos – in the auditorium*  
9:30 – 11:00     *Evaluation of Projects*  
11:00- 12:00    *Parents and Faculty/Classes Visitation Time*  
11:30 – 12:00   *Lunch*  
12:00 – 12:30   *Distribution of Seals, Clean Up, and Dismissal*

**PROJECT HOURS LOG DUE TO GUIDANCE:**

Thursday, May 26 - A log sheet (Appendix C) is available on the high school's website [www.huntsd.org](http://www.huntsd.org) if needed.

**PORTFOLIO GUIDELINES:** Portfolio guidelines are included.

**DRESS GUIDELINES FOR SYMPOSIUM:** A memo outlining appropriate dress for symposium or panel presentations are included.

**EVALUATION RUBRIC:** Attached is a sample copy of the sheet evaluators will use to grade your project. Basically, it's a listing of all the things you'll be evaluated on.

# SENIOR PORTFOLIO and REFLECTION SHEET GUIDELINES

- **Purchase a three-ring binder and clear plastic sleeves** that you can slide papers into for display in your portfolio.
- The first page should be a **table of contents (one page preferred)**. The second page should be a **resume (one page)**. The evaluators will be looking for both on the day of senior symposium. There are resume-writers on the computers in the writing lab, and you can access these through various websites on the internet. Resume writers are designed to format your resume; you only have to choose the format and type in your information. Please ask your English teachers or your guidance counselor for assistance if you have any questions. Your resume will not be elaborate, which is fine. You will have only past or present job information, activities, relevant information regarding courses, etc. It need not be lengthy; just brief and to-the-point.
- Your portfolio will consist of **evidence of your best work in high school and a reflection** of why you considered this a valuable learning experience on your **Portfolio Reflection Sheet**. This can be done with photos, examples of work (i.e. papers, exams), any way in which you can demonstrate your skills, knowledge, etc. This should be primarily high school work; middle school work may not be appropriate. However, if you have a few pieces of middle school work that you think is related to your future plans, it may be included. You should include at least four or five Portfolio Reflection Sheets in your portfolio, each containing a paragraph about the item you chose to reflect on. Talk about what you learned...why it was a valuable assignment...why you think you did well, or better yet, what you may have done to improve the assignment. **You should place all your reflections in one section in your portfolio labeled “Reflections.”**
- You want to **organize your portfolio in a consistent manner**. You may label the sections 9<sup>th</sup> through 12<sup>th</sup> grades, although this is not the only way to do it. Think scrapbook. You may want to consider organizing the information in different sections, such as *Academics, Extra-Curricular Activities, Volunteer Time, or any other ideas* you might have.
- **Include a section for your research paper and hours log. This section should include your completed research paper itself, along with Appendix B. Appendix C, the hours log, should be included here also. You must also include Appendix D (Student Self-Evaluation) and Appendix E (Portfolio Reflection Sheets – four or five of them).** You do not need to do a separate binder for your research paper. However, if you wish to have two binders – one for your portfolio items and one for your paper – you may do so. Blank copies of the Appendices can be obtained at [www.huntsd.org](http://www.huntsd.org), click on “Schools,” then “High School” and then click on “Graduation Project 2014-15.”
- Transcript – You received an unofficial copy of your transcript in April. You are not required to put your transcript in your portfolio, but many students do. It is up to you.
- Your portfolio should be a **reflection of you**, not your best friend or someone you sit beside in class. Your portfolio should reflect your personality. Be neat and organized. But don’t consider quantity to be the most important thing. Quality, not quantity, is important for the portfolio. This is not a competition to see who has the most stuff. The items chosen need not be your best work, but should demonstrate growth over your time in high school. Did you improve? Then show us how!

# DRESS GUIDELINES FOR SYMPOSIUM

**Dress/Clothing Guidelines for Presenting your Project to Evaluators:** One of the key areas you will be evaluated on during your presentation is your appearance. It is very important that you dress professionally and conservatively. This is not a fashion show of the latest casual and sportswear. You need to dress to impress, just as you would if you were going on a job interview at a corporation or other type of office. With that in mind, specific guidelines are as follows:

## **Acceptable Dress includes:**

- A suit and tie for males is preferred; business suits with skirts for females; skirts should be knee-length;
- Nice slacks are also acceptable for males and females (such as khakis, dockers);
- Appropriate shirts include dress shirts for males and blouses with collars or higher necklines for females. Shirts should be tucked into pants or skirt;
- Open-toed shoes for girls are acceptable;
- Jewelry is acceptable, as long as it is not flashy or overwhelming. The idea with jewelry is that it should compliment what you wear...not be the focal point of your outfit. See below for what is unacceptable.

## **Unacceptable Dress includes:**

- No Jeans;
- No Flip-Flops;
- No Shorts or Short Skirts (remember, skirts should be knee-length);
- No long, dangly earrings, toe rings, large necklaces and bracelets, nose rings, and eye brow rings;
- No t-shirts, muscle shirts, or shirts that expose any part of the stomach area or that are cut too low around the neck;
- No spaghetti straps on dresses

If you have any questions regarding the guidelines or about a specific outfit you were planning to wear for symposium, please see your Guidance Counselor.

## Project Presentation Evaluation Form (SAMPLE)

Exemplary \_\_\_\_\_ Not Evident \_\_\_\_\_

### I. Physical Project

1. Poster Board:						
Neatness	5	4	3	2	1	0
Effective use of pictures/drawings	5	4	3	2	1	0
2. Evidence of a learning experience related to career or community service	5	4	3	2	1	0
3. Quality of project/workmanship in terms of thoroughness or completeness	5	4	3	2	1	0
<b>TOTAL POINTS FOR SECTION I:</b> _____						

### II. Student Speech (evaluating Content and Delivery)

1. Introduction (stated or implied purpose with an interesting attention getter)	5	4	3	2	1	0
2. Body of speech -- look for these areas: Discussion of process/strategy/sequence Main ideas and points supported by accurate details Evidence of learning (listen for self-discovery clues such as "I learned," "I plan to use this knowledge," or "I never knew") Organization (not choppy; flow of ideas)	5	4	3	2	1	0
3. Conclusion (evaluation/application to future)	5	4	3	2	1	0
4. Effective speech techniques (language usage, eye contact, poise/posture, rate/volume/clarity of voice, natural gestures)	5	4	3	2	1	0
5. Dress/Appearance	5	4	3	2	1	0
<b>TOTAL POINTS FOR SECTION II:</b> _____						

### III. Question and Answer Period

1. Impromptu skills (how fluently, confidently, and easily student answers)	5	4	3	2	1	0
2. Quality of student response (knowledge)	5	4	3	2	1	0
3. Interaction with evaluators (show respect, pride in school and in project)	5	4	3	2	1	0
<b>TOTAL POINTS FOR SECTION III:</b> _____						

### IV. Portfolio

1. Graded Research paper (Appendix B)	5	4	3	2	1	0
2. Evidence of 25 hours of project work outside the classroom (Appendix C)	5	4	3	2	1	0
3. Student Self-Evaluation (Appendix D)	5	4	3	2	1	0
4. Portfolio Reflections (Appendix E)	5	4	3	2	1	0
5. Career Search (for four different careers)	5	4	3	2	1	0
6. Resume	5	4	3	2	1	0
7. Overall neatness and organization	5	4	3	2	1	0
8. Various grade level components from classes	5	4	3	2	1	0
<b>TOTAL POINTS FOR SECTION IV:</b> _____						

**TOTAL SCORE:** \_\_\_\_\_ (60 is passing; Note: Each student is required to show a Physical Project and a Portfolio in order to pass, regardless of points).