

Forest Heights Academy

Grade 12 Information

2023-2024

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Accounts

A graduation fee of \$250.00 has been charged to each student's account. This fee covers all coursework folders, graduation items and expenses EXCEPT senior pictures. It does include the cap, gown, and tassel which students may keep, and a single rose which is given away (normally to the mother) during the ceremony. Cap and Gown pictures and formal pictures will be arranged by the school and students may choose to purchase a package.

All accounts must be settled by the first Friday in June. This includes any outstanding tuition, uniform, book loss or damage fees, library book replacement costs and graduation fees. Accounts not settled will result in the student not being able to attend the commencement ceremonies and their Diploma and Transcripts being withheld.

Class Rings

Seniors are allowed to wear a class ring. These rings must be purchased privately, as they are not ordered through the school.

College Information

Students must take careful note of college deadlines, requirements, and application methods. Seniors are encouraged to apply to a minimum of four colleges. Reference letters, transcripts or school information forms that are required from teachers or administration should be requested through the principal well in advance of the deadline.

Transcripts can be sent before graduation if requested. Most colleges will require a complete official transcript which is not available until BGCSE results have been received. Official transcripts must be mailed or sent via Fed-Ex, at the expense of the student. Most colleges will not accept "official" transcripts unless they come directly from the high school.

Please note that many universities and colleges in the US are now requiring foreign documents (transcripts, BGCSE grades, Diplomas) to

be evaluated by a US company before students can be accepted. A full list of document evaluation companies can be obtained from the administration office. Please factor this in to both the timeline and the costs of applying to college.

Community Service

All graduates are required to complete thirty hours of community service before graduation. Community service can be done in Grades 11 or 12 to fulfill this graduation requirement. The school can assist with setting up volunteer opportunities if ample time is given before graduation. Students involved in Interact, GGYA or Peer Tutoring should ensure that their volunteer hours are recorded by school administration.

Coursework

Many subjects require coursework which is sent to Nassau as partial fulfillment of the BGCSE examination. Deadlines for coursework will be set by individual teachers and must be adhered to. All requirements for content and formatting must be strictly followed. Students are advised to pay attention to spelling and grammar while focusing on the content, which should be the focus of the coursework.

Exams

National examinations are a requirement for graduation. Registration and payment of fees for BGCSE examinations normally starts in November and is concluded in early December. Teachers are ultimately responsible for deciding on the core/extended level for each individual student. Students will be given a timetable of their individual examinations and BGCSE schedules will be posted around the school. All students must be on campus 15 minutes prior to the scheduled start of their BGCSE examinations. Students must be present for all BGCSE papers for which they are registered to graduate; this includes extended papers for which students have been registered by their teacher.

Students will only be allowed to leave the campus after an

examination if they have parental permission on file to drive themselves or are picked up by a parent or guardian. Students wishing to leave with other students MUST have parental permission (via a letter on file with the office).

Students must be always in full uniform while on campus. No exceptions. Students must be prepared for their examinations and be in possession of all materials needed for each examination. They are reminded to use the restroom before the start of the examination as they will not be allowed to leave the classroom once the exam starts.

Fundraising

The senior class is encouraged to begin fundraising in Grade 11 to offset the costs of their class trip. Fundraising ideas should be discussed with the homeroom teacher(s) and all plans must be approved by the principal. As funds are collected, they should be turned in to the school secretary for deposit and a receipt will be issued. Funds collected will be split over all students attending the trip and students that do not attend will not receive any refund. Some classes choose to collect dues each week to offset trip expenses. If a student pays dues and does not attend, he or she will receive a refund of dues paid.

Graduation

The graduation ceremony will be planned by school administration with student input. The date and time of the graduation ceremony will be announced on the school calendar at the beginning of the academic year. Both will also be on the invitations which are distributed to graduates in May. Each student will receive 20 invitations. Students must arrive to the preparation room at the venue by 6:00 PM. The ceremony will start promptly at 7:00 PM. PLEASE BE ON TIME! Parents are asked to be seated by 6:30 PM. The outside doors will close at 7 PM for the procession and will reopen for guests after the graduates have been seated.

Each graduate may invite up to 20 guests using the invitations which are provided. Guests should present their invitations at the door, and

they should be appropriately dressed for a smart-casual event. Jeans, shorts, hats, singlets and t-shirts are not acceptable attire.

Reserved seating will be provided for parents and stepparents of graduates only. Reserved parent seating will be determined alphabetically at the graduation practice. While a limited number of rows will be designated for siblings and grandparents of the graduate, these rows will fill up quickly and cannot be reserved. All other seating is first come/first served. Confetti is not allowed.

During the ceremony graduates will receive their high school diploma, two sets of transcripts, their Grade 12 final report card and any subject awards attained. Additional transcripts may be obtained from the Administration Office for a fee of \$10 each. Graduates will also receive the letter addressed to themselves in Grade 7 if available.

Graduation Dress Code

The following regulations apply for graduates attending their FHA commencement ceremonies.

Male Students:

- Hair neat and tidy with no braids
- Polished brown or black shoes - no sneakers
- Khaki slacks, clean and neatly pressed
- White shirt, pressed, with all buttons sewn in place
- Conservative necktie
- No jeans, cargo or board pants
- One small hoop or stud earring per ear

Female Students:

- Hair natural in style and color
- Closed toe shoes only - no sling backs
- No very high heels
- Make up is to be very light (almost invisible)
- No false nails or nail extensions EXCEPT French tips
- No colored nail polish on fingers or toes
- Khaki skirt, clean and neatly pressed with a white blouse, pressed, with all buttons sewn in place OR

- Conservative dress with no high slit or cleavage showing. If dress shows at top of gown, then the white gown collar must be worn.
- One small hoop or stud earring per ear

Graduation Gifts

It is suggested that the graduating class purchase a gift for their homeroom teacher. This gift can be presented to their homeroom teacher during the graduation ceremony. Most graduating classes also purchase a gift for the school in their memory.

Graduation Practice

Graduation PRACTICE will be planned by administration and generally takes place the day before the graduation at 10 AM. All graduates are required to attend and are expected to be on time. Practice normally lasts one hour. Immediately after graduation practice, the graduates and their parents are expected to assist with decorating the church.

Graduation Preparation

The music for the processional, rose giving and exit of graduates are all to be selected by the graduates. Selected songs must be submitted to the principal a minimum of two weeks before graduation for approval. Prefects are responsible for completing the graduation slideshow(s) with assistance from the homeroom teacher(s). All power point slideshows must be submitted to administration for approval two weeks before graduation.

The theme for the graduation ceremony will be decided by the graduating class in April with input from the homeroom teacher(s) and administration. Graduation colors shall remain black, gold and green.

A minimum of two baby pictures must be submitted to the homeroom teacher before Christmas break. Pictures will be used for the graduation slideshow. All pictures will be scanned and returned.

Lounge

Grade 12 students are given the privilege of using the classroom assigned as their homeroom as a lounge before school and during lunchtime. To preserve this privilege certain rules and expectations/conditions are to be followed at all times: No food or drinks are allowed. No music or headphones/phones are allowed, proper conduct is expected.

Prefects

Prefects are selected by staff based on leadership, discipline record, and responsibility. Prefects will be assigned responsibilities including flag duty, lunch duty and homeroom duty. Prefects are responsible for overseeing SSR during staff meetings. Prefects are expected to be positive role models for the younger students and their appointment may be revoked by the principal for serious rule infractions.

Senior Class Trip

Grade 12 will be offered the option of a class trip if their behavior warrants this privilege. School administration will be fully responsible for planning and supervision.

Location: Administration will research and offer two options for a class trip. Students will be given time to discuss the options and the costs involved before voting. The majority vote will determine which trip the class takes.

Chaperones:

1. The Grade 12 homeroom teacher will normally serve as a chaperone along with a member of school administration.
2. Additional chaperones will be selected by administration and may include school staff or parents of graduates.

Dates: Dates will be chosen by school administration so as to avoid mock and national examinations as well as to minimize days of school missed.

Alcohol/Drugs/Cigarettes: No controlled substances are to be

possessed or consumed at any point during the trip by students regardless of age.

Passports/Visas: Students will not be allowed to travel without valid current government issued identification. In the event of overseas travel all required visas are the responsibility of the student. Students failing to obtain the proper visa will not receive a refund on class trip payments.

Class Trip Payments: Once a destination has been selected a final budget will be prepared by school administration. Students will be given a schedule of payments needed to augment funds raised. Payments must be made in a timely manner so as to facilitate deposits required for group travel.

Textbooks

Students may return assigned textbooks to administration only after the BGCSE examination in a particular subject is finished. Administration must sign the student's Textbook Return Sheet, which is kept in the office. Any lost or badly damaged books will be charged to the student's account and this fee must be paid before graduation. Students that do not return the numbered book which they were specifically assigned may be charged if their assigned book is not returned by another student. Seniors are asked not to wait until after their last examination to return all textbooks at once. Diplomas and transcripts may be withheld if textbooks are not returned.