

*Ridgway Area High School
Graduation Project Guidelines
Implemented 2008-2009 School Year*



“Achievement through Learning”

I. District's Mission Statement

To encourage and enable each student to "Achieve through Learning"

II. Graduation Project Overview

The Pennsylvania Department of Education requires that all students in Pennsylvania complete a *Culminating Project* in accordance with Chapter 4 of the PA State Board of Education Regulations. Chapter 4 Regulations specify that each school district shall articulate requirements for graduation in the strategic plan under 4.13. The requirements shall include course completion and grades, **completion of a culminating project**, and results of local assessments as aligned with the academic standards. The purpose of the culminating project is to "assure that students are able to apply, analyze, synthesize and evaluate information and to communicate significant knowledge and understanding" (Chapter 4 Regulations).

The *Culminating Project*, (*herein referred to as the RHS Graduation Project*) reflects a student's interdisciplinary skills. An RHS student has the opportunity to incorporate his or her interests and talents to enhance lifelong learning, to think critically, and to solve real world problems. The project requirements are designed to give students an opportunity to direct their learning through research, self reflection and presentation with the support of mentors and advisors. The major responsibility for completing the project is that of the student. Selection of project topics is based on a student's individual interests and knowledge. In an effort to facilitate the values of lifelong learning, few limits will be placed on students regarding their selection of research topics for their written report and oral presentation. Projects must demonstrate the student's achievement of skills and knowledge beyond the classroom experience and clearly show an extension beyond their current knowledge base. The project is not intended to demonstrate abilities or *past* accomplishments. The process of completing the graduation project is intended to promote academic and personal growth, improve planning and research methods, and demonstrate accountability and responsibility.

III. Graduation Project 9-12 Expectations

In order to graduate, you will be required to have completed the following:

Freshman Year (9th grade):

- 5 hours of community service with documented requirements

Sophomore Year (10th grade):

- 15 hours of community service with documented requirements
- 1 job shadow experience with documented requirements

Junior Year (11th grade):

- 15 hours of community service with documented requirements
- 1 job shadow experience with documented requirements

Senior Year (12th grade):

- 15 hours of community service with documented requirements
- 1 research paper (self selected/teacher approved research topic) with documented requirements
- 1 oral presentation based on culmination of community service, job shadowing experiences and written report with documented requirements
- 1 professional resume

***The high school office will keep an accumulated Senior Project Portfolio for each student in the high school office. All community service and job shadow documents will be filed in the portfolio each school year. During the students senior year...the student will pick up his/her portfolio in the high school office and submit it to their English teacher when they present their oral presentation. Students may not present their oral presentation until their senior project portfolio is complete with all community service and job shadow reports, written report, and resume.**

IV. Community Service Overview

Description:

Community Service provides students with the opportunity to explore ways to enhance their community and to incorporate the community into their post secondary choices/ outcomes. Community Service Opportunities must be with non profit/service agencies, community cultural institutes, healthcare work, and services to special populations (elderly, disabled, veterans, etc.). Organizations cannot be a for profit site where your assistance either directly or indirectly aides in the making of a profit. Community Service may be pursued locally or outside of the Elk County area.

Objectives:

- a. The student will gain an awareness of the importance of volunteerism.
- b. The student will utilize their experience to expand their knowledge on a specific topic (elder care, child care, environment, tourism, community events, etc.).
- c. The student will become acquainted with diverse populations within the community.
- d. The student will gain knowledge and skills outside the traditional educational environment.

Requirements:

- a. Students may begin community services hours on the first day of summer vacation for the upcoming school year, unless otherwise approved by the building principal.
- b. Students cannot be compensated in any manner as a result of the community service activity.
- c. Community service activities must extend beyond the students daily routine and beyond familial relationships.
- d. Based upon his/her review of the Community Service Directory or through independent exploration, the student must arrange his or her community service hours. Service hours must be either from the directory or approved by building principal or designee. Students must select from a variety of different community service placements each year.
- e. The student will spend a minimum of 5 hours volunteering in 9th grade and 15 hours volunteering in 10th, 11th, and 12th grade. (Students may roll over 5 hours to the next school year)
- f. Volunteer hours must be accumulated after school hours (weekends, vacation days, remediation days, summer vacation, etc.).
- g. The volunteer hours may be completed by volunteering at more than one site.
- h. The student will document all service hours in a log. Details of the log will include: hours, materials, responsibilities, and activities. Each log entry must be signed by the community service site supervisor. Each log entry must be accompanied by a 1 page report and must comply with standard MLA format. Report will be typed using Times New Roman with a font size of 12, 1" margin.
- i. The student will incorporate the culmination of their community services hours into their senior presentation.

Due Date

- a. All community service logs and reports must be submitted to the high school office within 30 days of completing service.
- b. Students providing community service during summer vacation must submit their log and reports by September 30th.
- c. Final deadline for all community service logs and reports is the last day of the 3rd Quarter.
- d. Failure to turn in required assignment by the final deadline will result in the student losing all privileges until the assignment is complete and turned in. Loss of privileges include but are not limited to: field trips, dances, assemblies, special class activities outside the building, lunch outside, etc.

Note:

Community Service logs and reports must be returned to the high school office. All hours will be tracked via a data base. Documentation will be filed in high school office.

Student's Name _____ Grade _____

RHS COMMUNITY SERVICE APPROVAL FORM AND LOG

Part I (PERMISSIONS/APPROVAL): All information must be completed before the student engages in community service hours.

Name and Address of Non Profit Organization	
Phone Number of Non Profit Organization	
Name and Title of Contact Person	
Signature of Parent/Guardian and Date	
Signature of Principal and Date	

Part II (SITE SUPERVISOR DOCUMENTATION): All Information must be completed by the Community Service Site Supervisor upon the student's completion of the Community Service Hours

Date(s) and # of Hours the Student Completed the Community Service Activity	
Brief Description of the Activity/Tasks the Student Completed, the Student's Responsibilities	
Rating of Student's Performance	<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Signature of Community Service Site Supervisor and Date	
Signature of Principal and Date	

PART III (STUDENT'S DOCUMENTATION): The student will document service hours via a 1 page typed report for each service site. Each log entry must include a 1 page typed report and must comply with standard MLA format. Report will be typed using Times New Roman with a font size of 12, 1" margin. Student must attach typed report to this page prior to submitting it to the high school office.

**SUBMIT COMPLETED PAPERWORK AND REPORT
 TO THE HIGH SCHOOL OFFICE
 AT LEAST 30 DAYS AFTER SERVICE WAS PERFORMED
 FINAL DEADLINE: LAST DAY OF 3RD QUARTER**

V. Job Shadow Experience

Description:

The job shadow experience entails that you shadow a professional within a career area of your interest and then complete a research paper about that particular career.

Objectives:

- a. The student will explore/investigate a career area that is of interest to them.
- b. The student will learn to utilize various software programs and resources as part of the career exploration/investigation component (for example Choices).
- c. The student will utilize the job shadow experiences to help narrow career choices.
- d. The student will develop and apply knowledge of how to organize and present a research project.

Requirements:

- a. Students cannot be compensated in any manner as a result of the job shadow experience.
- b. Based upon his/her review of the Job Shadowing Directory or through independent exploration, the student must arrange his or her job shadow experience. Job shadow experiences must be either from the directory or approved by building principal or designee. Students MUST select different job shadowing experiences each year. Students are not permitted to Job Shadow with family, relatives, or use school to work experiences as Job Shadowing experiences.
- c. Each job shadow experience must be a minimum of 7 hours (non paid). With parent, teacher and principal permission, students will be excused for one school day (the excused absence may accumulate as two ½ day absences to accommodate the student' schedule. Absences due to job shadow experiences must be arranged with the high school office at least one week in advance.
- d. Research paper to include:
 - a. 2 pages typed (include research, personal experience, and interview) The interview should be documented within the 2 page research paper.
 - b. standard MLA format
 - c. Times New Roman, size 12 font
 - d. Double spacing
 - e. Citations; 2 sources for research cited via MLA.
 - f. 1" margin
- e. The student will incorporate the culmination of their job shadow experiences into their senior presentation.

Due Date

- a. All job shadow logs and reports must be submitted to the high school office within 30 days of completing the job shadow.
- b. Students completing their job shadow during summer vacation must submit their log and reports by September 30th.
- c. Final deadline for all job shadow logs and reports is the last day of the 3rd Quarter.
- d. Failure to turn in required assignment by the final deadline will result in the student losing all privileges until the assignment is complete and turned in. Loss of privileges include but are not limited to: field trips, dances, assemblies, special class activities outside the building, lunch outside, etc.

Note:

Job Shadow Logs and reports must be returned to the high school office. All hours will be tracked via a data base. Documentation will be filed in high school office.

Student's Name _____ Grade _____

RHS JOB SHADOW EXPERIENCE LOG and APPROVAL FORM

Part I (PERMISSIONS/APPROVAL): All information must be completed and submitted to the high school office 1 week prior to the student engaging in the job shadow experience. Students must submit an excuse from the parent in advance to be excused for the day. Students who fail to submit the permission one week prior to the date will not be permitted to be absent from school.

Name and Address of Job Shadow Placement	
Phone Number of Job Shadow Placement	
Name and Title of Contact Person	
Date and Time of Job Shadow Experience	
Signature of Guidance Counselor and Date	

Part II (SITE SUPERVISOR DOCUMENTATION): All Information must be completed by the Job Shadow Placement Site Supervisor upon the student's completion of the experience

Date(s) and # of Hours the Student Completed Job Shadow Experience	
Brief Description of the Activity/Tasks the Student Completed, the Student's Responsibilities	
Rating of Student's Performance	<input type="checkbox"/> Exemplary <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Signature of Job Shadow Placement Site Supervisor and Date	
Signature of Principal and Date	

PART III (STUDENT'S DOCUMENTATION): Attach to this document a 2 page typed research paper (reflective of research into the job shadow experience and include your personal experience from the site and interview).

- a. 2 pages typed (include research, personal experience, and interview) The interview should be documented within the 2 page research paper.
- b. standard MLA format, Times New Roman, size 12 font, Double spacing, 1" margin
- c. Citations; 2 sources for research cited via MLA.

**SUBMIT COMPLETED PAPERWORK AND REPORT
TO THE HIGH SCHOOL OFFICE
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