



# Blue Mountain High School

**Graduation Project**

**STUDENT**

**ADVISOR**

**GRAD YEAR**

## BLUE MOUNTAIN HIGH SCHOOL GRADUATION PROJECT BOOKLET

### Description

The purpose of the graduation project is to assure that all students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. To accomplish this, students will complete a minimum of 30 hours of community service. After these hours are completed, students will present a summary on their experience.

### Rationale:

- » To comply with the requirements of the Blue Mountain School District
- » To provide students with an opportunity, outside the classroom, to investigate and learn about the community, history, government, and community service organizations
- » To provide each student with an opportunity to gain an appreciation for the value and sense of pride associated with community service

### Requirements:

#### 1. Community Service

- » Students will complete a minimum of 30 hours of community service with no less than 10 hours completed per year.

**NOTE: Transfer students will follow these requirements:**

- ✓ **Students entering Blue Mountain in their sophomore year will complete 20 hours of community service.**
- ✓ **Students entering Blue Mountain in their junior or senior year will complete 10 hours of community service.**
- » Students will work with an approved non-profit community volunteer organization. (NOTE: You can work with one, two, or a maximum of three organizations.)
- » The work must be non-paid.
- » Students will maintain a documented time log of their community service.
- » Community service hours must be completed outside the school day.
- » Educational Field Trips and Job Shadowing will not be granted for community service hours.

**All work must be appropriate for a high school setting and follows the guidelines of the Blue Mountain School District.**

#### 2. Graduation Project – Oral Component

- » This component requires students to communicate the planning, the service hours, and the knowledge gained from their project.
- » This component will be completed in an informal setting with the student's graduation project advisor.

## TIMELINE/PROCEDURES FOR GRADUATION PROJECT

NOTE: Meetings will be held within the first two weeks of each quarter.

NINTH GRADE – Discussion on possible project ideas will take place during each quarter meeting.

### 1. First Quarter

- » Students will attend Graduation Project Orientation meeting with high school administration.
- » Students will receive Graduation Project booklet.

### 2. Second Quarter

- » Students will meet with their advisor.
- » The Parent Introductory Letter (page 7) is due back to the advisor at the third quarter meeting.
- » The Project Proposal Form (page 8) is due back to the advisor at the third quarter meeting.

### 3. Third Quarter

- » Advisors will collect Parent Introductory Letter and Project Proposal Form
- » Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

### 4. Fourth Quarter

- » Students will attend final meeting of the first year with their advisor.
- » Advisors will discuss Project Proposal Forms and project's implementation.
- » Advisor assesses if satisfactory progress is being made. (Parent will be notified if satisfactory progress is not being made.)

**Students will continue this process throughout their tenth and eleventh grade years.**

## TWELFTH GRADE

Students will answer a set of questions and share their responses and insights with their advisors and fellow graduation project students during one of their quarterly meetings.

GENERAL INFORMATION FOR  
STUDENTS, ADVISORS, AND COMMUNITY CONTACTS

1. Advisor's Role

- » Assures projects chosen by students meet the intent of providing community service
- » Reviews and monitors timely completion of required paperwork based on student checklist guidelines (see page 6)
- » Compiles student's portfolio, which will be stored in a secure location in the main office
- » Notifies parents if satisfactory progress is not being made

2. Community Contact Role

- » Must be an adult affiliated with the selected community service organization
- » Provides hands on direction
- » Verifies the hours served by the student
- » Community Contact cannot be a parent or guardian

During Ninth, Tenth, Eleventh Grade Years

- » The advisor will determine whether or not the student is on course for successful completion of the project.

During Twelfth Grade Year

- » Students must submit the Graduation Project Log/Journal and meet all the requirements as set forth in this packet.
- » **If a student fails to meet the minimum requirements by the end of Semester I of their 12<sup>th</sup> grade year, the student must request the Superintendent's approval to complete the project and graduate.**

**Graduation Project Advisors Checklist**

Student Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

**Ninth Grade**

**Advisor's Initials and Date Received**

**First Quarter** – Received Graduation Project Booklet \_\_\_\_\_

**Second Quarter** – Discussion of projects with advisor  
Write down advisee e-mail addresses \_\_\_\_\_

**Third Quarter** – Parent Introductory Letter and  
Project Proposal Form submitted \_\_\_\_\_

**Fourth Quarter** – Approved Project Proposal Form  
discussed, initialed, and inserted into student folder \_\_\_\_\_

**Tenth Grade**

The advisor will continue to monitor the Graduation Project Log/Journal to ensure student performance.

**Total hours accumulated by student - \_\_\_\_\_**

**Advisor's Initials and Date - \_\_\_\_\_**

**Eleventh Grade**

The advisor will continue to monitor the Graduation Project Log/Journal to ensure student performance.

**Total hours accumulated by student - \_\_\_\_\_**

**Advisor's Initials and Date - \_\_\_\_\_**

**Twelfth Grade – Semester I**

The advisor verifies that all community service hours are complete - \_\_\_\_\_

The student completes an informal oral component with his/her advisor - \_\_\_\_\_

**This signature verifies that the student has completed all the requirements of the Graduation Project**

**Teacher's Signature:** \_\_\_\_\_

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

## Graduation Project Student Checklist

Student Name: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Advisor's E-mail: \_\_\_\_\_

### **Ninth Grade**

\_\_\_\_\_ **First Quarter** – Received Graduation Project Booklet

\_\_\_\_\_ **Second Quarter** – Discussion of projects with advisor

\_\_\_\_\_ **Third Quarter** – Parent Introductory Letter and Project Proposal Form

\_\_\_\_\_ **Fourth Quarter** – Approved Project Proposal Form discussed, initialed, and inserted into student folder

### **Tenth Grade**

\_\_\_\_\_ **Total Hours completed through Tenth Grade**

### **Eleventh Grade**

\_\_\_\_\_ **Total Hours completed through Eleventh Grade**

### **Twelfth Grade**

\_\_\_\_\_ **Community Service Hours are complete**

\_\_\_\_\_ **Informal Oral Component is completed with Graduation Project Advisor and student**

**PARENT INTRODUCTORY LETTER**

Ninth Grade  
Due on or before third quarter meeting

Dear Parent,

This booklet contains a description of the Blue Mountain School District graduation project. It outlines the procedure each student must complete in order to graduate.

This is an ongoing project beginning in grade nine and continuing until completion during Semester I of a student's 12<sup>th</sup> grade year. It is important for you and your child to carefully examine the enclosed materials so that you and your child are aware of his/her responsibilities.

Please sign this page and have your child return it to his/her advisor. If you have any questions, please feel free to contact your child's advisor.

Graduation Project Advisor: \_\_\_\_\_

Advisor E-mail: \_\_\_\_\_

---

We have read the enclosed information and understand that the project is a **GRADUATION REQUIREMENT**.

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PROJECT PROPOSAL FORM**

Ninth Grade  
Due on or before third quarter meeting

Student Name: \_\_\_\_\_

**Project Proposal:** Attach a typed proposal that includes the following information in paragraph form.

1. Where you plan on completing your 30 community service hours (a maximum of three places)
2. When you plan on completing these service hours
3. What will you be doing and how will this meet the requirements of the graduation project
4. Who you contacted to make these arrangements
5. Who your community contact will be

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's home address

\_\_\_\_\_  
Parent's e-mail address

\_\_\_\_\_  
Advisor's approved signature



**GRADUATION PROJECT LOG/JOURNAL**

Student Name: \_\_\_\_\_

Community Organization:

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date	Time	Description of Work	Number of Hours	Community Contact – Signature

**NOTE: Parents cannot verify hours. Hours must be completed after September 1 of your freshmen year.**

## **REQUIREMENTS FOR GRADUATION PROJECT – ORAL COMPONENT**

All of the following requirements must be met for the presentation to be considered satisfactory. Any requirement that is not met will require that the presentation be repeated.

### **Timing**

- » Student will speak for no less than five minutes and no more than 10 minutes

### **Appearance**

- » Student attire must be Blue Mountain School District dress code appropriate

### **Content – Informally, you should be prepared to answer the following questions:**

- » What community service did you perform? (for example – location, description, etc.)
- » Why did you choose this work for your project? (your interests, possible career pathways, etc.)
- » What did you hope to learn during the course of the project? (expectations, etc.)
- » What did you do to complete the community service hours? (describe your tasks in detail)
- » What did you gain from this experience(s)? (knowledge, perception, understanding, etc.)
- » What strengths did you discover about yourself?
- » What weaknesses did you discover about yourself?
- » What did you learn while completing the project? (examples—new interests, skills, social interactions, and/or experiences, etc.)
- » What, if anything, would you have done differently? Why or why not?
- » How did your service benefit the community? (awareness of a need, expand an existing component of their services, the effect of your service, etc.)
- » How has the completion of this project affected your future plans? Explain in detail.

### **Question and Answer**

- » Student will ask for questions at conclusion of presentation
- » Student will adequately respond to questions

## **GRADUATION PROJECT**

### Meeting Dates – 2017-18 School Year

First Quarter – Meeting With Freshmen Class Only –  
Wednesday, September 6 – Period 9 – Auditorium

Second Quarter – All Students – Wednesday, November 8 –  
Period 9

Third Quarter – All Students – Wednesday, January 10 –  
Period 9

Fourth Quarter – All Students – Tuesday, March 27 –  
Period 9