



Blue Mountain High School

Graduation Project

STUDENT
ADVISOR
GRAD YEAR

2019-20 Edition

**NOTE: This is the project
for the Class of 2023 as
well as for new students**

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 25 hours of community service and 5 hours from a job shadow. 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 and understanding of a job shadow experience

Requirements:

1. Community Service/Job Shadow

- » Students will complete a total of 30 hours with 25 hours coming from community service and 5 hours from a job shadow. No less than 10 hours must be 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 and 5 hours from a job shadow.**
- ✓ **Students entering Blue Mountain in their junior year will complete 10 hours of community service and 5 hours from a job shadow.**
- ✓ **Students entering during or before the first quarter of their senior year will complete 10 hours of community service and 5 hours from a job shadow.**
- » 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.
- » Students will use Naviance to document their job shadow.
- » Community service hours must be completed outside the school day.
- » Job Shadowing will not be granted community service hours.
- » Educational Field Trips completed during the school day will not be granted 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 both their community service and their job shadow.
- » 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. The job shadow experience must be completed by the end of the eleventh grade.

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.
- » Students will complete the Naviance portion of their job shadow experience by the end of 11th grade.

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 12th grade year, the student must request the Superintendent's approval to complete the project and graduate. Seniors, regardless of whether or not they graduate at the end of four years, will have additional consequences added if they have not completed the original 30 hours.**

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 - _____

Job shadow and Naviance completed - _____

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**

_____ **Job shadow and Naviance portion completed**

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 12th 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 25 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 the first freshmen class graduation project meeting.

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.
- » Where and who did you do your job shadow experience with? Why did you choose this location/person?
- » How do you feel your job shadow experience had an impact on your future career goals?

Question and Answer

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

GRADUATION PROJECT

Meeting Dates – 2019-20 School Year

Meeting 1 – Wednesday, September 4 – Period 9 – **NOTE:** 9th grade will be meeting as a group in the auditorium for this meeting

Meeting 2 – Thursday, September 26 – AM Meeting – **NOTE:** All paperwork/required hours for 2019-2020 school year must be submitted by this meeting

Meeting 3 – Thursday, January 2 – AM Meeting

Meeting 4 – Wednesday, March 11 – AM Meeting

Meeting 5 – Wednesday, May 6 – AM Meeting