Dear Parent:

Throughout the Senior Project, students will demonstrate skills that are pertinent in today’s work place. It is designed to be an assessment showing mastery of research, writing and oral presentation and to be an exhibition of academic, social and creative skills they have developed.

During the first phase of the Senior Project, students will choose a community service-based, career-based, or science fair project. Students may choose from a variety of projects (as found in Appendix A), but the project chosen should be challenging and stretch their academic, physical, emotional, and social skills. The project should take a minimum of 25 hours to complete.

During the second and third phases of the Senior Project, students will demonstrate their learning as well as writing skills, producing a reflection paper based on the requirements presented in their Senior English classes. This will also be the time the student creates and maintains their portfolio, a compilation of the papers required along the way, i.e., mentor evaluation forms, project journals, etc.

In the fourth and final phase of the Project, students will present their projects at a Senior Project Presentation night on the first Wednesday in March. During this presentation, students, staff, and community members will be able to ask the student questions about what they have learned during the research process and project execution. They will also have put together a portfolio for the visitors to review.

Throughout the Project, all seniors will have guidance from their English teachers, especially during the writing of the paper and preparation for the presentation. They will also receive guidance and support during the school day and will be assigned a Target Teacher to assist the senior in meeting the goals and important timelines. The target teacher also checks on the progress of the Project and verifies that the student was responsible for completing all stages of the project. An outside Mentor who is experienced in the field of the project will act as a secondary mentor and be used as a professional resource.

One of the objectives of the Senior Project is to teach students to prioritize their time in order to meet deadlines. Due dates for the components are given when starting the Project, and students are expected to meet them. **Not being in school on the day of a deadline does not excuse a student from the responsibility of turning the item in on the required date. The student is expected to arrange to have the item delivered to school either by a friend or a parent.**

**Also,** seniors **must pass all portions** of the Senior Project (Paper, Project, Portfolio and Presentation) and **meet all final deadlines** or they will not be allowed to participate in graduation ceremonies. If students cannot make these deadlines due to extenuating circumstances, they may appeal the deadline and **their diploma will be held** until successful completion of the Senior Project.

We ask that you read through this handbook and discuss the entire process with your student. Then, please sign both the permission form and the missed deadlines form to acknowledge that you understand the Project and all its phases, the significance of the due dates, and that you support your student’s choices. Your student must return the completed forms to the junior English teacher. If you have any further questions, please do not hesitate to call either one of us at 983-0580.

Sincerely,

Randall Miskin

Principal