January 2017

Dear Senior Student:

Finally! After 12 years of education designed by others, it’s your turn to decide what and how you want to learn—that’s the excitement and challenge of Senior Project. Capital High has implemented a Senior Project in an effort to meet the Common Core Standards, which the state of Idaho has adopted. These standards require a Senior Project as a graduation requirement for the class of 2017. The majority of Capital High School seniors who have completed a Senior Project say that Senior Project was a lot of hard work, but in the end they were very proud of their achievement. They advise you to pick a project that you care about personally – not to simply repeat what someone else did or do what’s easiest.

In the spring, students will present their projects to members of the community, district, faculty, and parents. This will be an opportunity to display the outstanding efforts of Capital High Seniors. This will be your chance to show off all of your hard work using the skills that you have acquired through twelve years of education.

There’s another piece of advice graduating seniors usually leave for you: DON’T PROCRASTINATE!! For success, good time management, mentor meetings, and effective use of class time will be very important.

This handout is designed to make the Senior Project process easier to understand. It has dates, deadlines, formats, rules—everything you need for success in Senior Project; it is also available on your English Teacher’s webpage. Your English teacher will review these materials with you and help you use the materials throughout the school year.

Important Advice: Please be very careful in saving Senior Project work. Saving everything online, as well as on a flash drive will help you in avoiding disaster on presentation day.

**Remember: forged signatures, plagiarism or failure to complete the portfolio or board presentation on or before the established due dates will jeopardize your successful completion of this required project.**

Your Senior Project coordinators, teachers and the community are looking forward to working with you to make this a great conclusion to your high school education!

Best Wishes,

Matt Jacobsen Senior English Teacher

Carla Zumwalt Senior English Teacher

Chris Urquiaga Senior English Teacher

Khris Kohlmeier Senior English Teacher

**Senior Project Ideas**

**Big Brother/Big Sister**

**Homework Room/Elementary School**

**Coach a Sport**

**Parks & Rec – Teach a Class**

**Humane Society Volunteer and Awareness**

**Senior Center – Recreation Classes, playing music**

**Mural for Elementary School**

**Winter Clothes Drive for Boise Rescue Mission**

**Seniors who can’t afford Graduation (We need someone to head this up)**

**Habitat for Humanity**

**St. Luke’s Auxiliary**

**St. Al’s Auxiliary**

**YMCA Volunteer**

**Boise Botanical Gardens**

**Idaho Fish and Game**

**City of Light**

**Make A Wish**

**Community Garden**

**Veteran’s Hospital**

**Helping a Neighbor who needs help**

**Projects with Church**

**Boise Bicycle Project**

**Planned Parenthood**

**4H Projects**

**Boise Public Library**

**Senior Project Time Line**

March 20 Portfolio Due to Senior English Teacher

March 31 Except for emergencies, no Senior appeals are available for late work received after this day

March 31 Any Required Revisions of Portfolio Due to Senior English Teachers

April 11 Oral Presentation (specific time and date provided early May)

**Senior Project Policies and Evaluation**

Senior English Requirement: *Senior Project is a graduation requirement which very student must complete to a basic level to meet this requirement.* ***Any senior who fails Senior Project by not completing all parts to a basic level by the appropriate deadlines may not graduate in 2017.***

Time Management: *Seniors are expected to use English class time, along with time outside of class to work on Senior Project.* ***The activity and all hours need to be completed and verified prior to the portfolio due date of March 20, 2017.***

#### Evaluation of Submitted Work: *Scoring of Senior Project assignments will be done by teachers using standardized rubrics. No late submissions of the portfolio will be accepted or scored without approval by the Senior English Teacher.*

**Grading Policy**

Portfolio/Presentation 20% of Quarter 4: The portfolio will be evaluated using a 4 point rubric (Advanced, Proficient, Basic, Below Basic). **Students whose work is below basic will be required to revise the assignment until it is at a basic level.**

Oral Presentation/10 EOC: The oral presentation will be evaluated by a Senior Board consisting of teachers and community members using a 4 point rubric (Advanced, Proficient, Basic, Below Basic).

**Students found guilty of forging required signatures, plagiarism, or failure to successfully complete any one component of Senior Project will risk not graduating with their class in May of 2017.**

***PROJECT COMPLETION***

Before your portfolio is submitted to the judges, your support teacher will assess your completion and the quality of your actual project. Did you complete your activities as described in your Letter of Intent? Did you accomplish a significant percentage of your goal? Students whose projects are incomplete may need to complete the activity during summer.

***PORTFOLIO***

**Due Date:**

The portfolio is due on March 20, 2017 to your English teacher.

**Purpose:**

The purpose of the portfolio is to demonstrate your learning and self-discovery from Senior Project. Before you speak to your Senior Board, the judges will preview the portfolio which you have prepared for them. This portfolio is a compilation of assignments done for your Senior Project throughout the year and will provide a preview of who you are, what you did for your Senior Project and what skills and learning you acquired. Based upon this initial introduction, your judges can then ask related questions during the question and answer period of the Senior Boards. Remember, your portfolio will give the judges a first impression of your work, and first impressions do count.

**Requirements:**

Contents - There are 9 required pieces for your portfolio plus one optional piece to be explained in the next pages.

Container – The most common form for a portfolio is a binder or report cover. It should include all the required documents and contain dividers. However, a portfolio is a personalized document and may take many different forms. No matter how it is assembled, it must contain ALL the required documents in the order specified in your Senior Project Portfolio Checklist. Feel free to add creative touches or enhancements that address your topic and reflect your personality. It is NOT required that you spend an excessive amount of money for fancy binders and plastic sheet covers in order to earn a high score. If you choose to use them, buy them early.

**Senior Project Portfolio Checklist**

*Check off when completed*

\_\_\_\_\_ 1. Cover Page (placed on the OUTSIDE cover of the portfolio) 5 points

\_\_\_\_\_ 2. List of Contents 5 points

\_\_\_\_\_ 3. Letter to Judges 15 points

\_\_\_\_\_ 4. Letter of Intent (must have two signatures) 15 points

\_\_\_\_\_ 5. Research Paper (typed)

\_\_\_\_\_ 6. Mentor Form (typed) 5 points

\_\_\_\_\_ 7. Mentor Verification Form (typed or legibly handwritten) 5 points

\_\_\_\_\_ 8. Student Log (typed or legibly handwritten) 30 points

\_\_\_\_\_ 9. Self-Evaluation (typed) 20 points

\_\_\_\_\_ 10. Enhanced Contents (optional – flyers, pictures, handouts)

*Descriptions for each component follow this page.*

Portfolio Content Descriptions

Cover

The cover must be placed on the OUTSIDE cover of your portfolio. You may also include one in the inside as well.

The cover must include the following:

* Senior Project Topic
* Student’s Name
* English Teacher’s Name
* Date

Once again, feel free to add creative touches that address your topic and reflect your personality. Unlike in a research paper, it is appropriate to have graphics (pictures,designs, art, etc.) on your portfolio cover.

List of Contents

List the contents of the portfolio in the order that they appear. Use the checklist to put the components in the proper order.

Letter to Judges

Your letter to the judges is an informal letter of introduction. It gives you an opportunity to tell the judges something about yourself. Follow the format for the Letter of Intent, but the contents should be like a personal letter. It is important for the judges to know any challenges or success you have experienced. Some students have included academic achievements, sports, extra-curricular activities, family background, and future goals. This letter is an extremely important part of your portfolio, so have an adult proofread carefully! Samples will be available for you to review in your homeroom and online.

Letter of Intent (see handout for instructions)

This is a letter in which you formally indicate your Senior Project topic, your activity and your understanding of the consequences of plagiarism. You are writing this letter **to your English teacher**. It must be approved and signed by your English teacher. Make sure that you are using a clean (no spelling or grammar errors) copy that has both signatures. If you will be reprinting your letter, be sure to leave yourself enough time to get the two signatures again.

Research Paper

This is simply a clean (no spelling or grammar errors) copy of your research paper. Do not forget to include the Works Cited page.

Mentor Form (handout follows)

A mentor is a person who has expertise in your chosen field of interest and will serve as a resource and guide. Your mentor will also be verifying your completion of the required 20 hours. Your mentor should be someone who will have a business relationship with you and can recommend and assist you for advancement on your chosen path. Since parents or close relatives and friends do not fulfill these requirements, **except in very rare instances, parents, close relatives, or friends should not serve as mentors**. The mentor must be at least 25 years old. On the mentor form, you will include a description of your activity, a description of your mentor’s qualifications to be your mentor and of how he/she will be helping you. This form is to be filled out by YOU in your own words and typed. Then, have your mentor sign it.

If you end up changing your mentor during the course of the project, be sure to update this form accordingly.

Student Log

**Purpose:**

The purpose of this log is to keep a running record of your time and activities as you move through the activity portion of your project. It also serves as an additional verification of time spent on your activity.

**Contents:**

The log is to be used to record all activities in which you engage as part of your actual project. In addition, your project log is an opportunity to reflect about what is working, what isn’t and what your next steps may be. You can record meetings with your mentor, phone calls, planning time, and any other activities associated with the completion of your project within reason. If you camp a weekend in Monterey for a two-hour kayaking lesson, do not count the whole campout as hours. DO NOT INCLUDE TIME SPENT MAKING YOUR PORTFOLIO OR POSTER OR RESEARCH PAPER.

**Format:**

The log may be kept in your computer and then printed out for your portfolio. Some students keep the log in a separate notebook and put it in the back pouch of their portfolio. It should end up being a chronological record of the steps you took in completing the physical portion of your Senior Project. It does not have to be typed or done on a form.

**Hours:**

You may find that you need to begin your activity in the fall semester. This is not a problem. You will record all of your hours as you work through your activity. However, **20 or more hours are required during the spring semester** **unless prior permission was granted or arrangements were made.**

**Example of Project Log Entry:**

|  |  |  |
| --- | --- | --- |
| Date | Time Spent | Activity |
| 9/5/11 | 0.5 hour | Contacted Amy, a parent coach, by phone. I asked her about coaching the girls’ soccer team. I would like to do this for my project. It sounds like I will be able to do this if I want to. |
| 2/8/12 | 1 hour | Went down to the playing field to meet with girls and parents. I have decided to coach as part of my hours. The girls are really motivated! I think I will like doing this. |
| TOTAL: | 1.5 hours |  |

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

Mentor Verification Form

This is the place where your Mentor will verify that you completed at least 20 hours working on your Project before the portfolio is due (March 20, 2017). You need to type the description of your activity at the top of the form and then give it to your Mentor to fill out the rest. It is okay for your Mentor to handwrite the answers on the form.

\*\* Be sure to give your mentor enough time to fill this out. Do not give it to him/her the day before your portfolio is due!

Self-Evaluation

The purpose of this component is to provide a structure for reflection. This is an extremely important part to any learning process. A part of this process is wondering what might have been done differently, if anything, to produce a better result. In addressing the following prompts, your answers may be as long or as short as necessary to convey the results of your reflective thinking. It will be evaluated on your depth of thought. You may write this in question/answer format for a grade of Basic or you may put it in organized paragraph form, addressing all prompts, for the possibility of a score of Proficient or Advanced.

**Questions to Answer:**

1. What was your research topic?
2. What was your physical activity?
3. Did your topic or activity evolve? Explain.
4. Did you make any useful or unexpected discoveries? Explain.
5. How did your research paper connect to your activity?
6. Did your position change as a result of your research? Explain.
7. Time management is a critical skill in Senior Project. Discuss your time management.

a) How much time did you spend doing your research paper?

b) How much time did you spend doing your physical project?

c) Did you use the timeline to keep you on track?

d) What would you have done differently if you had to do your Senior Project over again?

e) As you completed your portfolio and as you prepare for your presentation, what can you do to better prepare yourself for the final presentation?

1. What were some of the difficult parts of the Senior Project such as any problems that you encountered and how you dealt with them?
2. Write down any final thoughts, ideas or reflections on either the product or the process you used in creating your Senior Project.
3. Share what you learned about yourself as you completed this project and how you grew as a person. Share what you learned about your project.

Enhanced Contents (Optional)

This is an optional part of the portfolio that will go towards earning you an Advanced or Proficient grade on your portfolio.

It may include items such as photos, drawings, computer images, brochures, handouts, flyers and other evidence related to your project that helps to illustrate or exemplify what you did. Please include a short caption or explanation of each of your enhanced content pieces.

LETTER OF INTENT

**Helpful Hints:**

* All Senior Project judges read your Letter of Intent. We don’t want you to be embarrassed. If there are more than 2 or 3 very small errors, your letter won’t be approved till you edit it.
* **Use the version of the Letter of Intent on the next page (which is online) as a template—just take off the title and type right on it—the formatting is done!**
* Notice there’s a colon [:] after your greeting—“Dear Blank:”

**Formatting Instructions:**

* One inch margins
* 12 point Times New Roman font—may go to 11 to fit on one page.
* Single space within paragraphs
* Double space between paragraphs, before and after the date, “Dear…”, and “Sincerely,”
* Do not indent your paragraphs in this business letter format!
* Follow the formatting outline given on the next page
* Keep your letter to ONE PAGE.
* Be sure to include the lines for your English Teacher to approve your topic. These must be on the same page as the letter.

**Below are some questions that you need to answer in your Letter of Intent:**

* Is my project clearly identified and does it involve a **learning stretch**? Does it show how I will be **challenged** by my project?
* What is the expected outcome of my project?
* Is it appropriate according to school and community standards?
* Will I be able to spend at least 20 hours during the spring semester on my activity and will those hours be completed prior to April 27, 2015?
* Have I verified that my Senior Project is feasible?
* Did I identify potential resources for the activity?
* Will I need outside funding? If so, what are the sources and what is the strategy for securing the funds needed to complete my Senior Project?
* Am I doing a fundraiser for my activity and have I completed the extra steps required for doing a fundraiser at or for CHS?
* Am I doing my project with a partner? If so, did I indicate that in my letter and have I turned in an Issues Resolution Form requesting this?
* What are my time requirements? Will I need any special time off?
* Will my project involve the school somehow (occurring on school grounds, using school equipment or affiliated with a school group) and have I completed the forms required for doing a project affiliated with the school?

**Letter of Intent Format**

Student Name

Street Address

Boise, ID 83704

(208)\_\_\_\_\_\_\_\_\_\_\_

January 29, 2017

Senior Teacher’s Name

8055 W. Goddard

Boise, ID 83704

Dear Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**Paragraph 1 – Introduction**

Describe the general area of interest of your Senior Project.

Explain why you chose this overall area of interest.

Describe what you already know or have done which will help you with your knowledge base.

State your topic for your Senior Project.

Indicate what your learning stretch will be and how you will be challenged. Time management and organization alone are not enough learning or challenge.

Make sure you capitalized Senior Project.

**Paragraph 2 – Activity**

Begin with a transitional sentence (For my activity….) and identify what you will be doing for your activity.

Describe the activity in specific terms

 What is it ~ Who’s involved ~ Potential cost (and how you will pay for it)

 Potential time (Will you need time off? If so, how much and when?)

 Possible resources (financial, mentor, multimedia laboratory, outside training, etc.)

Explain what the final outcome, product, or demonstration of your project will be—not including your Senior Board presentation, and why you think you will be able to complete this.

**Paragraph 3 – Understanding of Plagiarism**

Explain what plagiarism is

Explain why it is important to avoid plagiarizing

Explain what the repercussions of such an act would be

Sincerely,

(Cursive Signature)

Your Name Typed

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior English Teacher

Senior Project Mentor Form

**Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Support Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone (home):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone (work):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Activity Description:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(to be typed by student)

**General Description of Mentor’s Area of Expertise:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(to be typed by student)

**General Description of How Mentor Is Going to Assist Student:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(to be typed by student)

**I consent to serve as mentor.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mentor’s Signature Date

Mentor Verification Form (To be completed after project completed)

**Activity:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(to be typed by student)*

You have been chosen to verify the above student’s efforts on his or her Senior Project Activity. Since most of the time spent on the activity phase of the assignment has been out of class, verification of the student’s efforts is necessary. Please answer the following questions to help us evaluate his or her project. Please keep in mind that this student’s research paper has already been evaluated and that his form refers to the physical project.

**Comments** (to be filled out by Mentor in a legible manner)

1. Can you verify that he/she spent at least 20 hours creating this project? \_\_Yes \_\_ No

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What problems specifically did this student encounter and overcome?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What successes have you seen this student achieve?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General Remarks

If you have concerns about this student’s project, please email your student’s teacher at: teacherfirstname.teacherlastname@boiseschools.org

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

PARENTAL CERTIFICATE OF UNDERSTANDING

This is a form where your parents sign that they are aware of and support what you are doing for your Senior Project activity, and aware of the resources you may need and your plan for getting them. They are also signing that they are aware of the consequences if you fail to turn in any part of the Senior Project, or if you plagiarize or forge any signatures. In the form on the School Fusion page, please type in the description of the activity and the explanation of any resources you will need. Be sure to include any cost involved, or time out of school. Both you and your parents sign the form.

This is required, but it does not go in your portfolio.

**Senior Project**

**Parental Certificate of Understanding**

As the parent or guardian of \_\_\_\_\_student’s name (typed)\_\_\_\_\_\_\_ who is a senior student enrolled in Capital High school, I am aware that successful completion of Senior Project is a graduation requirement and that all phases of Senior Project must be completed on time, in proper sequence and to rubric standard of basic to meet this requirement. In the event a student receives an “incomplete” or “not passed” at the end of the school year, I am also aware that an opportunity to fulfill this requirement will be provided over the summer. Furthermore, I fully understand that any forged signatures or plagiarism will result in an automatic failure of Senior Project.

Senior Project is divided into a research paper and an activity. For the activity component of Senior Project, my son/daughter has decided to do the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be filled out and typed by student)

I understand that students may work on their activity during the fall semester but at least 20 hours must be logged during the spring semester (unless approved by Senior English Teachers). All activity hours are to be accompanied by a reflective log.

In order to complete the activity described below, my student will need access to the following resources and assistance:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(To be filled out and typed by student)

I fully understand that the selection of the activity component is a decision made independently of the staff and administration of Capital High School. All activities are the responsibility of the student and his or her parent or guardian. Any activity involving schools in the District or fundraising must have prior approval in writing. The student is to see his/her English Teacher regarding proper procedures and forms. All consequences of this activity choice and production experience, unless otherwise stated in writing, rest solely with the student and his or her parent or guardian. I also realize that the activity must, in some way, be related to the Senior Project Research Paper and represent a learning stretch for the student.

I understand that if any aspect of the above mentioned activity requires that my son or daughter be off-campus during normal school hours, prior approval must be obtained in writing from a Senior English Teacher. In addition, a signed off-campus permission slip must be turned in to the Attendance Office prior to any student leaving campus for the above mentioned purposes.

Signatures below indicate an understanding of this information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (printed) Student Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (English Teacher)

# USE OF SCHOOL FACILITIES

**IF YOUR PROJECT REQUIRES FUNDRAISING OR IN ANY WAY INVOLVES THE HIGH SCHOOL (either using school facilities or equipment or affiliated with a school group), YOU MUST FILL OUT A STUDENT ACTIVITIES FORM AND HAVE IT APPROVED BY MR. SOSNOWSKI**. This form is available on the School webpage. It is your responsibility to get the form signed by Coach Sos and **it must be included with your Topic Approval Packet** in order for your topic to be approved.