Otto-Eldred Jr. Sr. High School

Graduation Project

Otto-Eldred Junior-Senior High School
Revised June 2013

<u>Overview of Graduation Project</u>

       In accordance with the state of Pennsylvania's High School Graduation Requirements, a requirement of graduation from Otto-Eldred High School will be the completion of a Culminating Graduation Project.

(from)
Chapter 4:
Pennslyvania Academic Standards and Assessment

4.24: High School Graduation Requirements

(a) Each school entity shall specify requirements for graduation in the Strategic Plan…… Requirments shall include course completion and grades, completion of a <u>*culminating project*</u>, and results of local assessments aligned with the Academic Standards. Beginning in the 2002-03 school year, students shall demonstrate proficiency in reading, writing, and mathematics on either the State assessments (PSSA) delivered in grade 11 or 12, or local assessments aligned to the Academic Standards….in order to graduate. <u>*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.*</u>

Each graduating class will be demonstrating the skills and knowledge they have acquired throughout his or her high school experience. Components of each project will include community service, a resume and cover letter, a job application or college application, and participation in a mock interview. Failure to keep on schedule will be reflected in a student's report card. No senior will receive his or her diploma or participate in graduation ceremonies without a completed graduation project.

School parking privileges will only be granted to students that are current with his or her requirements.

Graduation Project Requirements:

All graduation project requirements must be completed by the end of the student's senior year. The principal reserves the right to restrict any senior from participating in graduation ceremonies if he or she doesn't submit necessary requirements in a timely manner.

1. Each student must complete a **resume and cover letter AND a job application or college application** that is consistent with the student's proposed career path. (Target deadline: March of senior year)

2. Each student must complete **20 hours of Community Service**. These 20 hours of service are to benefit individuals or agencies in the community. A log must be kept of your hours of service. **A brief description of each activity must accompany the log.** Activities to be used for Community Service hours must have pre-approval by the principal or guidance counselor. (Target deadline: March of senior year) *Note: students may begin accumulating community service hours starting in his or her sophomore year.

    Criteria for Community Service:
    a. Hours may not benefit student or relative directly.
    b. Hours must be completed on the student's own time. Rare exceptions may exist for hours to be completed during the school day.
    c. The High School Principal will have the final say in what may count toward a student's hours.
    d. Hours cannot come from activities that are a part of the duties for a extracurricular or co-curricular school position the student holds.

    A student may substitute up to 10 hours of pre-approved Job Shadowing for 10 hours of community service. This Job Shadowing experience must be approved through the guidance office or principal's office. A written description of the experience must be submitted as part of the project. Job shadowing a teacher at O-E would not be considered acceptable.

3. **Panel Interview**: In spring of the senior year, all students will be required to participate in a mock interview. Community business representatives will facilitate the interviews and rate each participant on a rubric. Students will be rated on appropriate dress, interview skills, voice, eye contact, and other criteria that are consistent with industry expectations. (Target deadline: April of senior year)

Responsibilities of the Student

- Successfully completing the Graduation Project required for graduation.
- Making contact with his or her principal or guidance counselor to discuss progress, problems and direction of the graduation project. Students are responsible for setting up meeting times with his or her principal or guidance counselor.
- Submitting of all necessary components of the Project to his or her advisor by the due date set forth in the timeline.
- Gaining pre-approval for all Community Service activities and logging the activities in the appropriate form.
- Providing all necessary components of the Project by the end of March during his or her senior year, prior to participating in the mock interview event.