

Rocky River High School
Senior Project Handbook
2019-2020



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Participation in Senior Project is a privilege and not a right. The administration reserves the right to accept or deny any seniors' participation in Senior Project at any time.

Rationale

To provide the opportunity for seniors to investigate a career or area of employment that is of interest.

Overview

All participants will:

1. Spend the final two weeks of 12th grade on project
2. Spend 50 hours or more on project
3. Participate in a project review with RRHS faculty
4. Participate in an evening symposium
5. Complete all project requirements to graduate*

** Student failing to complete senior project will return to school, attend class as scheduled, and take all final exams. **ALL PREVIOUS EXEMPTIONS BECOME NULL AND VOID, INCLUDING AP TEST EXEMPTIONS AND STRAIGHT 'A' EXEMPTIONS***

General Guidelines

All participants must:

1. Have a grade point average of 2.0 or higher
2. Meet all graduation requirements
3. Be in good disciplinary standing
4. Be current on all fees and/or fines
5. Not work for a relative
6. Not receive compensation

Attendance Guidelines

All participants must:

1. Have no more than 10 absences in any one class
2. Have no unexcused absences during 12th grade
3. Refer to the Parent/Student Handbook for descriptions of tardies, absences, excused absences and unexcused absences

Guidelines Exceptions

1. Field trips do not count towards the 10 absences listed above
2. Planned absence forms do not count towards the 10 absences listed above
 - a. Planned absence forms must be turned-in prior to absence
3. Planned college visits do not count towards the 10 absences listed above
 - a. Proper documentation must be submitted verifying an official visit
4. The Principal or designee will handle all discipline reviews individually
5. All Senior Project participants are exempt from having to take final exams

Requirements

All participants must:

1. Meet all deadlines
2. Attend all required meetings
3. Complete all required paperwork
4. Obtain all required signatures
5. Secure a faculty advisor and community sponsor
6. Work 50 hours over two weeks
7. Meet all presentation requirements
8. Receive approval from the Senior Project Coordinators

Approval Process

All participants will:

1. Submit a Declaration of Interest Form
2. Obtain approval from the Senior Project Coordinators
3. Complete the Student Contract
4. Complete the Parental Agreement
5. Complete the Sponsor Agreement
6. Meet all deadlines

Any student who is not approved will:

1. Revise and submit any issues identified by the Senior Project Coordinators
2. Meet all deadlines

Appeal Process

Any student who is denied the ability to participate in Senior Project may schedule a meeting with the Principal or designee for further evaluation. The approval or denial of an individual's Senior Project as determined by the Principal or designee is final.

Responsibilities: Coordinators, Sponsors, Advisors, Site Visitors, Adjudication Committee

Coordinator: RRHS Faculty members assigned the role of supervising and facilitating the implementation of the Senior Project program.

Coordinator Responsibilities:

1. Conduct all informational meetings
2. Communicate Senior Project components
3. Assemble all committees
4. Confirm eligibility of all applicants
5. Manage and maintain records
6. Organize adjudication and symposium
7. Collect all project documents
8. Approve Senior Project participants
9. Initiate denial or removal of Senior Project participants
10. Determine if all requirements were met by the student to achieve a “passing grade”

Sponsor: A community member with whom a student will work for and report to during Senior Project.

Sponsor Responsibilities:

1. Assist students in establishing and completing goals
2. Work with the student to complete the Project Calendar which establishes a plan for the 50 work hours
3. Advise and supervise student for 50 hours
4. Allow for active participation whenever possible
5. Monitor student attendance and immediately report absences to Project Coordinators
6. Complete the Community Sponsor Summary Report
7. Confer with Site Visitor (not all sites are visited)
8. Contact Project Coordinators with issues, problems or concerns

Faculty Advisor: A RRHS Staff member who will communicate with an individual student and assist the student throughout the Senior Project process.

Faculty Advisor Responsibilities:

1. Establish an annual timeline
2. Review and discuss all project application documents
3. Verify Community Sponsor and venue
4. Communicate weekly with the student during Senior Project

5. Review daily journals submitted by student and student's end-of-project presentation progress
6. Verify completion of Senior Project
7. Evaluate final project presentations
8. Contact Project Coordinators with issues, problems or concerns

Site Visitor: A RRHS staff member who visits select project sites (not all sites will be visited)

Site Visitor Responsibilities:

1. Complete a site visit of the student (may be announced or unannounced)
2. Complete the Site Evaluation Checklist
3. Contact Project Coordinators with issues, problems or concerns

Adjudication Committee Responsibilities

1. Evaluate all Senior Project presentations and confirm evidence of project completion
2. Submit completed project evaluation forms to Coordinators

Presentation and Documentation Requirements

All participants will:

1. Create an electronic presentation (Google presentation or PowerPoint)
2. Create a trifold board
3. Submit the following items to Coordinators by specified deadlines
 - a. Daily journal
 - b. Weekly timesheets
 - c. Community Sponsor Evaluation Form
4. Present Project including both electronic presentation and tri-fold board to Adjudication Committee Member/s
5. Present tri-fold board at the Senior Project Symposium