

Craven County Schools

Graduation Project Handbook

Craven Early College High School

Early College EAST High School

Havelock High School

New Bern High School

West Craven High School

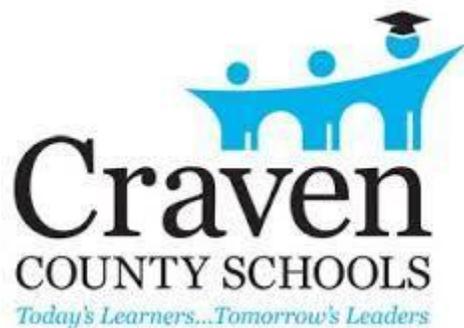


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Project Summary and General Information

The Craven County Schools' Graduation Project is a multi-faceted, multi-disciplinary performance assessment completed over time. The Craven County Schools' Graduation Project provides students the opportunity to connect content knowledge, acquired skills, and work habits to real world situations and issues. Through the Graduation Project process, students will engage various specific skills that include computer knowledge, employability skills, information-retrieval skills, language skills, teamwork, and thinking/problem-solving skills. The Craven County Schools' Graduation Project is comprised of four components: a research paper, a product, a portfolio, and an oral presentation.

Special Circumstances

The Graduation Project components shall be modified for students with an IEP, a 504 plan or who are Limited English Proficient. Teachers shall follow the guidelines established for those students.

Early College students who take college English courses in lieu of high school English III/IV will be required to meet all Graduation Project expectations on an individualized timeline. This timeline will be approved by the Graduation Project Coordinator and the school principal.

Transfer Student Modifications

In the case of a student transfer, any component completed at the previous school will be accepted by the new school. Students transferring in may produce any components of the Graduation Project (as defined by Craven County Schools) from a previous school to fulfill their requirements. If they cannot, students should follow the guidelines prescribed below:

- **English I and II:** Students will have modified assignments per teacher discretion.
- **English III:** Students may need to complete all components if they have sufficient time as determined by class timeline. If they do not have sufficient time to complete the components, they will need to finish those components their senior year.
- **English IV:** If they are unable to produce any or all components of the project, teachers and students should use the following modifications chart:

Week enrolled	1-3	4-9	10-12	13+
Paper	No change	Annotated bibliography with 8 sources	Annotated bibliography reduced to 5 sources	Student will not be required to complete the Craven County Graduation Project
Product	No change	No change	Create a visual aid to accompany presentation	
Portfolio	No change	No change	No change	
Presentation	No change	No change	No change	

Roles and Responsibilities of School Personnel

Graduation Project Coordinator: Will be a manager of processes and monitor program. He or she will:

- Acquire necessary information on the Graduation Project requirements.
- Ensure that all parties are informed of all requirements.
- Disseminate information in a timely manner.
- Document P/F on student transcripts for all components of the project.
- Contact key stakeholders and keep all informed.
- Serve as liaison between the school and the community.
- Maintain a list of all students who have not successfully completed the Graduation Project.
- Keep counselors, administration, and parents notified of students who have fallen behind on completion of the components.

Graduation Project Team: Will consist of the Graduation Project Coordinator and all English teachers.

The Team will:

- Assist the Graduation Project Coordinator in the implementation of the project.
- Discuss changes in the process and submit recommendations to the district coordinator for approval.
- Will be in charge of Graduation Projects as concerns the level of English they teach. The teachers will:
 - ❖ Assist students in the research paper, product, and presentation in English I, English II, English III, and English IV.
 - ❖ Keep the Graduation Project Coordinator informed about transfer students, and students who are not successfully completing the project requirements.

Graduation Project Four-Year Plan

	Portfolio	Paper	Product	Presentation
I	Student will set up their portfolio on Google Drive and share it with their current English teacher Add materials as needed	Write a 2-3 page research paper on a literary or historical topic	Multi-media product to support research	An in-class presentation reflecting on the project
II	Share folder with current English teacher Add materials as needed	Write a 2-3 page research paper on a literary, historical, or social issue using	Product related to paper	An in-class presentation reflecting on the project
III	Share folder with current English teacher Add materials as needed	Write a 4-8 page argumentative research paper on a literary, historical, social, or career topic	Product related to paper	An in-class presentation reflecting on the project
IV	Share folder with current English teacher Add materials as needed	Write a paper (Content and length to be determined by department)	Product related to paper	An in-class presentation reflecting on the project as a whole to adult observers

Research Paper Specifications

Teachers will use the Research Paper Rubric to grade at each level. English III and English IV GP requirements will include research papers with a minimum of 2 revisions showing growth.

	English I	English II	English III and IV
Format Specifications	MLA format, with proper MLA heading, title, and page numbers		
Style	12 point font, Times New Roman, in black ink Left justified, double-spaced paper with 1 inch margins		
Length - Page lengths do not include Works Cited page	2-3 pages	2-3 pages	4-8 pages
Works Cited and Citations	Must follow proper MLA format and guidelines		
Sources - No general print or web encyclopedias may be used	Up to teacher discretion		At least 5 sources must be used

Product Information and Specifications

Teachers will use the Product Rubric to grade at each level.

Students will, each year, create or fulfill a product that is unique to their research paper and which will inform their presentation. Product ideas must be a collaboration of student effort and teacher approval. Students will be required to complete 5 hours of product work that relate to either their English III or IV research paper.

Presentation Information and Specifications

Teachers will use the Presentation Rubric to grade at each level.

Each student will present the culmination of his or her work to the English teacher and his or her class. The student will speak for an amount of time determined by the Graduation Project Team on his or her research paper, the product application, lessons learned, and the challenges encountered during achievement of the project. This presentation must include an effective visual aid. The oral presentation phase of the project is, in essence, a self-evaluation which enables the student to reflect on what he or she has accomplished.

Living Portfolio Information and Specifications

Teachers will check for the Portfolio under the Product Rubric at each grade level.

The portfolio will be established during English I (or the first English course in which the student enrolls in Craven County Schools). Students will create a Graduation Project folder in their Google e-mail account under Google Drive. They will create four subfolders: English I, English II, English III, and English IV. Inside each folder, they will keep all paper, product, and presentation documents and share the folder with his or her English teacher and the department e-mail.

Research Paper Rubric

	5 Exceeds Expectations	4 Above Expectations	3 Meets Expectations	2 Below Expectations	1 Resubmission Necessary
MLA/APA Formatting *papers without citations and/or works cited will be returned to the student for resubmission*	Uses quotes, paraphrases, and in-text citations in a refined manner and follows all formatting rules for documentation and works cited.	Uses quotes, paraphrases, and in-text citations properly and follows formatting rules for documentation and works cited.	Uses quotes, paraphrases, and in-text citations adequately and follows formatting rules for documentation and works cited.	Uses quotes, paraphrases, and in-text citations and follows most formatting rules for documentation and works cited.	Does not demonstrate an understanding of how to use quotes, paraphrases, in-text citations, or works cited.
Information Literacy	Conscientiously and consistently integrates a variety of credible primary and secondary sources.	Effectively integrates a variety of credible primary and secondary sources.	Adequately integrates credible primary or secondary sources.	Rarely integrates credible primary or secondary sources.	No evidence of credible primary and secondary sources is available.
Focus	Presents a profound and focused thesis statement with strong and clear connections.	Presents an insightful and focused thesis statement with clear connections.	Presents a thesis statement with adequate connections.	Presents a thesis statement with no connections.	No thesis statement is evident.
Support	Masterfully incorporates complex ideas from multiple sources.	Effectively incorporates complex ideas from multiple sources.	Adequately incorporates ideas from sources.	Rarely incorporates ideas from sources.	Does not incorporate ideas from sources.
Organization	Provides a sophisticated progression of related ideas with transitions.	Provides an effective progression of related ideas with transitions.	Provides an adequate progression of related ideas with some transitions.	Rarely provides a progression of ideas; rarely uses transitions.	No progression of ideas is evident; does not use transitions.
Style	Exhibits skillful use of sentence variety, including effective word choice for clarity and consistent voice.	Exhibits effective use of sentence variety, including effective word choice for clarity and consistent voice.	Exhibits adequate use of sentence variety, including effective word choice for clarity and consistent voice.	Exhibits limited use of sentence variety, including word choice for clarity and consistent voice.	No evidence of sentence variety, clarity, or consistent voice.
Conventions	Demonstrates a sophisticated use of conventions.	Demonstrates an effective use of conventions.	Demonstrates adequate use of conventions.	Demonstrates limited understanding of conventions.	No evidence of attention to conventions.

Product Rubric

	5 Exceeds Expectations	4 Above Expectations	3 Meets Expectations	2 Below Expectations	1 Resubmission Necessary
Time *English III	Exceeds number of recommended hours.	Above number of recommended hours.	Meets number of recommended hours.	Shows evidence of little time invested.	Has no evidence of time spent on product.
Knowledge: Link to Research	Masterfully demonstrates a logical and relevant link to research.	Effectively demonstrates a relevant link to research.	Adequately demonstrates a link to research.	Minimally demonstrates a link to research.	Does not demonstrate a link to research.
Knowledge: Link to Real World	Extensively and masterfully demonstrates connection to real world situations.	Effectively demonstrates connection to real world situations.	Adequately demonstrates connection to real world situations.	Minimally demonstrates connection to real world situations.	Does not demonstrate connection to real world situations.
Creativity	Demonstrates sophisticated creative thinking, decision making, reasoning, and/or problem solving.	Demonstrates effective creative thinking, decision making, reasoning, and/or problem solving.	Demonstrates adequate creative thinking, decision making, reasoning, and/or problem solving.	Demonstrates limited creative thinking, decision making, reasoning, and/or problem solving.	Demonstrates no creative thinking, decision making, reasoning, and/or problem solving.
Detail	Masterfully displays extensive use of detail.	Effectively displays sufficient use of detail.	Adequately displays use of details.	Minimally displays use of detail.	Does not display use of detail.
Ethics	Consistently demonstrates sophisticated use of ethical standards in producing an original product.	Effectively demonstrates use of ethical standards in producing an original product.	Adequately demonstrates use of ethical standards in producing an original product.	Minimally demonstrates use of ethical standards in producing an original product.	Does not use ethical standard in producing an original product.

Portfolio

Completed: _____

Not Completed: _____

Presentation Rubric

	5 Exceeds Expectations	4 Above Expectations	3 Meets Expectations	2 Below Expectations	1 Resubmission Necessary
Communication: Nonverbal Skills volume, tone, eye contact, posture, enthusiasm, etc.	Masterfully employs nonverbal skills.	Effectively employs nonverbal skills.	Adequately employs nonverbal skills.	Employs few nonverbal skills.	Does not employ nonverbal skills.
Communication: Grammar	Masterfully employs proper grammar and articulation.	Effectively employs proper grammar and articulation.	Adequately employing proper grammar and articulation.	Rarely employs proper grammar and articulation.	Does not employ proper grammar and articulation.
Time	Adheres to prescribed time guidelines.	Is off prescribed guidelines by 15-30 seconds.	Is off prescribed guidelines by 30-60 seconds.	Is off prescribed guidelines by 1-2 minutes.	Is off prescribed guidelines by more than 2 minutes.
Professional Attire	Wears appropriate attire.			Does not wear appropriate attire.	
Visual Aids	Masterfully employs creative visual aids that enrich or reinforce presentation.	Effectively employs visual aids that enrich or reinforce presentation.	Adequately employs visual aids that reinforce presentation.	Minimally employs visual aids.	Employs no visual aids.
Content: Main Idea	Presents an insightful main idea with strong and clear connections to research and product.	Presents an effective main idea with strong and clear connections to research and product.	Presents a main idea with adequate connection to research and product.	Presents a main idea with no connections to research or product.	No main idea is evident.
Content: Organization	Masterfully employs a logical and engaging sequence that the audience can follow.	Effectively employs a logical and engaging sequence that the audience can follow.	Adequately employs a logical sequence that the audience can follow.	Ineffectively sequences content.	Does not employ an effective sequence.
Content: Support	Masterfully demonstrates use of supporting details.	Effectively demonstrates use of supporting details.	Adequately demonstrates use of supporting details.	Minimally demonstrates use of supporting details.	Does not demonstrate use of supporting details.
Self-Reflection	Reflects on process, successes, and challenges with exceptional insight and depth.	Reflects on process, successes, and challenges with effective insight and depth.	Reflects on process, successes, and challenges with adequate insight.	Reflects on process, successes, and challenges with minimal insight.	Does not reflect on process, successes, or challenges.
Responses to Questions	Confidentially, politely, and accurately responds to questions.	Politely, and accurately responds to questions.	Politely responds to questions.	Ineffectively responds to questions.	Does not respond to questions.

Graduation Project Mentor Code of Ethics and Application

1. The mentor shall protect the student from conditions that are detrimental to the health and safety of the student.
2. The mentor shall maintain an appropriate relationship with the student in all settings.
3. The mentor shall serve as a positive role model for the student and shall demonstrate a high standard of professional character and conduct.
4. The mentor shall evaluate the student based upon the student's demonstrated competencies and performance.

Mentor's Name: _____ Date of Birth: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Mentor Job Title: _____

Mentor Employer: _____

Employer's Address: _____

Have you ever been convicted or plead *nolo contendere* (no contest) to any violation of the law other than minor traffic tickets? _____ if yes, please explain: _____

Do you have any criminal charges or procedures pending? _____ if yes, please explain: _____

I understand the responsibility entrusted to me as a NC Graduation Project mentor. I have read the mentor code of ethics above. I understand that the information I have given may be used for a background check.

Mentor Signature: _____ Date: _____

Parent Confirmation of Background Check

_____ I do not request a background check for this mentor to work with my child and release Craven County Schools of all liability.

_____ I prefer my child work with an appropriate school employee. I understand that all school employees successfully passed a background check prior to employment.

Parent Signature: _____ Date: _____

Craven County Schools' Graduation Project Product Time Log

Student: _____

Topic: _____

Mentor: _____

Date	Activity Description	Hours	Adult Initials

This is a truthful account of the time I worked on my Product. Total Work Time: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Mentor Signature: _____

Date: _____

Craven County Schools Graduation Project Photo/Video Release Form

Any individual who can be identified in a photograph or video must sign this form in order for the student to use the material in his or her Graduation Project.

I grant permission to _____ (student) to use my photograph or video footage in his or her Graduation Project. I understand that my picture may be part of the above named student's portfolio, product, and/or presentation. I also acknowledge that the photographs and/or videos will not contain any personal information about me other than the possibility of my first name. I release Craven County Schools and _____ (student) of any and all claims arising out of the use of the photos or video footage.

Signature: _____ Date: _____

Minors (anyone under 18)

I _____ (parent/guardian) have read the foregoing material and fully understand its contents. By signing this, I understand that my child's photograph or video image will be part of _____ (student) Graduation Project.

Signature: _____ Date: _____