
Handbook

2013-2014

Everett Public Schools

Culminating Exhibition

One of public education's fundamental goals is developing lifelong learners who use their minds and skills well. Students' abilities to understand their strengths and challenges, plan for their own futures and collaborate with others to expand their opportunities are essential to success after high school. The updated components of Everett's Culminating Exhibition, supported through the Senior Seminar course, will move students through challenging academic activities that develop and demonstrate their readiness to take responsibility for their own learning, improve their digital literacy and help them apply 21st century skills.

Senior Seminar Course Outline

Introduction

Examine the purpose of Senior Seminar and the Culminating Exhibition

- Course introduction
- Course tools
- Internet safety
- Permission slip for enhanced internet access
- Assessments and exploration tools

Unit 1: Produce Your Digital Portfolio

Investigate and explore pathways after high school

1. *Are you prepared for WORK?*
 - Job and career exploration
 - Resume
 - Job application
 - Cover letter
 - Interview
 - ACT National Career Readiness Certification (NCRC)
2. *Are you prepared for EDUCATION?*
 - College and training exploration
 - College application
 - Free Application for Federal Student Aid (FAFSA)
 - Scholarship application
3. *Are you prepared for LIFE?*
 - Budget for financial well-being
 - Civic and social responsibility
4. Personal Multimedia Presentation
5. Digital Portfolio self-evaluation

Unit 2: Implement Your High School & Beyond Plan

Take the next steps

1. High School & Beyond Plan
2. Develop a Culminating Project proposal (Proposal Idea)
3. Develop Culminating Project action plan (Proposed Action Plan)
4. Approval of Culminating Project plan (Proposal Sign-off)
5. High School & Beyond Plan self-evaluation

Unit 3: Submit Your Culminating Project

Display your skills

1. Reflective log
2. Research log
3. Completion of Culminating Project
4. Post-Culminating Project self-evaluation

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Overview

The Everett Public Schools' Culminating Exhibition (CE) established by the school board as a graduation requirement is a student performance assessment of the Washington State Learning Goals and the Everett Public Schools' Learning Standards. The central focus of the Senior Seminar course is post high school readiness. Each course component focuses the student on their career/education, financial well-being, and social and civic responsibility up to and beyond graduation. The standards for the Senior Seminar course are published at the beginning of each school year for the current senior class and include:

- *Self-direction*
- *Digital Communication*
- *Problem Solving*

Why require the Culminating Exhibition?

Passage of state legislation (House Bill 1209) initiated school reform efforts in Washington state. As a result, every school district was charged to help all students achieve the four state learning goals. Everett Public Schools began with the class of 2001, requiring students to complete the Culminating Exhibition.

For all Washington state students in the class of 2008 and beyond, school districts have been required to have students complete a Culminating Project and a High School and Beyond Plan. Our Culminating Exhibition (CE) fulfills the state requirements and serves as a model for other districts. The revisions to the CE components in 2012-13 retain aspects of the letter, project, and presentation, while enriching the student's planning for the future, expanding technology use and offering curriculum to support students taking action toward their goals. Examples include completing applications, applying for scholarships, becoming certified for employment and specialized programs or even seeking apprenticeship experiences to help build resumes.

Timeline to graduation

Completing the Senior Seminar course or equivalent is necessary for graduation from Everett Public Schools. Earning credit in the Senior Seminar course requires students to do more than simply turn work in on time; it also requires them to produce quality work that meets assignment completion requirements and shows progress toward course standards. All required courses have an established deadline for completion that must be met for a student to qualify to participate in that grading period's commencement ceremonies. This date is established and published at each school. Students will not be awarded a diploma until all of the graduation requirements are met (Board Policy 2410).

Progress monitoring

Teachers will provide feedback to students as students complete each segment of the course. Quarter progress reports as well as updates in our online gradebook system should help show student course progress. Throughout the semester, students will have multiple opportunities to submit their work for feedback and instructional support. Submission dates are set by teachers to allow for timely feedback on student progress towards meeting standards. Each high school CE implementation aligns with the school's master schedule. Schools provide face-to-face instruction for each component, and online resources are available as well.

For the Senior Seminar course, each student will work in the classroom using online tools which tie informational resources, instructional guidance, students' work and teacher's feedback together. Progress and grade reports will include an update of the student's status on each component.

Intellectual integrity

Intellectual integrity is the cornerstone of being a self-directed learner. It is imperative that students present an honest accounting of all CE related activities. Students falsifying any aspect of their work will be subject to appropriate disciplinary action, ranging from submitting completely new, verifiably original work up to and including loss of the privilege to participate in commencement ceremonies.

Intervention

School staff will notify student(s) and parent(s) if the student is not making adequate progress toward completing the Culminating Exhibition. The school will communicate with parents/guardians expressing concern and inviting parents to schedule a face-to-face conference to help the student create a plan to successfully complete all work. The conference is also a good opportunity to clarify the school resources available to aid the student. Not completing the course by the semester deadline means that a student risks not qualifying for the current semester's commencement ceremony. Parents and guardians will be notified by the school if a student is considered ineligible for commencements and will again be invited to a conference to determine how to best help the student meet standard on all Culminating Exhibition components.

Appeals

Denying a student permission to take part in a graduation ceremony requires written notice from a school administrator to the student and to his/her parent or guardian. The notice shall specify why participation is being denied.

If students or parents have concerns about the successful completion of the Culminating Exhibition, they should contact their teacher. If the parent or student feels the complaint is not resolved after discussion with the teacher, they may choose to submit a written complaint to the school administrator assigned to oversee the Culminating Exhibition. If the parent or student feels the complaint is not resolved after discussion with the CE administrator, they may choose to bring the complaint to the principal. The principal will review the complaint and then render a decision. If the parent or student does not feel the problem has been satisfactorily resolved at the school level, they may file a written complaint with the superintendent or the superintendent designee. The school will be asked to provide any relevant documentation. The superintendent or the superintendent designee will review the complaint and documentation and render a decision. That decision is final.

Running Start and Sno-Isle

All students who participate in Running Start, Sno-Isle or other equivalent programs are required to complete all components of the CE and meet their school requirements. Students who intend to participate in these programs need to plan carefully to ensure CE completion.

English Language Learners (ELL)

ELL students who receive services will have an individualized plan detailing how each will meet the CE requirements. Each student's plan will be developed by a team including the student and ELL teacher(s), counselor(s), and parent/guardian(s) with the approval of the district-level representative for ELL. A school administrator will approve all plans.

Students with disabilities

Students with disabilities may require accommodations and/or modifications to complete their work. Student IEPs or 504 plans will detail how each student will meet CE requirements. The plan may include input from the student, parent/guardian(s), special education teacher(s), counselor and general education teacher(s) who are familiar with the student's needs. A school administrator will approve all plans.

Intra-district transfer students

Because CE is an Everett Public Schools graduation requirement, students will still be required to complete all requirements when transferring from one high school to another within the district.

Out of district transfer students

Students who transfer into Everett Public Schools will be required to complete all three components of the Culminating Exhibition.

- Students may apply to the school principal for an exemption from the letter, project, and presentation:
 - if a student enters as a senior, is within two semesters of graduation and has completed a Culminating Project in another Washington state school district
 - if a student transfers from outside of the state, enters as a senior and is within one semester of graduation

Summer school students

Students often enroll in summer school because this is an opportunity to design a project which does not work with a regular school year schedule. If the unique nature of a summer project requires a student to complete project activities during scheduled class time, a student must apply and receive permission before enrolling in the class.

Course parameters

Senior Seminar expanded technology use

Students will engage with the latest technology and internet tools to present themselves and their skills to potential employers and institutes of education. They will publish for peer feedback and will be expected to act professionally and responsibly – providing their instructor with a view into their ongoing work. By building class products in a Web environment, students retain access to all of their research and planning, even after they graduate.

Plan and personal focus project

The project is a part of the post high school plan developed as part of the course. A course which does not receive high school credit or an established school activity may be part of the learning, but a student's plan and project must include more than an instructor-determined class outcome and be more than simply taking part in a school-sponsored extracurricular activity.

Project activities must comply with parameters established by the Everett Public Schools' Risk Management Pool, federal and state law, and the policies and procedures of Everett Public Schools, including those governing:

- Student Conduct, No. 3240 and 3240P,
- Student Fund-raising Activities, No. 3530 and 3530P,
- Associated Student Body, No. 3510 and 3510P,
- Religious-Related Activities and Practices, No. 2340 and 2340P, and
- Community Relations, No. 4333 and 4333P.

Although students, when designing and working on their course work are encouraged to challenge themselves in original and creative ways, certain hazardous activities are prohibited. The district has the right to reject any project that is judged to be unsafe or in conflict with school district policies and procedures.

Parental consent

Web access: At the beginning of each semester, parents/guardians will have an opportunity to deny student access to expanded technology use. This opportunity is a form sent to parents/guardians. Students legally authorized to approve or opt out of technology use for themselves must have their FERPA status verified before being approved or opting out.

Project activities: Students should give parents/guardians a proposal that lists project activities that are completed outside of class. Parents/guardians are asked to sign the project proposal indicating full awareness of what students propose to do as part of the project. Students legally authorized to approve their own work, must verify to their instructor that all appropriate paperwork is complete and must have their FERPA status verified before being approved to begin project activities.

Project Costs: Schools are not responsible for funding Senior Seminar course work. Senior Seminar course work need not cost any more than a typical school project. The district encourages students to work within their means. When planning their projects students are encouraged to develop a reasonably accurate estimate of costs, a guaranteed source for those funds, and parents are asked to plan accordingly.

Use of facilities

District facilities are not automatically available to students for CE projects. Students wishing to use Everett Public School facilities as part of a CE project will be required to follow the same procedures required of other groups wishing to use facilities. These procedures include a formal facilities use request and any required fees. Because facilities are scheduled well in advance, students' CE project use cannot be assured.

Fundraising

Discretion should be exercised before proposing a project which will involve handling money or fundraising. Specific legal stipulations apply and vary according to the situation proposed. Students who propose handling money must have a sponsoring agent and/or shall comply with the policies and procedures of the school district. If a student is interested in raising funds for a community organization, the student must provide documentation that the organization has approved sponsorship and agrees to oversee money collection. Students must ensure that fundraising or money collection announcements specify that the school district is not sponsoring the activity.

Restrictions

Some activities students choose may not be appropriate for district-sponsored programs. Several proposed topics that the Risk Management Pool has reviewed for member districts have been morally and/or socially objectionable, and some have even been illegal under Washington state law. To help students select appropriate subjects, the following representative list of project activities are not permitted by Everett Public Schools for CE projects or course work.

1. Air or flight activities: flying airplanes or helicopters, hang gliding, hot air balloons, parachuting and skydiving
2. Motorized vehicle rides, races and contests, auto racing, demolition contests, motorcycles and go-cart races, stunting and tractor pulls
3. Water activities such as those involving large watercraft; canoeing, kayaking, windsurfing, power boat racing, swimming in private pools, lakes and rivers, scuba diving, watercraft activities, rafts, tubes or other vessels for navigating white water streams, and any jet ski or other similar motorized personal watercraft, water skiing, water slides, and water park
4. Amusement park activities, carnival rides, bungee jumping, dunk tanks, and food eating contests
5. Animal activities: Pack animal trips, snake handling, uncaged wild animals, and handling stray domestic animals
6. Athletics not WIAA approved: Specifically archery, high contact martial arts and boxing, various kinds of wrestling, unsupervised skating: roller skating, roller-blading, ice skating and skateboarding. Any activities or athletic camps that are not continuously supervised by qualified coaches;
7. Wilderness/climbing activities: mountain/rock climbing, spelunking (cave exploring), rappelling, buildering, or wilderness survival
8. Weapons (and weapons-related) activities include using and making weapons such as firearms, knives, bows and arrows, explosives, rockets, firecrackers, and paint-balling
9. Activities not permitted under minors labor laws: These are listed under WAC 296-125-030, including all work performed more than ten feet above ground or floor level
10. Unsupervised construction or shop activities, including working with power tools, high temperature kilns or chemicals

For projects not included in the above list, a risk-benefit analysis will be used to determine which activities clearly have an educational benefit. The project proposal consideration process will use Everett Public Schools standards to determine what is permitted for extracurricular activities.

Guidelines for students working in the community

Students must have parents/guardians review and approve community activity projects. For safety reasons, students should always stay alert to inappropriate behaviors or communications. This includes the digital internet community. Students should discontinue contact immediately if they are uncomfortable with ANYTHING being said, done, suggested, or implied and report the discomfort to a trusted adult.

When working in the community students should always tell parents/guardians:

- where they are meeting (a public place or place of business is advised)
- whom they are meeting
- how long they plan to meet and when they will return
- the purpose for the meeting
- what transportation they plan to use

To establish a good working relationship with others, students should:

- set up meetings well ahead of time and then call to confirm immediately before the planned date.
- clearly state purpose when requesting a meeting date/time and always respect others' busy schedules.
- be sure when communicating by email or voice mail to leave complete information.
- give people time to respond to messages but follow up when necessary.
- be accommodating, polite, and flexible.

How to help students with the Culminating Exhibition

Parents and community members are often interested in participating in the Culminating Exhibition experience. This could include, among other things, providing feedback to students on their plans, mentoring, or even tutoring. Each school will have information about how parents and community members may play important and supportive roles.

Who to contact for more information

Each school has a CE administrator. High school phone numbers below will help you connect with that administrator:

Cascade High School	(425) 385-6000
Everett High School	(425) 385-4400
Jackson High School	(425) 385-7000
Sequoia High School	(425) 385-5100

Commonly asked questions and answers

Question: How is the Senior Seminar class different in 2012-13 than in the past?

Answer: The class now focuses on each student's individual post high school plan. Teachers will work with students so each is aware of opportunities beyond graduation, whether those include further formal education or work force entry right after high school.

Question: Why the change?

Answer: Senior Seminar has been shifting emphasis over the last two years to post high school planning. As part of Everett Public Schools' Strategic Plan, the course is now more focused on each student's ability to make informed decisions about their own future.

Question: Can I still do the project I was planning on doing?

Answer: The three main components of the previous Senior Seminar course remain: the letter, project and presentation but they flow differently in the course with additional elements of digital and financial literacy, college and career readiness, and long-term planning. The course starts with research and planning. Then there will be a window of time for a personal focus project which takes one part of a plan and puts it into action. This may easily tie in with a current project idea.

Question: Do I have to enroll in Senior Seminar?

Answer: It is a district graduation requirement that each student earns a .5 Senior Seminar credit. The majority of students will complete this requirement in the course. Some Running Start programs have a Culminating Project course which meets the state requirement and once successfully completed meets the district requirement.

Question:	How will the schools keep track of what we have finished on the CE? Will it be on our report card?
Answer:	The CE is completed through Senior Seminar or an equivalent course. In addition to progress reports, online grades can help keep students and parents up-to-date about course progress.
Question:	Do I have to complete all of the classwork to pass the CE requirement?
Answer:	Yes. Core course assignments must be completed and course standards must be met to receive credit in the course.
Question:	What if I don't understand what to do?
Answer:	You should first re-examine the course standards and assignments. Next, you should talk to your Senior Seminar teacher. If you need more support, make an appointment and meet with your school's CE administrator. If you are away from school and need help, you can go to the resources and models online. If you have exhausted these resources, never forget your school's counselor or administrators. They are very well connected to all kinds of support to help you.
Question:	What is the National Career Readiness Certificate (NCRC) Assessment that is a part of the Senior Seminar course?
Answer:	<p>The National Career Readiness Certificate (NCRC) is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Reading and using work-related text • Applying information from workplace documents to solve problems • Applying mathematical reasoning to work-related problems • Setting up and performing work-related mathematical calculations • Locating, synthesizing, and applying information that is presented graphically • Comparing, summarizing, and analyzing information presented in multiple related graphics
Question:	Can I participate in my school's commencement exercise if I have passed all my required classes but have not completed all the requirements for Senior Seminar?
Answer:	No. Senior Seminar or its equivalent is a graduation requirement. All graduation requirements must be met before a student can participate in a commencement ceremony in Everett Public Schools. The district holds graduation ceremonies in the winter, spring and summer.