

# GRADUATION PROJECT GUIDELINES AND MANUAL



## Freedom Area High School

*Illuminating the Path of Success for All Students*

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The Graduation Project Manual is available on the district website at  
[www.freedomareaschools.org](http://www.freedomareaschools.org)

## Graduation Project Outline

Every student seeking to graduate from Freedom Area School District will be required to plan, complete, and present an individual graduation project that meets the standards and provisions set forth by the Pennsylvania Department of Education and Freedom Area School District. The purpose of the graduation project is to assure that students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. Students will be expected to do their best work in terms of research, writing, and presentation.

Freedom Area High School's graduation project requires each student to successfully complete four years of an Academic Assistance Period with activities aligned to the graduation project, a freshmen research project and presentation on a potential career, community service hours and attendance at two government meetings, and a job shadowing experience or creative project. Students will also be required to give an oral presentation in their freshmen (career project) and senior year of schooling (internship and service).

All proposals for the community service and the job shadowing experience or the creative project portion of the must be submitted and approved by the Building Leadership Team before a student may begin working and logging hours on that part of the project. .

Graduation projects are required to be orally presented on an ACT 80 day of the senior year. The ACT 80 day for graduation project presentations will be announced on the school calendar each year.

### Requirements & Deadlines

The following list of components must be completed to meet the required standards. The time frame and deadline schedule is used in order to balance the workload between grades, keep the students on track, and allow for some flexibility. If components are completed prior to the due date, the student should submit the documentation and logged hours to his/her mentor at the next scheduled meeting.

GRADE	COMPONENTS FOR COMPLETION
9	<ul style="list-style-type: none"> <li>• Learning Style Inventory</li> <li>• Career Aptitude Survey</li> <li>• College Visit and Reflection (provided by the school)</li> <li>• Career Exploration Research Report and Presentation</li> <li>• Career Fair in May with formal presentation</li> <li>• Passing Grade in AAP Mini-Sessions on Personal Finance, Family Management, Decision Making, Goal Setting.</li> </ul>
10	<ul style="list-style-type: none"> <li>• Completion of the PSAT (Paid for by the school)</li> <li>• Attendance at Two (4) Government Meetings: 2 school board meetings and 2 borough/township meetings.</li> <li>• 30 Hours of Service to the School and/or Community through Approved Volunteer Sites.</li> </ul>
11	<ul style="list-style-type: none"> <li>• Passing Grade in AAP and AAP Mini-Sessions on Personal Finance, Family Management, Decision Making</li> <li>• AAP mini-sessions on Interviewing, Resume Development and Goal Setting</li> </ul>
12	<ul style="list-style-type: none"> <li>• Internship/Job Shadow Project or Creative Project</li> <li>• Presentation of e-Portfolio</li> </ul>

## Procedures & Guidelines

Please note the following policies associated with the graduation project:

1. The majority of requirements in grade nine are completed within the context of the school. Students wishing to complete community service outside of the approved list must seek approval from administration. Students may not volunteer for family members. At the beginning of junior year, students will be assigned a mentor teacher (AAP teacher) who will work with those students to guide them through the final two years of the project.
2. Students must procure approval from the Building Leadership Team prior to beginning both the community service, and creative work project or job shadow experience. Students must submit all proposals to the HS Principal **two weeks** in advance. Upon approval, students are permitted to complete the job shadow and/or begin logging project hours towards completion.
3. Students are required to conference with their mentor/AAP teacher at least once per month during advisory periods in the AAP teacher's room. The purpose of the meetings is to verify that students are on track with completing components and to provide advisement when needed.
4. Students will be required to successfully complete two oral presentations. Freedom Area High School will schedule an Act 80 day each school year in May for the purpose of presentations. Freshmen will present their Career Exploration Project on the morning of the Act 80 days during a Career Fair. Seniors will be scheduled to orally present their projects in the afternoon before a panel of Freedom Area School District staff members. *Any student who fails to present his/her project for any reason on the scheduled day will be notified by the principal or assistant principal as to the make-up date. Students who do not complete their project components on time are still required to appear before their assigned panel of teachers during their scheduled presentation time.*
5. Graduation projects will be deemed Successful or Unsuccessful on the *Graduation Project Evaluation* form based on the student's ability to meet the specified component requirements. Any component of the project deemed **Unsuccessful** will be returned to the student along with the *Graduation Project Evaluation* form containing notes on requirements that need to be corrected. Students will be given a set amount of time to make corrections that must be completed prior to presenting that component of their project again to their respective panel. Any student who still has an Unsuccessful evaluation after the second presentation will be scheduled for a final presentation before Freedom Area School District administrators. This presentation will be a student's third and final chance to be Successful on the graduation project. Unsuccessful after the third and final attempt will prohibit a senior from meeting Freedom Area School District graduation requirements and will result in a student not participating in graduation ceremonies or receiving a diploma from Freedom Area High School. **According to the Freedom Area School District Board policy, any student who does not successfully pass the graduation project will not receive a diploma from Freedom Area School District.** Any subsequent presentations for a student who was Unsuccessful after the third attempt and did not receive a diploma will be scheduled at the discretion of the administration.

6. To help prepare for the graduation project, students will be scheduled for various presentations in several classes throughout their high school career. Through work in other classes, students will also be expected to reinforce technology skills learned in the Secondary Computer Applications course. The graduation project oral presentation requirements will be reviewed and practiced in the Career Exploration Project.

## **Individual Component Requirements**

### **1. Secondary Computer Applications**

This course is required and taken during the 9<sup>th</sup> grade year. Students will be required to demonstrate proficiency in technology as part of their culminating graduation project. This course is designed to develop and enrich student's understanding and application of various technology skills needed in their academic endeavors. Students will not only review Microsoft Word and document formatting, but will learn professional and ethical electronic communication skills, researching methods and information databases as well as presentation software such as PowerPoint. The technology skills introduced in this course will prepare students for the skills needed in the 21<sup>st</sup> century workplace and provide a platform for understanding trends in emerging technology. Secondary Computer Applications is a Freedom Area School District graduation requirement. All components of this course must be finished and a passing grade earned for the course to be deemed Successful on the *Graduation Project Evaluation* form.

### **2. Career Exploration Project/AAP**

This project is required and completed during the freshmen year. The entire freshmen year AAP experience focuses on planning for the future, attending post-secondary school, or preparing for the job market. A A P Course content includes learning style inventory, career aptitude assessments, the need for a career plan, studying the job market, personal finance, decision making, legal implications of poor decision making in high school, making applications to schools and for financial aid, and considering short-term and long-term financial needs. Students will use Microsoft Word/Power Point/Excel to complete their first research paper, complete weekly/monthly/yearly goals, compose thank-you letters following our post-secondary visits, develop presentations for projects and will be given instructions for proper interviewing skills. Each student will present an overview of their freshmen year, findings from their career exploration project, and short-term/long-term goals during a Career Fair to be held in May. All components of this course must be finished and a passing grade earned for the course to be deemed Successful on the *Graduation Project Evaluation* form.

### **4. Community Service Project**

A required component of the Freedom Area High School graduation project is a community service project or a creative work project. Community service projects are planned, organized, voluntary efforts designed to address a problem or need in the community. To be meaningful, community service projects must address a real need or problem found within the community. A student may choose to complete community service hours at one of the pre-approved locations (Appendix, p. ) or design their own community service project. The community service project a student chooses to do should reflect his/her personal interests and skills. Students are required to perform a minimum of 30 hours of community service within their sophomore/junior year. A maximum of 10 hours may be performed during school based activities (i.e. Service Club, National Honor Society, etc.). Students completing community service hours while on court-ordered probation may not use those hours for their graduation project. If a student wishes to keep volunteering at a community service location where he or she completed court-ordered

probation hours, the student must provide proof that the required 30 hours were in addition to those hours ordered by the court. Students are responsible for arranging their own transportation to and from the project site.

All proposals for the community service project must be submitted to the principal **two weeks** prior to starting the project and approved by the Building Leadership Team before a student may begin working and logging hours on that part of the project.

***NOTE: Students are permitted to work together on a project, however, each participant must log 30 hours individually, write their own unique Community Service Project Report, and prepare and present their own unique oral presentation.***

Steps to complete the community service project:

- a. Submit a *Community Service Project Proposal* to the Principal **two weeks** before starting the project. The Building Leadership Team will approve or deny the project proposal.
- b. Whether a student is completing service hours or a service project, he or she is required to call or write the project supervisor well before the date the project/hours would take place.
- c. Introduce yourself and explain that you are a student at Freedom Area High School working on a requirement for your graduation project. Explain that one part of your graduation project is to complete a 30 hour community service project. Confirm the start date, time, and location of the community service project.
- d. Call and reconfirm the day before the project.
- e. Show up on time. Dress appropriately and follow the safety rules of the supervisor.
- f. Spend at least 30 total hours at the project site, and complete the *Community Service Project Hours Log* form for verification.
- g. Ask for permission to take photos during the community service project. You can use them in the technology portion of your oral presentation of the graduation project.
- h. Give the project supervisor the *Community Service Project Evaluation* form with a self-addressed stamped envelope to be completed and mailed back to the high school.
- j. Thank the project supervisor for the opportunity to volunteer, and you must follow up with a written thank you note. Make a copy of the thank you note prior to mailing. The copy should be included in the final Graduation Project Portfolio.
- i. After completing the 30 hours of service, students choosing this option are required to write a 2 page (minimum) to 3 page (maximum) *Community Service Project Report* that reflects on their experience.

### 3. Government Meetings

All students must attend at least two government meetings (one school board meeting and one community-based meeting). Students may attend pre-approved meeting locations (Appendix p. ) and must sign up in the main office at least 48 hours prior to attending. Students are required to obtain signatures from the board president or vice-president (Appendix p. ) as well as a copy of the agenda for the meeting. The meeting confirmation sheet, agenda, and one page meeting summary should be included in the Government Meeting section of the binder and e-portfolio.

#### 4. Job Shadowing Experience

Job shadowing gives the student an opportunity to learn more about a specific job area through observation. The student follows (job shadows) an employee at a work site for one day to learn about a particular occupation or industry. Job shadowing can help a student explore a variety of career options and possibly select a career major for further academic/ career experiences throughout high school. Students are required to complete a job shadowing experience for the Freedom Area High School graduation project. Students should preferably shadow someone employed in a job that relates to their future endeavors. The job shadow experience must be at least **15 hours** in length and should be completed on the student's own time. However, students will be excused from school should the shadow sponsor work regular business hours during the student's school day. Students are required to complete the job shadowing experience during the **senior year**. Students must complete the *Job Shadow Proposal* form **two weeks** prior to the experience, and it must be approved by the Building Leadership Team. In addition to the job shadow, students must complete the *Job Shadow Site Report* form and have the sponsor complete and mail the *Job Shadowing Employer Evaluation* form. The *Job Shadow Site Report* is due by March of their **senior year**, prior to the final presentation. All forms are available in the appendix of this manual.

All students are responsible for contacting a work site and scheduling their own job shadowing experience. The principal will obtain a contact name for students who cannot find a sponsor in their career of interest. It is the student's responsibility to contact the sponsor and make the arrangements for the job shadow. Again, students are required to complete the job shadow during the senior year. Students are not permitted to job shadow family members or any employees of the Freedom Area School District. Students are responsible for arranging their own transportation to and from the job site.

Steps to complete the job shadow:

- a. Submit a *Job Shadow Proposal* to the Principal at least **two weeks** before the experience. The Building Leadership Team will approve or deny the proposal.
- b. Call or write the person you wish to shadow well before the date the job shadow experience would take place. Introduce yourself and explain that you are a student at Freedom Area High School working on a requirement for your graduation project. Explain that one part of your graduation project is to job shadow a person working in a career field you are interested in.
- c. Confirm the date, time, and location of the job shadow.
- d. Ask for permission to take photos during the job shadow. You can use them in the technology portion of your oral presentation of the graduation project.
- e. Call and reconfirm the day before the job shadow.
- f. Show up to the job site on time. Dress appropriately and follow the safety rules of the job shadow sponsor. If you are unable to keep your scheduled appointment, it is your responsibility to call and reschedule.
- g. Spend at least **15 hours** at the job site, and complete the *Job Shadow Site Report*.
- h. Give the sponsor the *Job Shadowing Employer Evaluation* form along with a self-addressed stamped envelope to be completed and mailed back to the high school.

- i. Thank the sponsor for the opportunity to job shadow at the end of the experience, and you must follow up with a written thank you note. Make a copy of the thank you note prior to mailing. The copy should be included in the final Graduation Project Portfolio.

OR

## 5. Creative Work Project

A required component of the Freedom Area High School graduation project is either a community service project or a creative work project. Students must choose one and complete the requirements at any time during 10<sup>th</sup> grade through October of 12<sup>th</sup> grade.

A creative work project must demonstrate a student's ability or talent to develop an original, complex product with personal meaning. Students who choose this project are required to perform a minimum of 30 hours of work on the project. Students may count a maximum of 5 hours towards gathering materials for the project. A minimum of 25 hours must be on-task. Students are responsible for all costs associated with completion of the creative work project. The project cannot result from a Freedom Area High School course requirement. Students will be required to provide visual documentation of progress on the creative work project.

All proposals for the creative work project must be submitted to the Principal **two weeks** prior to starting the project and approved by the Building Leadership Team before a student may begin working and logging hours on that part of the project. Examples of creative work projects include writing a play, writing and performing an original song, developing a portfolio of original art work, restoring a car, or building a deck. There are numerous possibilities for creative work projects, and mentors can help students decide on options.

**NOTE:** *Students are permitted to work together on a project, however, each participant must log 30 hours individually, write their own unique Creative Work Project Report, and prepare and present their own unique oral presentation.*

Steps to complete the creative work project:

- a. Submit a *Creative Work Project Proposal* to the principal **two weeks** prior to starting the project. The Building Leadership Team will approve or deny the proposal.
- b. Spend at least 30 total hours on the project, and complete the *Creative Work Project Hours Log* form for verification.
- c. Submit visual documentation of progress on the project from start to finish, which can be used in the technology portion of your oral presentation of the graduation project.
- d. After completing 30 hours on the project, students choosing this option are required to write a 2 page (minimum) to 3 page (maximum) *Creative Work Project Report* that reflects on their experience. The *Creative Work Project Report* is due no later than the **last Friday in March of the student's senior year.**

## 6. Oral Presentation

Freedom Area High School will schedule an Act 80 day each school year for the purpose of senior presentations. The Act 80 day will be announced on the school calendar. Seniors will be scheduled to orally present their projects on this day before a panel of Freedom Area School District staff members. *Any student who fails to present his/her project for any reason on the scheduled day will be notified by the Principal as to the make-up date.*



Each student's formal presentation must:

- show proficiency in the use of technology by using a software package such as PowerPoint, Publisher, or Photoshop
- be between 10 – 20 minutes in length and dress professionally
- discuss the community service and government meeting experience
- discuss either the job shadow experience or creative work project
- provide visual documentation of the project
- include a portfolio of the following items: *Letter of Introduction; Resume; Career Exploration Research Paper, Community Service Project Proposal(s), Community Service Hours Log, Community Service Evaluation, Community Service Project Report, Community Service Thank You Letter(s), Government Meeting Attendance Sheet(s), Government Meeting Agenda(s), and Government Meeting Summary;*

**AND ONE OF THE FOLLOWING**

**JOB SHADOW:** *Job Shadow Proposal, Job Shadow Site Report, Employer Evaluation, and copy of Thank You Note;*

**OR**

**CREATIVE PROJECT:** *Creative Work Project Proposal, Creative Work Project Hours Log, and Creative Work Project Report.*

**ASSESSMENT OF PROJECT PRESENTATION**

The panel will complete a *Graduation Project Evaluation* form at the conclusion of each student's presentation. Graduation projects will be deemed *Successful* or *Unsuccessful* on the *Graduation Project Evaluation* form based on the student's ability to meet the specified component requirements. Students will be notified of their *Graduation Project Evaluation* score (*Successful* or *Unsuccessful*) in a timely manner and the forms will be returned to the students. Any component of the project deemed *Unsuccessful* will be returned to the student along with the *Graduation Project Evaluation* form containing notes on requirements that need to be corrected. Students will be given a set amount of time to make corrections, and then will be required to present that component of their project again to their respective panel. Any student who still has an *Unsuccessful* evaluation after the second presentation will be scheduled for a final presentation before Freedom Area School District administrators. This presentation will be a student's third and final chance to be *Successful* on the graduation project. Any project deemed *Unsuccessful* after the third and final attempt will prohibit a senior from meeting Freedom Area School District graduation requirements and will result in a student not participating in graduation ceremonies or receiving a diploma from Freedom Area High School. **According to Chapter 4 Regulations set forth by the Pennsylvania Department of Education and the Freedom Area School District Board policy, any student who does not successfully pass the graduation project will not receive a diploma from Freedom Area School District.** Any subsequent presentations for a student who was *Unsuccessful* after the third attempt and did not receive a diploma will be scheduled at the discretion of the administration.

## **Student/Mentor (AAP) Meetings**

### **General Student/Mentor Meeting Agenda**

Students are required to meet with their AAP teacher approximately at least one time per month during designated advisory periods held during the school day. Meetings between students and mentors will be in the mentor's homeroom (unless moved to another designated area). The purpose of the meetings is to verify that students are on track with completing components, and to provide advisement when needed. The following items are to be addressed during scheduled Student/ Mentor meetings:

- Discuss project procedures and deadlines
- Discuss project progress and concerns
- Mentor feedback on progress
- Discuss hours logged for community service or creative work project
- Discuss presentation portfolio
- Review of Thank You Note(s)
- Review of Job Shadow Site Report and Employer Evaluation
- Review of Community Service Project Hours Log, Evaluation, and Report
- Review of Creative Work Proposal Hours Log and Report
- Discuss presentation needs (including any technology equipment the student may need)
- Discuss parent and administration notification due to lack of progress, if any

### **Final Student / Mentor Meeting Agenda**

- Final review of presentation (presentation must demonstrate proficiency in technology)
- Mentor verification that all of the components have been *Successfully* completed
- Notification of presentation time and location (to be held on Act 80 day)
- Review of presentation expectations and evaluation procedures
- Parent and administration notification documented if any part of project is Incomplete

# Freedom Area High School Graduation Project Manual Appendix



**APPENDIX A**

**CAREER  
EXPLORATION  
RESEARCH**

**APPENDIX B**

**COMMUNITY  
SERVICE**

## Approved Community Service Locations:

1. Beaver County Historical Society/Vicary House – Contact Brenda Applegate – 724-75-1848
2. McGuire Home- Contact Rose Teny – 724-845-3400
3. Woodland – Contact – [lmortmer@woodlandsfoundation.org](mailto:lmortmer@woodlandsfoundation.org), or 724-935-5470
4. Habitat Humanities – Contact Lisa Meneice – 724-846-1630
5. Hosanna Industries – Contact Amanda Brecker – 724-770-0262
6. YMCA – Contact Renee – 724-891-8439
7. Freedom Boro – Contact Karen – 724-728-5744
8. Conway Boro- Contact Debbie Rose – 724-869-0813
9. Salvation Army-Contact John, 724-774-8335, [www.salvationarmy.org](http://www.salvationarmy.org)
10. Conway Meal on Wheels – Contact 724-843-1893
11. Yellow Ribbon Girls –Contact Jenna Morgan - 724-654-1444
12. Beaver County Humane Society – Contact – 724-775-5801
13. Vitas Paw Pals, Hospice Care – (using your own pets to comfort others) – 1-866-418-4827
14. American Cancer Society – Contact Kelly Joe Siger – 1-888-227-5445
15. Sweetwater Center for the Arts – Contact – online [info@sweetartcenter.org](mailto:info@sweetartcenter.org) -412-741-4405
16. Race for the Cure Pittsburgh – Contact Susan Komen, 412-342-0500
17. Ohio River Trail – Contact – Mr Troia- 724-728-3625
18. New Brighton Soup Kitchen- Contact Melissa – 724-847-3760
19. Friendship Ridge-Contact Ms. Shrever- 724-891-1150
20. Rochester Villa Manor – Contact Kristin Goldstrom -724-775-6400
21. Green Valley Park – Contact Valerie Dietrich- 724-728-2914
22. New Sewickley Recycling – Contact New Sewickley, Hosanna Industries -724-770-0262
23. Brady’s Run Recreational - Contact Waste Management recycling – 724-770-2064
24. Rochester River Front – Contact John Barrett, Boro- 724-775-1200 [rbmanger@cmcast.net](mailto:rbmanger@cmcast.net)
25. Tower of Hope Inc. Contact Roe Collins – 724-544-4894
26. Villa St. Joseph – Contact Melissa Angelo -724-869-6386
27. Glade Run Lutheran Services – Contact - Carrie Moll – 724-452-6576
28. Granny Goodstory Contact - 724-384-8780
29. Festival of Trees – Contact Amy Tyger – 724-1330502-9882
30. Beaver Library – Contact -Diane Wakefield – 724-775-1132
31. Master Gardener Program – Contact -Michael Masiuk,- 724-302-9406
32. Special Olympics – Contact – Melissa Niedbala – 724-775-0743 ( New Horizon School)
33. Old Economy Village – Contact – David Miller -724-266-4500 ext. 10 [davemiller@pa.gov](mailto:davemiller@pa.gov)
34. Beaver County Women’s Shelter – Contact Annex – 724-775-2032
35. Beaver Heart Association Contact – Monaca Office – 724-774-6600
36. Leukemia & Lymphoma Society – Contact on line 1-800-955-4572
37. Goodwill Industries – Contact Goodwill , 724-775-2559, [www.goodwill.org](http://www.goodwill.org)
38. Big Brothers & Sister – Contact Heather Daugherty, 724-843-4600

**Freedom Area High School**  
**Graduation Project**  
*Community Service Project Proposal*

A required component of the Freedom Area High School graduation project is either a community service project or a creative work project. Students must choose one and complete the requirements at any time during 10<sup>th</sup> grade through October of 12<sup>th</sup> grade.

Community service projects are planned, organized, voluntary efforts designed to address a problem or need in the community. To be meaningful, community service projects must address a real need or problem found within the community. The community service project a student chooses to do should also reflect his/her personal interests and skills. Students who choose this project are required to perform a minimum of 30 hours of community service. A maximum of 10 hours may be performed during school based activities. Community service shall be performed at a non-profit organization operating as a service to the community, and it shall be non-paid. Students may also choose to perform community service for a member of the community (who cannot be a relative). Students are responsible for arranging their own transportation to and from the project site.

All proposals for the community service project must be submitted to the Principal **two weeks** prior to starting the project and approved by the Building Leadership Team before a student may begin working and logging hours on that part of the project. This part of the graduation project may be completed at any time during 10<sup>th</sup> grade through October of 12<sup>th</sup> grade. The Building Leadership Team will approve or deny the proposal. You are required to submit a new proposal if your first is denied.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Community Service  
Location/Organization: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_

Project Supervisor Phone Number: \_\_\_\_\_

Community Service Dates: \_\_\_\_\_

Brief explanation of Community Service expectations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Date Proposal Received: \_\_\_\_\_ Project Coordinator' Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**Freedom Area High School**  
**Graduation Project**  
***Community Service Project Hours Log***

Name: \_\_\_\_\_  
 Project Supervisor: \_\_\_\_\_  
 Project Location: \_\_\_\_\_

Date Began: \_\_\_\_\_  
 Date Ended: \_\_\_\_\_

**Directions:** Use this form to record the hours spent completing the required 30 hours for your *Community Service Project*. You may type a form similar to this one as long as the following are included: Documentation of date, activities, and supervisor’s signature for verification. Visual documentation should ideally provide evidence of the project and must be incorporated into the technology portion of your graduation project presentation. The supervisor verifying the hours should be the same person who completes the *Community Service Project Evaluation* form. Review this log with your mentor upon completion.

Date(s)	Activities	Hours
<b>Total Hours</b>		

Supervisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Freedom Area High School

## Graduation Project

### *Community Service Project Report*

After completing the 30 hours of community service, students choosing this option are required to write a *Community Service Project Report* that reflects on their experience. Review this report with your mentor upon completion. The *Community Service Project Report* is due no later than the **last Friday in May of the student's junior year**

The following requirements must be met:

- Use a MLA Format
  - The title should NOT be in ALL CAPS, underlined, or put in "quotation marks"
  - Number all pages consecutively. Use the **Insert** ribbon tab, select **Page Number**, select **Top of Page, Plain Number 3**. Type your last name before the page number followed by two spaces, and do not use "p" before the number. Make sure last name & page numbers are in Times New Roman font style, 12-point size. *Refer to sample below.*
- Choose font style Times New Roman, in 12-point size
- Double-space throughout the paper with no extra spaces between paragraphs or lines
  - Remove the extra space that is automatically inserted when pressing the "ENTER" key
- DO NOT justify
- DO NOT staple papers together
- DO NOT use contractions (use "do not" rather than "don't")
- Set margins to 1-inch at top, bottom, and both sides
- Indent the first word of every paragraph by ½ inch (press Tab key once!)
- DO NOT type a title page
- Make sure the paper is at least 2 pages in length, but no more than 3 pages

The report should include the following information:

- The history of the community service project (i.e. is it an ongoing project, or a new project)
- Who the project serves in the community
- The project supervisor's involvement in the project
- Your contribution to the project, including providing details of what you did each day
- Why (or why not) you think this project benefits the community
- Why (or why not) this project was personally meaningful
- Any other information you feel is important

**APPENDIX C**

**GOVERNMENT  
MEETINGS**

# Government Meeting Locations

*Students must sign up a week in advance.*

*A master sign-up sheet will be in the main office of the high school.*

Attendance at a governmental meeting (see attached listing)

- Signed form by president or secretary of the organization verifying attendance (see attached form).
- Copy of agenda with a well-written summary, well-documented notes or brief notes on the agenda.
- If a written agenda does not exist from the meeting, officer of the organization signing governmental meeting form must note this on the form.

## **New Sewickley Township Supervisors Meetings**

- Township Manager – Walter Beighey
- Township Secretary – Patricia Pfaff
- Office Hours – 8:00am – 4:00pm
- Email [manager@newsewickley.com](mailto:manager@newsewickley.com) /Phone: 724-774-7822
- General Supervisors meetings each week at 7:30pm held at the Municipal Building

## **Freedom Boro Meetings**

- Mayor – Arthur Evans
- Borough Secretary – Karen Willison
- Office Hours – 8:00am – 4:00pm
- Email – [freedomborough@comcast.com](mailto:freedomborough@comcast.com) /Phone: 724-728-5744
- Work Meeting – 1<sup>st</sup> Monday each week at 6:00 pm held at Boro Building
- General Meeting – 2<sup>nd</sup> Wednesday each week at 6:00pm at Boro Building

## **Conway Borough Meetings**

- Mayor – Debbie Giska-Rose
- Borough Secretary – Diane McKay
- Office Hours – 8:00am – 4:00pm
- Email- [mayrrose@conwaypa.org](mailto:mayrrose@conwaypa.org) /Phone: 724-869-9959
- Working Meeting – 1st Wednesday each week at 7:00pm held at the Conway Fire Department
- General Meeting -3<sup>rd</sup> Wednesday each week at 7:00pm held at the Conway Fire Department

## **Beaver County Government – Beaver County Commissioners (approval from principal)**

- Chairman – Tony Amadio
- Beaver County Courthouse
- 810 3<sup>rd</sup> Avenue Beaver, PA 15009
- Email: [tamadio@beavercountypa.gov](mailto:tamadio@beavercountypa.gov) /Phone724-770-4405
- Meeting-2<sup>nd</sup> & 4<sup>th</sup> Thursdays of each month at 10:00am

## **Freedom Area School District Board of Education Meeting**

- Board President – Barbara Heyman
- Middle School Library
- Meeting – 1<sup>st</sup> and 2<sup>nd</sup> Thursday of each month at 7:00pm

**GOVERNMENTAL MEETING**

**SENIOR PROJECT  
FREEDOM AREA HIGH SCHOOL**

I certify that \_\_\_\_\_ attended the  
(Student's Name)

\_\_\_\_\_ meeting on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**GOVERNMENTAL MEETING**

**SENIOR PROJECT  
FREEDOM AREA HIGH SCHOOL**

I certify that \_\_\_\_\_ attended the  
(Student's Name)

\_\_\_\_\_ meeting on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**APPENDIX D**

**JOB SHADOW**

**Freedom Area High School**  
**Graduation Project**  
*Job Shadow Proposal*

Job shadowing gives the student an opportunity to learn more about a specific job area through observation. The student follows (job shadows) an employee at a work site for one day to learn about a particular occupation or industry. Job shadowing can help a student explore a variety of career options and possibly select a career major for further academic / career experiences throughout high school.

All students are responsible for contacting a work site and scheduling their own job shadowing experience. Students are required to complete the job shadow during the sophomore year. Students are not permitted to job shadow family members or any employee of the Freedom Area School District. Students are responsible for arranging their own transportation to and from the job site.

Submit this form to the Principal **two weeks** prior to the job shadow. The Building Leadership Team will approve or deny the proposal. You are required to submit a new proposal if a previous proposal was denied.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Site Name: \_\_\_\_\_

Job Shadow Sponsor: \_\_\_\_\_

Sponsor's Title: \_\_\_\_\_

Sponsor's Phone Number: \_\_\_\_\_

Job Shadow Date: \_\_\_\_\_

Job Shadow Time (minimum 4 hours): \_\_\_\_\_

Brief explanation of Job Shadow expectations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Date Proposal Received: \_\_\_\_\_ Project Coordinator' Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**Freedom Area High School**  
**Graduation Project**  
*Job Shadow Site Report*

Name: \_\_\_\_\_  
Job Shadow Sponsor: \_\_\_\_\_  
Sponsor's Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_  
Sponsor's Title: \_\_\_\_\_  
Name of Business: \_\_\_\_\_

**Directions:** During your work site visit, ask your sponsor the following questions. DO NOT ask the sponsor to write the questions for you. It is your responsibility to ask detailed questions and/or follow-up questions to gain as much knowledge about this career as possible. Use the back of this page if additional space is needed. After interviewing the job sponsor, you will need to type this page with the questions and answers.

1) **What are your primary responsibilities?** \_\_\_\_\_

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

2) **With what other people do you work most closely?** \_\_\_\_\_

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

3) **In what capacity are computers used?** \_\_\_\_\_

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

4) **What type of education/training does this career require?** \_\_\_\_\_

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

5) **What do you like most about your job?** \_\_\_\_\_

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

6) **What do you like least about your job?** \_\_\_\_\_

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

7) **What is the typical starting salary for this type of work?** \_\_\_\_\_

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

8) **Do you have any advice for me as I consider my career options?** \_\_\_\_\_

\_\_\_\_\_

- ❖ Remember to give the sponsor the *Job Shadowing Employer Evaluation* form with a self-addressed stamped envelope to be completed and mailed back to the high school.
- ❖ Remember to thank the sponsor for the opportunity to job shadow. You must follow up with a written thank you note. Make a copy of the thank you note prior to mailing. The copy should be included in the final Graduation Project Portfolio.



# Freedom Area High School

## Graduation Project

### *Job Shadow Procedures*

The *Job Shadow Site Report* will be evaluated anonymously by certificated teachers who will score the report according to an approved. The *Job Shadow Site Report* is due at the **end of the sophomore year**, prior to leaving for summer break.

The following requirements must be met:

- MLA Format
  - The title should **NOT** be in ALL CAPS, **BOLD**, underlined, or put in “quotation marks”
  - Number all pages consecutively. Use the *Insert* ribbon tab, select **Page Number**, select **Top of Page, Plain Number 3**. Type your last name before the page number followed by two spaces, and do not use “p” before the number. Make sure last name & page numbers are in Times New Roman font style, 12-point size. *Refer to sample below.*
  
- Choose font style Times New Roman, in 12-point size
- DO NOT justify
- DO NOT staple papers together
- DO NOT type a title page
- Set margins to 1-inch at top, bottom, and both sides
- DO NOT use contractions (use “do not” rather than “don’t”)
- When using first person, response(s) should be written in quotation marks (“ ”)
- Number each question and type in **bold** format. Responses should be in complete sentences!

***IMPORTANT!*** It is the student’s responsibility during the interview to ask additional questions if the sponsor’s response is not understood or vague. Student answers should be in detail and clearly understood by the reader. Simply writing a one sentence response in quotation marks will warrant an *Unsuccessful* score.

# Freedom Area High School

## Graduation Project

### *Job Shadow Employer Evaluation*

Student Name: \_\_\_\_\_ Profession Observed: \_\_\_\_\_

Job Shadow Sponsor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Work Site Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Please take a minute to evaluate this student's day on the job.

- 1) The student was punctual.  
Agree                  Somewhat Agree          Disagree          N/A
- 2) The student actively participated in all tasks assigned.  
Agree                  Somewhat Agree          Disagree          N/A
- 3) The student asked appropriate job-related questions.  
Agree                  Somewhat Agree          Disagree          N/A
- 4) The student showed a genuine interest in the job area shadowed.  
Agree                  Somewhat Agree          Disagree          N/A
- 5) The student's behavior was respectful and appropriate.  
Agree                  Somewhat Agree          Disagree          N/A
- 6) The student's appearance and dress were appropriate for the job setting.  
Agree                  Somewhat Agree          Disagree          N/A
- 7) The student followed all safety rules.  
Agree                  Somewhat Agree          Disagree          N/A

I verify that \_\_\_\_\_ successfully completed a job shadow  
  Student Name  
experience on \_\_\_\_\_ Number of hours \_\_\_\_\_  
  (Date Completed)

**Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Freedom Area School District greatly appreciates your role in helping our students in their quest for career growth and development. If you have any questions or concerns, please call (724) 775-7400 or email [tdadich@freedom.k12.pa.us](mailto:tdadich@freedom.k12.pa.us)

Please return to: Timothy Dadich, Principal  
Freedom Area High School  
1190 Bulldog Drive  
Freedom Area, PA 15042

# **APPENDIX E**

## **CREATIVE PROJECT**

**Freedom Area High School**  
**Graduation Project**  
*Creative Work Project Proposal*

A required component of the Freedom Area High School graduation project is either a job shadowing experience or a creative work project. Students must choose one and complete the requirements at any time before the last of March of their senior year.

A creative work project must demonstrate a student's ability or talent to develop an original, complex product with personal meaning. Students who choose this project are required to perform a minimum of 30 hours of work on the project. Students may count a maximum of 5 hours towards gathering materials for the project. A minimum of 25 hours must be on-task. Students are responsible for all costs associated with completion of the creative work project. The project cannot result from a CTC or Freedom Area High School course requirement. Students will be required to provide visual documentation of progress from start to finish on the creative work project.

All proposals for the creative work project must be submitted to the Principal **two weeks** prior to starting the project and approved by the Building Leadership Team before a student may begin working and logging hours on that part of the project. This part of the graduation project may be completed at any time during 12<sup>th</sup> grade through the last week of March. The Building Leadership Team will approve or deny the proposal. You are required to submit a new proposal if your first is denied.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Creative Work Project: \_\_\_\_\_

Estimated number of hours for completion: \_\_\_\_\_

Describe what you plan to do for your project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps you will take to complete your project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what you hope to learn from this project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Proposal Received: \_\_\_\_\_ Project Coordinator' Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

## Freedom Area High School Graduation Project *Creative Work Project Hours Log*

Name: \_\_\_\_\_  
 Title of Project: \_\_\_\_\_

Date Began: \_\_\_\_\_  
 Date Ended: \_\_\_\_\_

**Directions:** Use this form to record the hours spent completing the required 30 hours for your *Creative Work Project*. You may type a form similar to this one as long as the following are included: Documentation of date, activities, and graduation project mentor’s signature for verification. You will need to bring visual documentation to your mentor to verify progress on your project. Visual documentation should ideally provide evidence of progress on the project (from start to finish) and must be incorporated into the technology portion of your graduation project presentation. Review this log with your mentor upon completion.

Date(s)	Activities	Hours
<b>Total Hours</b>		

Mentor’s Signature: \_\_\_\_\_

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

# Freedom Area High School

## Graduation Project

### *Creative Work Project Report*

After completing the 30 hours of work on your project, students choosing this option are required to write a *Creative Work Project Report* that reflects on their experience. Review this report with your mentor upon completion. The *Creative Work Project Report* is due no later than the **last Friday in October of the student's senior year.**

The following requirements must be met.

- Use MLA Format
  - The title should NOT be in ALL CAPS, **BOLD**, underlined, or put in "quotation marks"
  - Number all pages consecutively. Use the *Insert* ribbon tab, select **Page Number**, select **Top of Page, Plain Number 3**. Type your last name before the page number followed by two spaces, and do not use "p" before the number. Make sure last name & page numbers are in Times New Roman font style, 12-point size. *Refer to sample below.*
- Choose font style Times New Roman, in 12-point size
- Double-space throughout the paper with no extra spaces between paragraphs or lines
  - Remove the extra space that is automatically inserted when pressing the "ENTER" key
- DO NOT justify
- DO NOT staple papers together
- DO NOT use contractions (use "do not" rather than "don't")
- Set margins to 1-inch at top, bottom, and both sides
- Indent the first word of every paragraph by ½ inch (press Tab key once!)
- DO NOT type a title page
- Make sure the paper is at least 2 pages in length, but no more than 3

# *Freedom Area High School Graduation Project Final e-Portfolio and Binder*

**Directions:** Contents should be placed in a 3-ring binder in the same order as listed below.

1. Letter of Introduction
  - a. Letter Introducing Yourself
  - b. Learning Style Inventory
  - c. Goal Sheets from Freshmen Year
2. Resume
3. Career Exploration Project Materials
  - a. Research Materials
  - b. Paper
  - c. Copy of PowerPoint Presentation
4. Community Service Project (for each service)
  - a. Proposal
  - b. Hours Log
  - c. Evaluation
  - d. Community Service Reflection
  - e. Thank you Letters
5. Government Meeting (for each meeting)
  - a. Copy of Meeting Agenda
  - b. Summary Page (1 page summary of experience)
  - c. Confirmation of Attendance (from president/vice president)
6. Job Shadow **or** Creative Project
  - a. Job Shadow Experience
    - i. Proposal
    - ii. Employer Evaluation
    - iii. Thank You note
  - b. Creative Project
    - i. Proposal
    - ii. Hours Log
    - iii. Creative Work Project Report

## Freedom Area High School Graduation Project *Evaluation*

Student's Name: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

**Students will not be scheduled for their oral presentations until each of these components have been successfully completed:** Information Technology 9 course, Career Readiness course, Job Shadow requirements, and Community Service or Creative Work Project requirements. Graduation projects will be deemed *Successful* or *Unsuccessful* based on the student's ability to meet the specified component requirements and receive a minimum score of 23 on the *Oral Presentation Evaluation Rubric*. Any component deemed Unsuccessful renders the entire graduation project Unsuccessful until that component is corrected and presented *successfully* to the panel.

The Panel is charged with evaluating the following component requirements:

Component	Require	Successful	Unsuccessful
Secondary Computer App	Completion of Course		
Letter of Introduction	Section Complete		
Resume	Section Complete		
Career Exploration Project	Complete		
Letter of Introduction	Complete		
Community Service	Community Service Project		
	Hours Log		
	Evaluation		
	Report (Minimum score of 14)		
	Thank You Note (copy) -		
Government Meetings	Agenda(s)		
	Summary for Each		
	One Page Reflection		
Job Shadowing	Job Shadow Proposal		
	Site Report (Minimum score of		
	Employer Evaluation		
	Thank You Note (copy) -		
Creative Work Project	Creative Work Project Proposal		
	Hours Log		
	Report (Minimum score of 14)		
Oral Presentation	Minimum score of 23 on the		
<b>Final Evaluation</b>			

Any component of the project deemed Unsuccessful will be returned to the student along with the *Graduation Project Evaluation* form containing notes on requirements that need to be corrected. Students will be given a set amount of time to make corrections that must be completed prior to presenting that



component of their project again to their respective panel. Any student who still has an Unsuccessful evaluation after the second presentation will be scheduled for a final presentation before Freedom Area School District administrators. This presentation will be a student's third and final chance to be Successful on the graduation project. Any project deemed Unsuccessful after the third and final attempt will prohibit a senior from meeting Freedom Area School District graduation requirements and will result in a student not participating in graduation ceremonies or receiving a diploma from Freedom Area High School. **According to Chapter 4 Regulations set forth by the Pennsylvania Department of Education and the Freedom Area School District Board policy, any student who does not successfully pass the graduation project will not receive a diploma from Freedom Area School District.** Any subsequent presentations for a student who was Unsuccessful after the third attempt and did not receive a diploma will be scheduled at the discretion of the administration.

Comments on Successful areas: \_\_\_\_\_

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

Comments on Unsuccessful areas: \_\_\_\_\_

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

Date for Unsuccessful areas to be corrected and returned to mentor: \_\_\_\_\_

❖ There will be no exceptions to this date.

Evaluation Panel Members:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_