

Culminating Project Guide

2009-10

Overview

The Culminating Project at Richland High School is a portfolio-based project. The portfolio provides students with an opportunity to examine skills and abilities and articulate plans for the future. All students are required to complete this project in order to earn diplomas from RHS.

During freshman and sophomore years students collect work samples and materials that will serve as the building blocks for the portfolio. Students add career-planning activities and assemble the portfolio during junior year. Senior year is the time to use the portfolio as students apply for after-high-school education, scholarships and employment. Items to be collected are listed below and on page 2.

Culminating Project Contacts

Freshman Coordinator
Mike Neidhold

Sophomore Coordinator
Mitch Davis

Junior Coordinator
Loni Freymann

Senior Coordinator
Brian Neill

Project Coordinator
MaryKaye Hergert

Requirements	Progress Reviews		Requirements	Progress Reviews	
	Fall	Spring		Fall	Spring
Grade Nine			Grade Ten		
A copy of the student's transcript from the most recently completed semester		<input checked="" type="checkbox"/>	A copy of the student's transcript from the most recently completed semester	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One work sample that demonstrates a student's ability to read	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	One work sample that demonstrates a student's ability to read	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One work sample that demonstrates a student's ability to write	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	One work sample that demonstrates a student's ability to write	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English/Language Arts 9 Exit Exam	<input checked="" type="checkbox"/>		English/Language Arts 10 Exit Exam	<input checked="" type="checkbox"/>	
One work sample that demonstrates a student's ability to do math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	One work sample that demonstrates a student's ability to do math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reading List (include title, author and date)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Updated Reading List (include title, author and date)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity List (include role and dates)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Updated Activity List (include role and dates)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Current Attendance Records		<input checked="" type="checkbox"/>	Current Attendance Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One work sample documenting a student's ability to cooperate and work effectively with others in a group	<input checked="" type="checkbox"/>		Two work samples documenting a student's ability to cooperate and work effectively with others in a group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Two work samples that document a student's ability to cooperate and work effectively with others in a group		<input checked="" type="checkbox"/>	Recommended Component		
Career Planning Assessment		<input checked="" type="checkbox"/>	Classroom-Based Assessment from Social Studies class		<input checked="" type="checkbox"/>
Recommended Component					
Classroom-Based Assessment from Social Studies class		<input checked="" type="checkbox"/>			

How to stay informed:

- Verify that the school has your correct e-mail address. Periodic updates are sent via e-mail.
- Bookmark the Culminating Project website at www.richlandbombers.org for easy reference.
- Check your child's progress at Power-School Parent Portal on the web at www.rsd.edu
- Watch for the PTSA Newsletter mailed home the first week of each month. Dates and details are featured regularly.

Grade 11 Requirements	Progress Review	Grade 12 Requirements	Final Review
	Fall/Spring		Fall
Transcript	<input checked="" type="checkbox"/>	Transcript	<input checked="" type="checkbox"/>
Attendance Record	<input checked="" type="checkbox"/>	Attendance Record	<input checked="" type="checkbox"/>
A document that demonstrates the student's reading ability	<input checked="" type="checkbox"/>	A document that demonstrates the student's reading ability	<input checked="" type="checkbox"/>
A document that demonstrates the student's writing ability	<input checked="" type="checkbox"/>	A document that demonstrates the student's writing ability	<input checked="" type="checkbox"/>
A document that demonstrates the student's math ability	<input checked="" type="checkbox"/>	A document that demonstrates the student's math ability	<input checked="" type="checkbox"/>
Updated Reading List	<input checked="" type="checkbox"/>	Updated Reading List	<input checked="" type="checkbox"/>
Updated Activity List	<input checked="" type="checkbox"/>	Updated Activity List	<input checked="" type="checkbox"/>
Two documents that show the student's ability to work with a group	<input checked="" type="checkbox"/>	Two documents that show the student's ability to work with a group	<input checked="" type="checkbox"/>
Eleventh Grade Career Planning Assessment	<input checked="" type="checkbox"/>	Eleventh Grade Career Planning Assessment	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>
Letter of Application	<input checked="" type="checkbox"/>	Letter of Application	<input checked="" type="checkbox"/>
Letter of Recommendation from a non-family member	<input checked="" type="checkbox"/>	Letter of Recommendation from a non-family member	<input checked="" type="checkbox"/>
Practice Application Form that leads to the student's plan for after graduation (college, employment , enlistment documents etc.)	<input checked="" type="checkbox"/>	Final Application Form that leads to the student's plan for after graduation (college, employment , enlistment documents etc.)	<input checked="" type="checkbox"/>
High School and Beyond Plan	<input checked="" type="checkbox"/>	High School and Beyond Plan	<input checked="" type="checkbox"/>
Grade 11 Recommended Components		Grade 12 Recommended Components	
Evidence of the ability to maintain a planner	<input checked="" type="checkbox"/>	Evidence of the ability to maintain a planner	<input checked="" type="checkbox"/>
Certificates of Achievement or Skill	<input checked="" type="checkbox"/>	Certificates of Achievement or Skill	<input checked="" type="checkbox"/>
Awards	<input checked="" type="checkbox"/>	Awards	<input checked="" type="checkbox"/>
Assessment Data (WASL, ITED PSAT, SAT, MAP etc.)	<input checked="" type="checkbox"/>	Assessment Data (WASL, ITED PSAT, SAT, MAP etc.)	<input checked="" type="checkbox"/>
Classroom-Based Assessment from Social Studies class	<input checked="" type="checkbox"/>	Classroom-Based Assessment from Social Studies class	<input checked="" type="checkbox"/>

*Calendar on page 4.



Storing Your Work



As you finish projects you would like to save, you may save them in your personal storage folder located in the library or online in your electronic storage portfolio. You may access your library folder by presenting your student ID at the Culminating Project desk. Electronic storage portfolios may be accessed from any computer at www.wois.org using the password/username information used when your portfolio was established. Initially portfolios use your RHS student identification number as your username and home phone number without the area code or dash as the password. Students are encouraged to change the password the first time they use the portfolio.

Electronic portfolios will be set up for all freshmen prior to school starting in the fall. Transfer students will have portfolio accounts set-up at entry. Returning students will continue using their portfolios from the previous year. Students are responsible for placing work samples in their library folder and printing from the electronic portfolio in preparation for the monitoring sessions held in the fall and spring.

Students interested in using their portfolios at home are encouraged to do so. Our portfolios are accessed at www.wois.org. Please use Internet Explorer while accessing or creating your portfolio for best results. When you reach the home page you will then be asked for the RHS site key **gold10**.



Monitoring Student Progress

During Freshman, Sophomore and Junior year, students will participate in monitoring session conferences in the fall and spring. Seniors will participate in their final monitoring conference in December of Senior year. Seniors who do not meet all of the requirements at the December session will have one final make-up session on the afternoon of the early-release Friday in January. At the monitoring conferences, teams of four teachers will meet with approximately twenty students to review progress. During the monitoring session students share work samples they have chosen to meet the checklist requirements.

Prior to the monitoring session, students need to place the required items in their project storage folder in the library. Updated Reading Lists, Activity Lists and essays from WOIS need to be printed prior to the session. These folders will be taken to the monitoring session for students. The entire collection of work will then be reviewed in the monitoring session. Room assignments for the monitoring sessions are published in the school newsletter distributed during homeroom on the first day of each month or they may be downloaded from the Culminating Project link at www.richlandbombers.org

During the monitoring session, students and teachers will conference and complete the Progress Checklist. A copy of the completed checklist will be given to the student. The second copy is placed in the student folder. The third copy will be filed with the registrar. Progress is also reported on student report cards.

After the monitoring session, storage folders are returned to the library by the supervising teacher.

Copies of the checklists for each semester are available in the "Monitoring Progress" link of the Culminating Project Toolkit at www.richlandbombers.org

Students who were absent during the monitoring session will be contacted to attend monitoring make-up sessions.

Students meeting all of the requirements for the grading period will have the score MET on their report card. Students that have not met all of the requirements for the grading period will have the score NME (not met). Students who do not participate in either the regularly scheduled monitoring conference or the make-up conference automatically receive a Not Met score and will be sent to an administrator if the absence was not cleared with attendance.

Date	Event	Details
September 17, 2009	Freshman Family Orientation to the Culminating Project	6:30 pm in the RHS Library
November 6, 2009	High School and Beyond Plan Workshop	This workshop is for all Juniors or Seniors needing help to complete their High School and Beyond Plan. 2:30 to 3:30 pm in the Career Center
November 13, 2009	Freshman Monitoring	7:55 am—All Freshman will monitor at this time. Check the newsletter or website for room assignments.
November 20, 2009	Junior Monitoring Day	<p>Juniors in Consumer Economics will monitor during class time.</p> <p>Running Start Juniors report to the Career Center at either 8:00 am or 12:30 pm. Choose the time that does not conflict with your CBC classes!</p> <p>Tri-Tech students report to the Career Center at either 8:00 am or 11:30 am. Choose the time that does not conflict with your Tri-Tech class!</p>
December 4, 2009	Sophomore Monitoring	7:55 am—All Sophomores will monitor at this time. Check the newsletter or website for room assignments.
December 11, 2009	Senior Monitoring	7:55 am—All seniors will monitor at this time including Running Start students. Morning Tri-Tech students report to the Library at 11:30 am. Check
January 8, 2010	Senior Not Met Monitoring	<p>12:30 pm to 2:00 pm in the Career Center</p> <p>All seniors receiving a Not Met at the December monitoring participate.</p>
January 15, 2010	High School and Beyond Plan Workshop	This workshop is for all Juniors or Seniors needing help to complete their High School and Beyond Plan. 2:30 to 3:30 pm in the Career Center
January 14, 2010	Monitoring Make-ups	11:00 am and 12:00 pm in the Library
March 19, 2010	High School and Beyond Plan Workshop	This workshop is for all Juniors or Seniors needing help to complete their High School and Beyond Plan. 2:30 to 3:30 pm in the Career Center
April 13 and 15, 2010	Freshman Monitoring	Schedule to be determined
April 23, 2010	Junior Monitoring Day	<p>Juniors in Consumer Economics will monitor during class time.</p> <p>Running Start Juniors report to the Career Center at either 8:00 am or 12:30 pm. Choose the time that does not conflict with your CBC classes!</p> <p>Tri-Tech students report to the Career Center at either 8:00 am or 11:30 am. Choose the time that does not conflict with your Tri-Tech class!</p>
May 7, 2010	Sophomore Monitoring	7:55 am—All Sophomores will monitor at this time. Check the newsletter or website for room assignments.
March 14, 2010	High School and Beyond Plan Workshop	This workshop is for all Juniors or Seniors needing help to complete their High School and Beyond Plan. 2:30 to 3:30 pm in the Career Center
May 25, 2010	Monitoring Make-ups	11:00 am and 12:00 pm in the Library