



**North Star High School**  
**Graduation Project**

**STUDENT PACKET**

**North Star High School**  
**400 Ohio Street**  
**Boswell, PA 15531**

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**(814)629-6651**

**NORTH STAR HIGH SCHOOL  
GRADUATION PROJECT INFORMATION SHEET**

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

Student Name: \_\_\_\_\_

Facilitator: \_\_\_\_\_

I have read and understand the requirements of the Graduation Project, as per section 4.24, of the Pennsylvania School Code. I understand that failure to complete a satisfactory project in the required timeline will keep the student from receiving their high school diploma/graduate from North Star School District.

No student is expected to incur a financial obligation to complete a project. Should the student elect to make a financial investment in the project, the student, parents, and/or guardian must assume that financial obligation.

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

Parent/Guardian Signature: \_\_\_\_\_

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

Please return to your Facilitator by: \_\_\_\_\_

**NORTH STAR HIGH SCHOOL**

## **GRADUATION PROJECT OVERVIEW**

- ❖ Project topics are selected by the student.
- ❖ All project topics must be approved by the proposal committee. All projects must be approved at least 90 days prior to presentation.
- ❖ All students will have a facilitator guide them through the process.
- ❖ Students will follow the prescribed timeline:
  - GRADE 9:**
    - Facilitator assigned
    - Facilitator/Student meetings
    - Concept introduced
    - Interest inventory completed
    - Information sheet signed
    - Write practice proposals
  - GRADE 10:**
    - Facilitator/Student meetings
    - Identify resources and resource personnel
    - Submit project proposal
    - Project proposal approved
  - GRADE 11:**
    - Facilitator/Student meetings
    - Submission of progress logs
    - Project presentation
  - GRADE 12:**
    - Remediation and final completion
- ❖ Projects are required to have a minimum time investment of **45 non-classroom hours. No hours may be logged prior to project approval.**
- ❖ Projects presented to evaluation committee for review **must be completed.**
- ❖ Students may work in groups. Group size will be limited to two students. The project proposal must prove the need for a group. Each student must submit a proposal (45 hours each) and present a final project.
- ❖ Students moving into the district before their senior year must present a completed graduation project or provide documentation of a completed project from their former district.
- ❖ Students moving into the district for or during their senior year will be required to complete a project with a 25 hour time investment.
- ❖ Project requirements:
  - Projects **must be community service or career oriented.**
  - The project must incorporate at least two curricular areas.
  - The student will document at least three resources (people/materials) used as research for the project.
  - The student must make a formal presentation of the project.
  - Presentations must include a verbal presentation and one or more of the following: video, visual media, written material. **No student will be exempt from the graduation project.**

# **NORTH STAR HIGH SCHOOL GRADUATION PROJECT RESPONSIBILITIES**

## **I. THE STUDENT**

- A. Selects a topic of special interest or concern and submits to facilitator for approval.
- B. In collaboration with the facilitator, selects a resource person.
- C. Successfully completes all requirements within the time frames established during the freshman, sophomore, junior, and senior years.
- D. Make a formal presentation of the project before an Evaluation Committee.
- E. Document **at least three** or more resources that were used as research for the project.
- F. Maintains a graduation project portfolio.
- G. Maintains and presents all aspects of the Graduation Project to the Evaluation Committee in a portfolio.

## **II. THE FACILITATOR**

- A member of the professional staff will be assigned by the principal to serve as a facilitator for each student.
- A. Guides the student through the Graduation Project process.
  - B. Emphasizes to the student his/her responsibilities and deadlines.
  - C. Will have graduation projects approved by the Proposal Committee.
  - D. Checks and maintains appropriate signatures on the Facilitator's Log, as well as the student log.
  - H. Meets with the student throughout the year to guide his/her progress on the project and its processes.
  - I. Communicates with school administration and parents regarding progress on the project.

## **III. THE RESOURCE PERSON**

- A. May be any person with appropriate background position and/or interests.
- B. Provides technical support and guidance to the student in his/her area of expertise.
- C. An outside resource person may not serve on the student's Evaluation Committee.
- D. Does not have to be an employee of the school district.
- J. Keeps track of the student's activity and time spent with them.

## **IV. PROPOSAL COMMITTEE**

- A. Approves topics submitted by students for graduation projects.
- B. Is a panel made up of Principal, Guidance Counselors, and teachers.

## **V. THE EVALUATION COMMITTEE**

- A. Assesses the student's project and presentation.

B. Is made up of three members of the professional staff assigned by the Principal.



## **NORTH STAR HIGH SCHOOL GRADUATION PROJECT PRESENTATION GUIDELINES**

Graduation Project presentations must meet several criteria. Students should use the following as a guide/checklist to make sure they are prepared prior to the day of presentation.

- ❖ **Be prepared!**
  - a. **Be prepared for an oral presentation:**
    - Presentation should follow proper protocol:  
introduction, overview of project, conclusion.
    - Be ready to answer in-depth questions pertaining to project.
  - b. **Have all the necessary forms and signatures:**
    - Graduation Project Proposal
    - Student – Facilitator Meeting Log
    - Research Resource Form
    - Student Progress Log
    - Facilitator Evaluation Form
    - Self-Assessment Form
    - Career Guidance Review
  - c. **Make sure project is complete.**
  - d. **Make sure all necessary equipment (T.V., VCR, computers, etc.) is in place and functioning properly before attempting presentation.**
- ❖ **Be on time.**
- ❖ **Dress for success – dressy/semi-dressy (no jeans, t-shirts, sandals etc.)**
- ❖ **Visual presentations should show that effort was made to make them look professional.**
- ❖ **Remember...you will be graded on all of the items listed above!**









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**NORTH STAR HIGH SCHOOL  
GRADUATION PROJECT  
RESOURCE SHEET**

STUDENT'S NAME: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

	Name/Title	Description of contribution to project
1		
2		
3		

**NORTH STAR HIGH SCHOOL  
GRADUATION PROJECT  
SELF-ASSESSMENT FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

Please respond in complete sentences. Feel free to continue any answers on the back of this page if you need more space.

1. What did you learn by doing this project? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What part of the project did you do well? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What part of the project was the most difficult for you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If you had to do this task over, what would you do differently? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What grade do you think you deserve and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **NORTH STAR HIGH SCHOOL GRADUATION PROJECT EVALUATOR CHECKLIST**

The Evaluation Committee will complete one form and use it to determine the completeness of the project. If any section of this checklist is incomplete, it should be reflected in the Documentation section of the Final Presentation Form. The student will then have five school days to submit the required paperwork. If the paperwork is not submitted, a failing grade will be entered into the student's record.

\_\_\_\_\_ Graduation Project Proposal

\_\_\_\_\_ Student – Facilitator Meeting Log

\_\_\_\_\_ Research Resource Form

\_\_\_\_\_ Student Progress Log

\_\_\_\_\_ Facilitator Evaluation Form

\_\_\_\_\_ Self-Assessment Form

\_\_\_\_\_ Career Guidance Review

**NORTH STAR HIGH SCHOOL  
GRADUATION PROJECT  
FINAL EVALUATION FORM**

The evaluator will complete this form and return it to the guidance office with the rest of the evaluation packet.

EVALUATOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

In evaluating the student, the evaluator will score each category 0 – 100.

CRITERIA FOR EVALUATION	SCORE
<p><b>Documentation</b> All required forms were presented prior to presentation. If any section of this checklist is incomplete, the student will then have five school days to submit the required paperwork. If the paperwork is not submitted, a failing grade will be entered into the student's record. (See checklist to calculate score.)</p>	
<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>• <b>Content/Organization</b> The project was logical and easy to follow.</li> <li>• <b>Delivery</b> The student used appropriate communication skills during the presentation.</li> <li>• <b>Preparedness</b> The student was on time, dressed appropriately, equipment was set up and functioning, all other necessary items for the presentation were ready.</li> <li>• <b>Overall Effectiveness</b> The evaluator should rate the overall effectiveness of the student's presentation, considering evidence of preparation, enthusiasm, and any other contributing factors.</li> </ul>	
<p><b>Project</b></p> <ul style="list-style-type: none"> <li>• The student completed a <b>worthwhile, challenging</b> project that was volunteer service or career related.</li> <li>• The student achieved the purpose as stated in the original proposal</li> </ul>	



Evaluator's Signature: \_\_\_\_\_

The evaluator should use the back of this page for narrative comments.

**NORTH STAR HIGH SCHOOL  
GRADUATION PROJECT  
GRADE SHEET**

Directions: Score all necessary sheets. Tabulate the final score. Turn grade sheet in to guidance office with the rest of the evaluation packet.

STUDENT'S NAME: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

DATE OF PRESENTATION: \_\_\_\_\_

Documentation \_\_\_\_\_/100 X .15 = \_\_\_\_\_  
5% of grade

Presentation \_\_\_\_\_/100 X .35 = \_\_\_\_\_  
35% of grade

Graduation Project \_\_\_\_\_/100 X .50 = \_\_\_\_\_  
50% of grade

**GRADUATION PROJECT FINAL GRADE** \_\_\_\_\_%

EVALUATOR'S SIGNATURE: \_\_\_\_\_

EVALUATOR'S SIGNATURE: \_\_\_\_\_

EVALUATOR'S SIGNATURE: \_\_\_\_\_

**NORTH STAR HIGH SCHOOL  
GRADUATION PROJECT APPEAL PROCESS**

North Star High School students may appeal their graduation project score one time. The process of appeal follows.

**STEP 1**

The student must submit a well written explanation as to why they wish to present again. This must be submitted to the Principal within ten (10) school days of their presentation. Explanations must be valid. "The teachers don't like me or are out to get me" are not valid complaints.

**STEP 2**

If the Principal feels that the student's request may have merit, a meeting will be scheduled to review whether or not the student's appeal is valid. Present at the meeting should be:

- \*Principal
- \*Guidance Counselor
- \*Members of the committee that graded the project
- \*The student's facilitator

**STEP 3**

One of the following decisions will be rendered by the committee:

- \*The grade was justly awarded, there is no reason to present again, and the grade will stand.
- \*The grade was justly awarded, but was a failing grade. Therefore, the student must make changes to the project or the presentation. The student will present to a standing three member grading committee. The grade for this presentation will be given and then dropped to the next highest letter grade. Whichever grade is higher, between the first and second presentation, will be the grade that is recorded. Projects that were incomplete at the time of the original presentation will fall under this decision.
- \*The committee accepts the explanation of the student and allows the student to present again to a standing three member grading committee, plus the Principal and the Guidance Counselor. The grade for this presentation will be given and then dropped to the next highest letter grade. Whichever grade is higher, between the first and second presentation, will be the grade that is recorded.

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

To the Parent(s) of \_\_\_\_\_

As part of the graduation requirements of North Star School District, your child must complete a Graduation Project. There are deadlines which must be met in an effort to complete the project as necessary. This letter is to inform you that your child has failed to meet the deadline for \_\_\_\_\_  
\_\_\_\_\_ and is at risk for not completing his/her project as required.

Respectfully,

\_\_\_\_\_  
Student's Facilitator