

# STONE BRIDGE

SENIOR CAPSTONE

HANDBOOK



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## Senior Capstone Team:

If you have any questions about the Senior Capstone, please do not hesitate to contact a member of the Capstone Team:

Ms. Kablan: [shahrazad.kablan@lcps.org](mailto:shahrazad.kablan@lcps.org)

Ms. Masi: [Mary.Masi@lcps.org](mailto:Mary.Masi@lcps.org)

**Acceptable Use Policy:** The Senior Capstone Handbook was developed in coordination with representatives from the Capstone team at Loudoun Valley High School. If you wish to implement this capstone at your school, please email a Capstone Sponsor using the email addresses above.

## Overview of Senior Capstone

**Mission:** The purpose of the Senior Capstone is to provide graduates of Stone Bridge with meaningful experiences, self-fulfillment, and opportunities for post-secondary success through civic engagement and career exploration.

**Summary:** From May 20, 2019 to June 3, 2019, qualifying seniors are excused from classes in order to pursue a community service project or career development opportunity. Students must complete a total of 50 hours at their host site over the two-week capstone.

Community service projects can range from hands-on experiences to administrative work. Career development opportunities can range from internships to job shadowing. Students have discretion in choosing their project, as long as the project will provide an authentic experience.

All participants are required to find both a community sponsor and a Stone Bridge staff sponsor for their project. The community sponsor should be the person who will be responsible for guiding them during their two-week capstone experience. The staff sponsor may be any staff member at Stone Bridge with whom the student has a positive relationship. The Senior Capstone Team must approve all capstone experiences.

On June 3, all capstone participants will present their capstone during a Celebration Gala, to which the community, parents, and school will be invited.

**Alignments:** The Senior Capstone was designed using elements from the following entities:

- Loudoun Valley High School Senior Capstone Team
- [AmeriCorps National Civilian Community Corps](#)
- *Real World Projects: How do I Design relevant and engaging learning experiences?* By Susie Bose
- Buck Institute for Education [Project Based Learning](#)
- Loudoun County Public Schools [One to the World Initiative](#)
- [The George Washington University's Teachers in Industry Project](#)
- [Loudoun County Public Schools](#) and [Stone Bridge High School](#) Missions and Visions

## **Requirements for Capstone Eligibility**

**Grades:** In order to participate, students must be in good standing with all academic classes at Stone Bridge and have passed all their SOL tests required for graduation up to this point.

**Attendance:** Attendance eligibility is per class. If a student has more than 4 absences in a class, he or she will be required to return to school for that class time.

Absences that will not count against a student for Senior Capstone eligibility:

- Organized school activities (i.e., field trips, athletic team participation)
- College visit if proper documentation is provided
- Observance of a recognized religious holiday

Note: A senior failing to meet the attendance requirements for eligibility may appeal to his or her classroom teacher. The teacher may determine on a case-by-case basis that special circumstances exist (such as medical absences) and grant the student eligibility to the capstone.

**No review of teacher decisions beyond the individual classroom level will be available.**

**Discipline:** Suspensions, habitual tardiness, hall pass restrictions, office referrals, cheating and other integrity violations will be reviewed on an individual basis. The Senior Capstone sponsor reserves the right to deny any student participation based on their discipline record during their senior year.

**Administrative:** In order to participate, students must pay all fees and fines associated with their student account. This includes fees from the library, cafeteria, textbooks, and parking passes.

**SOL Classes:** If you are a senior in an SOL class, you must return from the capstone to take your SOL. Your eligibility will be revoked if you do not take the test. It is your responsibility to find out test times and locations.

**Juniors Graduating:** If you are considered a “double promote,” which is a junior taking senior classes and graduating early, you must inform your teachers of your status. Teachers have the right to request that you remain in junior classes.

**Required Forms:** Submit Project Request Form online through the Stone Bridge website. Submit the LCPS Capstone Experience signature pages due April 12, 2019 to the front office Capstone bin. Submit Completed and Signed Capstone Schedule Form to the main office by 4/30/19. The Mid-Point Evaluation form will be emailed to your Sponsor by the Capstone Sponsor.

## **Roles of Students and Sponsors**

### **Students:**

- ✓ Sign up for the Capstone Student Remind account to receive updates and reminders
- ✓ Find a community service or career development capstone, a community sponsor, and a SB teacher or staff sponsor
- ✓ Hand in all required forms individually, even if the proposal includes multiple people
- ✓ Complete all 50 hours required for the capstone
- ✓ Complete weekly digital postings
- ✓ Present at the Celebration Gala, which includes creating a trifold or a multimedia project and giving a presentation
- ✓ Students may not be paid or reimbursed in any way for their work during the capstone
- ✓ Always be professional in dress and demeanor, punctual, passionate, respectful, and honest in the field

### **Stone Bridge Staff Sponsors:**

- ✓ Sign up for the Capstone Staff Member Remind account to receive updates and reminders
- ✓ Guide the student if needed in helping find a community sponsor and corresponding project
- ✓ Sign off on student's Schedule Form, ensuring any teacher return to school requests are honored
- ✓ Ensure student creates a professional trifold or digital presentation for the Celebration Gala and is prepared to converse with community members and parents about his or her experience
- ✓ Attend the Celebration Gala if desired
- ✓ Staff members may not sponsor more than five students total

### **Community Sponsors:**

- ✓ Should be a professional in the field in which the student is working and should have direct interaction with the student daily
- ✓ As a mentor, set high goals and expectations for students and help them to achieve them
- ✓ Make students feel like part of a team and immerse them in the field
- ✓ If desired, allow for service-learning opportunities, such as a guest speaker or fieldtrips
- ✓ Monitor capstone attendance and behavior and report any indiscretions immediately
- ✓ Sign student Schedule Form and allow student to return to school if a teacher requests
- ✓ Complete a Mid-Point Evaluation Form for each student during his or her capstone and allow for reflection with the student
- ✓ Attend Celebration Gala if desired
- ✓ Community Sponsors may not sponsor more than five students total
- ✓ Sponsors may not be related to the capstone participant

## **Celebration Gala Information**

### **Senior Capstone Celebration Gala:**

- 6:00pm-7:30pm on June 3rd in the Stone Bridge cafeteria (set-up at 6:00pm, gala begins at 6:30pm)
- All community and staff sponsors, as well as parents and guardians are invited
- Guests will have the opportunity to walk around, browse the capstones, and hear presentations from students directly about their experience
- Each student is expected to create a trifold presentation or multimedia presentation of his or her capstone experience. Group presentations are permitted.
- The trifold/multimedia project should include pictures and captions and be professional in nature
- SB Staff Sponsors are expected to work with students to ensure quality presentations
- Students should be prepared to discuss what they did, what they learned, and how their experience will help their future during their presentation
- Students are required to supply their own trifold or laptop.

## **Timeline of Due Dates and Events**

<i>Date</i>	<i>Event or Form that is due</i>	<i>Check When Completed</i>
10/10/18	Senior Assembly to discuss Capstone project during PSAT	
10/10/18	Students and SB Staff Sponsors sign up for Capstone Remind	
10/10/18-4/12/19	Students may begin submitting Project Request Forms electronically on the Stone Bridge website. The link to this form is on page ten of the Capstone Handbook.	
4/12/19	Project Request Form due (submit electronically on Stone Bridge website). The link to this form is on page ten of the Capstone Handbook.	
4/12/19	LCPS Capstone Experience Four Pages of Signatures form due to the main office bins. Staple all four pages with signatures together. These forms are at the end of the Capstone Handbook.	
4/12/19-4/30/19	Senior Capstone Sponsor conferences with students and sponsors on an as-needed basis	
4/30/19	Capstone Schedule form is due in the main office bins	
5/3/19	All Capstone projects will be approved or disapproved by this date. Third quarter attendance, grades, and administrative items are checked for final eligibility.	
5/24/19	Mid-Point Evaluation form must be completed by the Community Sponsor and discussed with Capstone student. Only forms with scores less than eight need to be submitted to SB.	
6/3/19	Capstone Celebration Gala; end of Capstone project 6:00-7:30 *6:00 set up, 6:30 start time	

## **Frequently Asked Questions**

**1. Can I start acquiring my 50 hours before May 20?**

No, all 50 hours must be done between the capstone period of May 20 and June 3. If you would like to meet with your sponsor or take time to organize your capstone before, that is encouraged, but on your own time.

**2. If I participate in the Senior Capstone, do I still need to take an end of course exam?**

Senior Capstone and end of course exams are separate entities. Please check with your teachers about exams.

**3. Is there a schedule I have to follow to get my hours?**

There is no set schedule. You must, however, submit a work/ volunteer schedule (approved and signed) by both your community and staff sponsors to the Senior Capstone Team by April 30<sup>th</sup>. Once your schedule is set, it is non-negotiable (except in cases of emergencies).

**4. Who do I contact if an extenuating circumstance makes me late to or absent from my host site?**

You must contact your community sponsor immediately. Make-up hours should be arranged that day. Should tardiness or absences become chronic, the Senior Capstone Team has the right to revoke your eligibility.

**5. Can I be related to my community or teacher sponsor?**

No, you cannot be related to any of your sponsors.

**6. Can I be paid for volunteering or working?**

No, you cannot be compensated in any way for your work and time during the capstone.

**7. Can a teacher require that I return to class during my capstone experience?**

There are a number of reasons why a teacher might need you to return to his or her class at some point during your capstone experience. If a teacher requests your return, you must honor that request.



## **FAQ Continued:**

**8. If I participate, will I also be excused from Monroe Tech, Academy of Science, classes at other high schools, sports, or any other extra-curricular I am apart of?**

No. The Senior Capstone only excuses you from academic classes at Stone Bridge High School. Students taking classes at Monroe Tech or Academy of Science only have to complete 25 capstone hours.

**9. What are the things I am required to provide on my own for the Gala Celebration?**

You are required to provide a trifold or multimedia presentation for the Celebration Gala.

**10. What if my original capstone request is denied?**

Do not worry. If your original idea is denied, the Senior Capstone Team will work with you to formulate a new one. We also have a small list of pre-approved sponsors; if there is room, you may volunteer with them.

**11. Where should I hand in all my forms associated with the capstone?**

Please bring all forms to the main office and place in the Senior Capstone bin, except for the Capstone Request form, which should be completed online on the Stone Bridge website.

**12. If I am a junior who is graduating, can I still do a capstone?**

If you are considered a “double promote,” which is a junior taking senior classes and graduating early, you must inform your teachers of your status. Teachers have the right to request you remain in class if you are in a junior class.

**13. If I am in an SOL class and the test is after the capstone starts, do I still have to take it?**

If you are in an SOL class, you must return from the capstone to take your SOL. Your eligibility will be revoked if you do not take the test. It is your responsibility to find out test times and locations.

# REMIND SIGN UP FOR STUDENTS

This is an essential communication tool for  
Senior Capstone students

Remind will serve as the primary mass communication tool for the Senior Capstone. Remind will send deadline reminders and updates to students. The Senior Capstone sponsor will use Remind to communicate with individual students and groups. You can receive messages via text, email, or through the Remind App. Stone Bridge staff will have a separate Remind account that will be emailed to them.

## To join the student remind account:

- ✓ Text Message: Please text **@bulldogcap to 81010**. If you have trouble, try texting @bulldogcap to (703) 665-3101.
- ✓ Computer: If you prefer using a web-browser, please use this link:  
<https://www.remind.com/join/bulldogcap>

# CAPSTONE REQUEST FORM

**Due: April 12th**

Students will complete and submit the Capstone Request form electronically, so all data may be sorted and utilized. Look for the form on the Stone Bridge main website in the “Student Links” section, or you may access it from the following address:

<https://goo.gl/forms/q0adzJ8tuLvGa23x1>

# CAPSTONE SCHEDULE FORM

**Due: April 30<sup>th</sup>**

**First:** If a teacher requests you back for class, you must return; indicate the teacher(s) and time(s) on the calendar.

**Second:** Create a work schedule with your community sponsor for 50 hours; you must stick to this schedule.

**Third:** Have your SB staff and community sponsors sign this work schedule.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 20 Start time _____ End time _____  Total hours:	May 21 Start time _____ End time _____  Total hours:	May 22 Start time _____ End time _____  Total hours:	May 23 Start time _____ End time _____  Total hours:	May 24 Start time _____ End time _____  Total hours:	May 25 Start time _____ End time _____  Total hours:	May 26 Start time _____ End time _____  Total hours:
May 27 Memorial Day LCPS closed	May 28 Start time _____ End time _____  Total for day:	May 29 Start time _____ End time _____  Total for day:	May 30 Senior Trip. Do not schedule hours today if you are attending the senior trip. Total for day:	May 31 Awards Ceremony in the morning. You may schedule hours in the afternoon. Total for day:	June 1 Start time _____ End time _____  Total for day:	June 2 Start time _____ End time _____  Total for day:
June 3 Graduation practice 10am-2pm  Celebration Gala set up at 6:00pm*						

Student Name Printed \_\_\_\_\_

Stone Bridge Staff Sponsor Signature \_\_\_\_\_

Community Sponsor Signature \_\_\_\_\_

# MID-POINT EVALUATION FORM

To be reviewed on or around May 24<sup>th</sup>

Use this rubric to assess your student at the mid-point of the capstone and review it with him or her. This form does not need to be turned into the Senior Capstone Sponsor unless the score is less than eight.

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

Capstone Rubric	Failing to Meet the Standard	Meeting the Standard	Exceeding the Standard	Points
Effort/Time	1 – Student is not putting in sufficient effort or investing time to complete capstone or meet sponsor expectations	2 – Student is putting in adequate time and effort into completing the requirements of the capstone and is meeting the expectations of the sponsor	3– Student is investing extra time and putting in tremendous effort to create an exemplary experience and is positively impacting the sponsor	
Problem Solving/ Critical Thinking	1 – Difficulty solving problems as they come up and may not even ask for help	2 – Willingness to learn from failure and accept help from mentor as needed to solve problems	3 – Exceptional ability to grapple with problems as they occur and student may even be going beyond help of mentor to other resources	
Communication/ Collaboration	1 – Student is not putting in effort to work with others and does not take advice well	2 – Student is articulating thoughts effectively in a diverse environment and demonstrating the ability to listen to other ideas	3 – Student’s ability to discuss, compromise, and work effectively in a diverse team is leading to an increase in overall competence and learning	
Evidence of Learning	1 – Little evidence that the student is learning much from completing the capstone	2– Student is learning the knowledge, skills, and dispositions of the capstone	3– Student is using the knowledge, skills, and dispositions learned from the capstone to make real and valuable contributions	

If total points are less than 8, please email [Mary.Masi@lcps.org](mailto:Mary.Masi@lcps.org) as soon as possible. TOTAL: \_\_\_\_\_



**LCPS CAPSTONE EXPERIENCE**  
**Parent/Guardian or Student (age 18 or older) Agreement**

**Permission to Participate—I give permission for my student to participate in the LCPS Capstone Experience.** I have obtained a commitment from a reputable professional/business organization as the Community Sponsor for my student. I will ensure that my student will be on time, and will reinforce the expectation that he/she will be courteous, use good manners, and will act and dress in a professional manner during the Capstone Experience. I understand that school personnel may not have visited the Community Sponsor business site, may not have met the host, will not be present when the student is on site, and will not supervise the visit. I further understand that LCPS does NOT perform criminal or child abuse and neglect background checks on Community Sponsor personnel. Furthermore, **I WILL PROVIDE or ARRANGE TRANSPORTATION TO AND FROM THE COMMUNITY SPONSOR SITE** for my student.

**Media Release.** Community Sponsors may have specific requirements including photo ID, orientation, permission to be photographed, the release of photographs, and proof of citizenship. Information to the public about LCPS programs and activities may also include publications and displays in various types of media including newspapers, other print media, television, and on the internet. I agree to release LCPS from liability associated with the use of any image or name of a student by LCPS or third parties.

**Emergency Authorization.** Should it be necessary for my child to have medical treatment while participating in this Capstone Program, I hereby give the Community Sponsor personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected by the Community Sponsor personnel to render whatever medical treatment or services deemed necessary and appropriate. Permission is also granted to the school system to release necessary emergency contact/medical history to the attending physician, EMT or hospital staff if needed. I agree to be responsible for the costs of any medical treatment or services rendered and that student shall maintain health or accident insurance during participation in the Capstone Program.

**Release of Liability and Indemnification.** I hereby agree to waive and release any and all rights that I, my child, or our representatives may have, whether known or unknown, to make any claims against the Loudoun County Public Schools or its respective officers, board members, employees or representatives arising from injury or damages, including attorney fees, that may result from my child’s participation in the Capstone Program.

I further agree to indemnify and hold harmless the Loudoun County Public Schools and its respective board members, officers, employees or representatives from any claims including attorney fees which I or my child might make or which might be made on my or our behalf by others, or which might be made against me or my child by others, arising from my child’s participation in the Capstone Program.

**I have read this Agreement, the Capstone Handbook, and related documents. I agree to abide by the terms of this agreement and the Capstone Program Handbook.**

**READ CAREFULLY BEFORE SIGNING**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Parent/Guardian***

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Student (age 18 or older)***



**LCPS CAPSTONE EXPERIENCE AGREEMENT**  
**READ CAREFULLY BEFORE SIGNING**

**Community Sponsor Agreement**

I have read this Agreement, the Capstone Handbook, and related documents. I agree to abide by the terms of this agreement and the Capstone Handbook.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

***Community Sponsor***

**Student Agreement**

I have read this Agreement, the Capstone Handbook, and related documents. I agree to abide by the terms of this agreement and the Capstone Program Handbook.

Print Name: \_\_\_\_\_ School: \_\_\_\_\_

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

***Student***

**LCPS Staff Sponsor Agreement**

I have read this Agreement, the Capstone Handbook, and related documents. I agree to abide by the terms of this agreement and the Capstone Handbook.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

***LCPS Staff Sponsor***



## **LCPS CAPSTONE EXPERIENCE**

### **Confidentiality Agreement**

I understand that I may have access to confidential patient/client information and confidential information about the Community Sponsor. I understand that all Confidential Information, including patient or client information and financial information of the Community Sponsor, is protected in every form, such as written records and correspondence, oral communications, and computer programs and applications.

I agree to comply with all existing and future Community Sponsor policies and procedures to protect the confidentiality of Confidential Information. I agree not to use, copy, make notes regarding, remove, release, or disclose Confidential Information, unless it is permitted by the Community Sponsor.

I agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow any other person to have access to the Community Sponsor's information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the Community Sponsor's information system or records.

I agree that my obligations under this Agreement continue after my Capstone Experience ends.

I agree that, in the event, I breach any provision of this Agreement, the Community Sponsor has the right to reprimand me or to suspend or terminate the Capstone experience with or without notice at the discretion of the Community Sponsor, and that I may be subject to penalties or liabilities under state or federal laws. I agree that, if the Community Sponsor prevails in any action to enforce this Agreement, the Community Sponsor may be entitled to collect its expenses, including reasonable attorney's fees and court costs.

### **READ CAREFULLY BEFORE SIGNING**

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

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Student Name (Print)

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Name (Print)