

Tuscarora Capstone



*2019-2020
Husky Capstone Handbook*

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Husky Capstone Committee:

The Capstone Committee is comprised of teachers at Tuscarora High School. If you have any questions about the Husky Capstone, please do not hesitate to contact us. Ms. Causin is the Husky Capstone Leader.

The Husky Capstone Committee would like to graciously thank Loudoun Valley High School for providing the framework for this project and the contents of this handbook. Any use or implementation of this Capstone project or handbook should be approved by Jennifer Miller, she can be reached at Jennifer.Miller@lcps.org

Overview of Husky Capstone

Mission: The LCPS Capstone Experience mission is to provide students with an opportunity to acquire and demonstrate foundational skills in critical thinking, collaboration, communication, and citizenship through a short-term, externship experience.

Summary: From May 16, 2020, to June 3, 2020, 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 Capstone period.

Community service projects can range from hands-on experiences to administrative work. Career development opportunities can range from mentorships 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 a community host for their project. The community host should be the person who will be responsible for guiding them during their Capstone experience. The Husky Capstone Committee must approve all Capstone experiences.

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

- 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 Tuscarora High School Missions and Visions

Requirements for Eligibility

Grades: To participate, the student must be in good standing with all academic classes and all SOL tests must be completed.

Attendance: Attendance eligibility is per class, beginning the second semester. If a student has more than 2 absences in a class, they will be required to return to school for class.

Absences that will not count against a student for Husky 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 Husky Capstone team reserves the right to deny any student participation based on their discipline record during their senior year.

Administrative: To participate, the student must pay all fees and fines associated with their student account. This includes fees from the library, cafeteria, senior dues textbooks, and parking passes.

SOL Classes: If you are a senior in a 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 you remain in junior classes.

Roles and Responsibilities of Students and Sponsors

Students:

- ✓ Sign up for the Capstone Google Classroom, Remind & Twitter to receive updates and reminders
- ✓ Find a community service or career development Capstone, a community host
- ✓ Complete all required forms from the Capstone webpage, even if your proposal includes multiple people
- ✓ Complete all 50 hours required of the Capstone
- ✓ Attend Presentation Day, which includes purchasing your own trifold or producing your own video
- ✓ Students may not be paid or reimbursed in any way for their work during the Capstone... **THIS CANNOT BE AN EXTENSION OF YOUR CURRENT JOB!**
- ✓ Always be professional, punctual, passionate, respectful, and honest in the field

Staff Mentor:

- ✓ Guide the student in helping find a community host and corresponding project
- ✓ Sign off on student's Schedule Form, ensuring teacher return requests are honored
- ✓ Ensure student is prepared for our Capstone Presentation, meaning the student is dressed professionally; capable of presenting his or her experience, and ready to converse with students and teachers.

Community Host:

- ✓ Should be a professional in the field in which the student is working and should have direct interaction with the student daily
- ✓ Set high goals and expectations for students and mentor them as an attempt 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 field trips
- ✓ Monitor Capstone attendance and behavior and report any indiscretions immediately
- ✓ Sign student Schedule Form and allow the student to return if the teacher requests
- ✓ Complete a Mid-Point Evaluation Form for each student at the end of their Capstone and allow for reflection with the student
- ✓ Community Hosts may not sponsor more than six students total from Tuscarora

Parent/Guardian and Student Responsibilities:

- ✓ Acknowledge that the student's participation in the Capstone Experience program is voluntary and not required
- ✓ Assume full responsibility for the student's unsupervised release time
- ✓ Provide or arrange for transportation to and from the Capstone program site to home
- ✓ Guarantee the student, if driving, maintains a valid driver's license and auto insurance
- ✓ *Ensure a reputable business or organization Community Host is selected for the program
- ✓ Read the Capstone Handbook and seek clarification if needed
- ✓ Sign all required consent forms, releases of liability and indemnification provisions
- ✓ Contact the LCPS Staff Mentor and Community Host if the student cannot report due to illness
- ✓ Contact the LCPS Staff Mentor with any previously unknown medical conditions that may affect participation in the Capstone Experience
- ✓ Report any known problems with the program or others to the LCPS Staff Mentor

*LCPS is not responsible for selecting the business or organization Community Host. In addition, LCPS does not require criminal or child abuse and neglect background checks for the business or organization Community Host-selected by the parent and student. The parent/guardian is responsible for the student during unsupervised release for participation in the Capstone Experience.

Presentation Information

Husky Capstone Presentation:

- Students should dress professionally
- Each student is expected to create a presentation of their choosing to share with underclassmen.
- Presentations should be no less than 5 minutes and include photos, live footage, and music; the presentation should be reflective of the student's experience.
- Staff Mentors 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, while also giving advice to the upcoming Capstone participants.

Timeline of Due Dates and Events

October 16th

- Attend Senior Class Meeting on October 16, 2019, to learn about the Capstone Project
- Prior to December 5th review and turn in the Interest form found in Google Classroom

December 5

- THS Capstone Interest Consent Form Due

January 16 **Application Deadline**

- Complete the Capstone Application Form

February

- Receive your staff mentor

April TBD

- Mandatory Capstone senior meeting at 8:30 am in the auditorium

April 21/22

- Shadow Day at Host. Set expectations and hours. Pick 1 Day

April 27

- Schedule Form due & follow up with staff sponsor should be scheduled

May 15

- Final Full Day of School, 4:04 Capstone Begins

May 26

- Mid-Point Evaluation

June 3rd

- Husky Capstone Presentation

Question and Answer Sessions will be held outside the cafeteria, during all lunch shifts, with Ms. Causin on the following dates. If you attend AOL on these days please email Ms. Causin to set up a time to have your questions asked.

November 20th

December 5th

December 11th

December 17th

January 8th

January 14th

Frequently Asked Questions

1. Can I start acquiring my 50 hours before the May 15?

No, all 50 hours must be done between the Capstone period of May 16th and . If you would like to meet with your Staff Mentor or take time to organize your Capstone before, that is encouraged, but on your own time. The only exception is during your April Preview Day.

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

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

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

There is no set schedule. You must, however, submit a work/ volunteer schedule signed by your community sponsor by April 27, 2019. Once a schedule is set, it is non-negotiable (except in cases of emergencies).

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

You must contact your community mentor immediately. Makeup hours should be arranged that day. Should tardiness or absences become chronic, the Husky Capstone team has the right to revoke your eligibility.

5. Can I be related to my community or staff mentor?

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

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. This cannot be an extension of your current job. If completing community service your hours can count towards NHS hours.

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 their class at some point during your Capstone experience. If a teacher requests your return, you must honor that request.

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

No. The Husky Capstone only excuses you from academic classes at Tuscarora High School. Students taking classes at Monroe Tech or AOS/AET, or those enrolled in DE courses that require attendance to obtain college credit only must complete 25 Capstone hours.

9. What if my original Capstone request is denied?

Have a plan b lined up. We collaborate with you to find a suitable Capstone experience. If you are denied due to grades, behavior, or attendance issues, you will be required to attend your regularly scheduled courses.

10. Where should I hand in all my forms associated with the Capstone?

The THS Capstone Interest Consent Form will be turned into the Capstone box in the Main Office. Once accepted all remaining forms will be turned into your designated staff mentor. The application will be turned in on Google Classroom.

11. If I am a junior that 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.

12. If I am in a SOL class and the test is after the Capstone starts, do I still have to take it?

If you are in a 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. Teachers have the right to request that you remain in your SOL class.

13. Can I return to Tuscarora during my Capstone Experience?

No, unless you are required to return for class. You will need to sign in and out of the attendance office.

14. Can my host site be on Tuscarora grounds?

No, we want you to branch out into the community and begin creating a new professional network for your future.

15. Can I pick a Capstone at my work?

No!

16. Can I travel for my Capstone?

It needs to be within the driveable DMV area. Speak with Ms. Causin if needed

17. I want to work at a school, who should I contact?

Always reach out to the principal of the school first and then ask for a teacher to shadow

18. What happens if I get the flu or there is a death in the family or have another extenuating circumstance during second semester exemption time?

Email your administrator, as well as the attendance secretary and they will let you know if it is excused or not.