

# Required Components & Deadlines

All the following items are REQUIRED. Due dates and completion dates are indicated in appropriate columns. Some activities, including community service, may require pre-approval (as indicated on forms). Completion of all required components by each deadline, the completion of five optional components, and an outstanding presentation qualifies a student for “Honors.”

Required Components	Due Date	Completion Date
<i>Senior Seminar</i> with Headmaster	September 2020	September 2020
<i>Project Proposal</i> of senior project (general info, materials used, follow-up, etc...)	September 23, 2020	
<i>Senior Portfolio</i> shared with advisor <b>and</b> <i>Personal Responsibility Statement</i>	September 23, 2020	
<i>Resume</i> including list of clubs, activities, experiences	October 21, 2020	
Review of <i>4-year Course of Study</i>	November 18, 2020	
<i>High School Narrative</i> including high school experiences and future plans <b>and</b> updated <i>Senior Portfolio</i>	January 20, 2021	
Attendance at 1 after-school <i>CBNA public game or performance</i> as a spectator <b>and</b> 1-page reflection	February 17, 2021	
Forty hours of non-school time <i>community service</i> hours <b>and</b> <i>Student Career Plan</i> (started freshman year)	March 10, 2021	
Completed <i>Senior Project</i> <b>and</b> all optional components <b>and</b> demonstrated achievement of the Coe-Brown designated reading level of <i>1185 Lexile</i> <b>and</b> <i>Project Reflection</i> of before and after completion of project	April 7, 2021	
<i>Senior Portfolio</i> completed and ready to present ( <i>note: advisors will submit final portfolio to office by April 15</i> )	April 14, 2021	
Presentation to advisor of 10+ point <i>outline</i> of items in portfolio presentation	April 19, 2021	
<i>Practice session</i> scheduled <b>and</b> attended with advisor	May 13, 2021	
<i>Exit questionnaire</i> and <i>portfolio presentation</i> to interviewers	May 2021	May 2021

# Optional Components

Seniors must complete any five (5) following optional components in order to meet the qualification of “Pass with Honors” if the portfolio presentation interviewers feel the senior has made an outstanding presentation and has met all deadlines.

Number	Optional Component	Date
1	<p><b><u>Civic Involvement:</u></b> (Grades 9-12)</p> <p>A) Attend a town or government meeting (2-hour minimum) and write a synopsis and reflection; and,</p> <p>B) Provide written proof of voter registration (or pre-registration if not 18) and reflection.</p>	
2	<p><b><u>Cultural Enrichment:</u></b> (Grades 9-12)</p> <p>A) Attendance at two cultural events with two summaries written discussing how these events enriched and expanded the cultural experiences of the senior.</p>	
3	<p><b><u>Explore Beyond Curriculum:</u></b> (Grades 9-12)</p> <p>A) Verification of successful completion of a class, workshop, or program (minimum of five hours) outside the school curriculum or co-curricular activity.</p>	
4	<p><b><u>Career Exploration:</u></b> (Grades 10-12)</p> <p>A) Completion of Career Fair and Career Exploration Activity with school counselor (or completion of transition/vocational rehab. activities); and,</p> <p>B) Professional interview using questions provided by school counselor and completion of written summary.</p>	
5	<p><b><u>Postgrad Plans/Life Skills:</u></b> (Grades 10-12)</p> <p>A) Documentation and reflective summary of three or more college visits with a parent/adult or an interview session with a military recruiter including both the student and parent/guardian and reflective summary.</p>	

# Optional Components (cont.)

Number	Optional Component	Date
6	<p><b><u>Career Interning:</u></b> (Grades 9-12)</p> <p>A) Completion of two (2) four-hour, non-school time, job shadows (must be pre-approved) and written summary of each experience.</p>	
7	<p><b><u>Community Service:</u></b> (Grades 9-12)</p> <p>A) Completion of twenty additional hours of community service to an organization beyond the required 40 hours.</p>	
8	<p><b><u>Job Skills:</u></b> (Grades 10-12)</p> <p>A) Letter of recommendation from an employer to be quoted in the Senior Portfolio; and,            B) Evidence of earnings through steady employment either in the form of a 1040EZ or equivalent form to be shown to advisor.</p>	
9	<p><b><u>Participation:</u></b> (Grades 9-12)</p> <p>A) Two years' active participation in a CBNA or community sports team or club and completion of reflective writing.</p>	
10	<p><b><u>Healthy Choices:</u></b> (Grades 11-12)</p> <p>A) Documentation of having donated blood; and,            B) Senior year current certification for CPR, First Aid, or Lifeguard.</p>	