

Dear Parents and Guardians of a Member of the Shelton High School Class of 2018:

Your child must successfully complete a Capstone Project as a graduation requirement during his/her senior year. The Capstone Project at Shelton High School is a culminating opportunity to demonstrate Shelton High School's Core Values, Beliefs, and Learning Expectations and apply the knowledge your child has gained in his/her 4 years of schooling to a real world experience. This project should encompass an area of particular interest to him/her. We encourage you to guide him/her to choose wisely and ask him/her to think about something that he/she has always wanted to learn more about or become involved in or a career opportunity he/she may want to explore. The goals of the Capstone Project are to choose a topic that will deliver a fulfilling, challenging experience and to further prepare your child to become a responsible citizen who participates productively in a global society.

Each project must meet specific guidelines and established deadlines. There are three main components to the Capstone Project: 1) minimum 15 hours of field work, 2) a reflection paper, and 3) a presentation. Your child will have the opportunity to turn in his/her project proposal for approval in the spring of his/her junior year by May 22, 2017, to allow for time to work on the annotated bibliography and up to 10 fieldwork hours the summer before his/her senior year. If he/she does not choose this option, he/she must turn in his/her proposal form by Monday, September 18th. Upon receiving approval by the Capstone Committee, he/she will work throughout the year researching and learning more about his/her topic, meeting with his/her school-approved mentor, and producing his/her final product. Capstone presentations will take place in advisory during the spring of his/her senior year.

There will be many opportunities for your child to work both independently and collaboratively on his/her Capstone Project. At various stages, members of the Capstone Committee, advisors, and mentors will provide information and assist him/her in successfully completing his/her project. Parental support is also vital to assist your child in successful completion of the Capstone Project. You will be asked to sign several forms for this project. Attached you will find the parental acknowledgement form that confirms your knowledge of the Capstone Project and its implications toward graduation. Forms must be returned to your child's advisor by May 22nd.

Information will be available on the school website and in advisory. The Capstone Project Student Handbook will be an invaluable resource in your child's Capstone journey. It contains timelines, sample forms, explanation of tasks, and a full description of the three major components of the project. **Please remind your child not to rip pages from the handbook. Make copies or access the documents online.**

Lynn M. Coffin lcoffin@sheltonpublicschools.org
Capstone Committee Co-Chair

Dana Jeanette-Kneen djeanette@sheltonpublicschools.org
Capstone Committee Co-Chair

**Shelton High School
Capstone Parent Acknowledgement Form**

As the parent or guardian of _____, who is a senior at Shelton High School, I am aware that my son/daughter must successfully complete all components of the Capstone Project on time in order to receive Capstone credit required to graduate from Shelton High School.

I have read and understand the information given to my child about the Capstone project, including the fieldwork hours. I realize that the 15 hours of fieldwork that my student must complete is outside of the school day. While the selection of the project is made by my child, I understand that it must be approved by the Capstone Committee. I further understand that my child may not begin his/her Capstone experience until he/she has received approval from the committee. I acknowledge that parental support is a vital component in assisting my child in successful completion of the Capstone Project. I understand that if I have any questions or concerns about the project, I will contact my child's advisor or a chairperson of the Capstone Committee.

Failure to turn in Capstone assignments on time will result in the loss of my child's senior privilege of coming in late or leaving early and may result in a loss of other senior privileges. Finally, I am aware that if my son/daughter breached the Shelton High School's plagiarism policy on any component of his/her Capstone Project, he/she will have to complete an entirely new project no later than June 1st in order to receive Capstone credit required to graduate.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student's HR: _____ Advisor: _____

Date: _____

This form must be returned to the student's advisor by May 22, 2017.