

James Madison High School

**WINGS**

Experience Program

**ONE**

*school • community • world*

James Madison High School

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### **JAMES MADISON HIGH SCHOOL WINGS TEAM**

Briana Brown (Co-Chair, Social Studies Teacher, SPED)

Victoria Noyes (Co-Chair, Guided Study)

Tracey Jolley (Co-Chair, Social Studies)

Scott Neeley (Social Studies Teacher)

Jennifer Gardner (Marketing Teacher)

Carolyn Carroll (Spanish Teacher)

Carol Dembicki (English Teacher)

Josh Mlynar (Social Studies Teacher)

Sarah Njomo (English Teacher)

Amy Coleman (Assistant Principal)

## **INTRODUCTION**

Welcome to James Madison High School's Warhawk WINGS Experience program. You are about to embark on an exciting and unique learning experience, which will give you the opportunity to examine the world from another viewpoint. You will have the chance to expand your interests and abilities in a professional setting, working with sponsors who have chosen to share their knowledge, experience, and talents with you.

It is our hope that your WINGS Experience will offer you the opportunity to become stronger, more confident and self-sufficient, as well as creatively productive as you apply your critical thinking skills to solve challenging real-world problems. The benefits you gain from this experience will depend on your initiative. You will be instrumental in establishing your sponsor's expectation of you by demonstrating and applying your knowledge and by setting the tone for what you want to achieve. Ask questions and show your initiative by assessing ways that you can contribute. Work out some short-term and long-term goals for your experience.

Once you decide to make a commitment to the Warhawk WINGS Experience Program, you will be expected to accept the responsibilities and challenges that go along with the opportunity. Your sponsor's expectations will be demanding but the benefits and rewards will be well worth your time and efforts. A positive experience shows that you have good people skills and are able to work in a group setting other than the classroom.

Best wishes as you take a giant step as you earn your WINGS!

## **DESCRIPTION**

At the end of senior year, many students are understandably looking forward to the next phase of their life and the challenges work or college will bring. This will be structured differently from their previous high school education and will require motivation, initiative, and planning on the part of each student who hopes to conclude high school in this program. The program provides the additional benefit of truly fostering collaborative efforts between James Madison students and adults in the community.

The Warhawk WINGS Experience Program is designed to allow students to explore opportunities beyond the classroom. You will design the kind of WINGS experience you want to have and you find a community sponsor who is willing to guide you in that experience. The range of areas and interests are open-ended and are agreed upon by the student, the teacher sponsor, and the community sponsor. The Warhawk WINGS experience provides the

opportunity for you to utilize your skills in the process of planning, implementing, and completing your own experience.

In order to assist you in planning successfully for your Warhawk WINGS experience, please pay close attention to pertinent due dates and requirements.

**NOTE: Submitting an Application for WINGS does not guarantee acceptance into the program.**

WINGS program and policies outlined in this handbook, are subject to change based on FCPS policies.

## **REQUIREMENTS FOR ELIGIBILITY**

### **GRADE REQUIREMENTS**

- Senior must have a cumulative GPA 3.0 or higher
- Must be passing all classes with a C or better
- If you have a GPA lower than 3.0 you must get at least one recommendation form from a JMHS staff member and permission from all your teachers

### **ABSENCES/TARDIES**

- No more than three (3) excused absences during the third quarter and three (3) excused absences during the fourth quarter until the internship starts, excluding school-related activities and two (2) days allotted for college visits. These tardies are not those caused by a school related event. Unexcused absences and tardies will disqualify an applicant.

### **DISCIPLINE**

- Suspensions, habitual tardiness, hall pass violations, office referrals, cheating and other Honor Code violations will be reviewed on an individual basis. The WINGS team reserves the right to deny any student participation based on their discipline record during their senior year.

### **ADMINISTRATIVE**

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

### **TIME REQUIREMENT**

- The WINGS program will run for the 4 (four) days after Memorial Day. Tuesday, May 29, 2018 to Friday, June 1, 2018.
- A minimum of 20 hours on site

### **SENIOR EXAMS**

All courses must administer a culminating final assessment, either a final exam or a culminating learning activity (See Exam Policy). Interested Seniors also have a third alternative, which is to participate in the WINGS Program, if they meet the requirements of the WINGS Program, in lieu of final exams.

Students who elect to participate in the WINGS Program will have the opportunity to present a visual presentation to an authentic audience during the Exhibition of Experience. Failure to participate in the Exhibition of Experience will result in the requirement that the student complete final exams.

### **WINGS EXHIBITION OF EXPERIENCE**

Required presentation at the Exhibition of Experience Ceremony on June 4, 2018 at James Madison High School during the school day for underclassmen, faculty, community, and family. The presentation needs to be a Visual Presentation.

1. June 4, 2018 (time and location to be determined)
2. All community and faculty & staff sponsors, as well as parents and guardians are invited.
3. Guests will have the opportunity to walk around, browse the Exhibitions, and hear from students directly about their experience.
4. Each student is expected to create a visual presentation of his or her experience. Group presentations are permitted.
5. Visual presentations should include pictures and captions and be professional in nature
6. Students should be ready to discuss what they did, what they learned, and how their experience will help their future during the presentation.
7. Students are required to supply their own materials and technology. If you need assistance with technology please notify your faculty & staff sponsor by May 31, 2018.

## **ROLES OF PARTICIPANTS**

### **ROLE OF STUDENT**

- Submit application form
- Independently acquire JMHS Faculty or Staff Sponsor for WINGS experience
- Independently acquire a Community Sponsor for WINGS experience
- Complete a minimum of 20 hours at approved workplace
- Produce evidence of internship to be shared at Exhibition of Experience ceremony (visual presentation)
- Attend Exhibition of Experience ceremony (mandatory)
- Demonstrate appropriate conduct, professionalism, and attire for duration of internship.
- Thank you notes to sponsors

### **ROLE OF TEACHER/STAFF SPONSOR**

- Guide student in the application process
- May only sponsor a maximum of 3 students.
- Send Recommendation Link to Google Form for students who have a GPA lower than 3.0
- Assist students in their selection of their WINGS experience
- Assist student with WINGS schedule Calendar for Internship
- Be available to student if they need assistance during their WINGS experience
- Encourage students to complete projects by presentation date

### **ROLE OF COMMUNITY SPONSOR**

- Interact with student to coordinate and complete the given task/internship
- Set goals for student and help in the achievement of those goals
- Encourage and foster a sense of teamwork for student intern
- Report any indiscretions, tardies, and inappropriate behavior to the sponsor teacher.
- Sign student schedule form
- Allow student to return to JMHS if teacher requests.
- Attend the Exhibition of Experience ceremony, if desired
- Meet with student to reflect on experience (at end of internship); fill out exit document to provide feedback and evaluation of the experience

## TIMELINE OF DUE DATES

### **August 31 - Back to School Night**

- Informational Flyers for parents with Senior Government Teachers

### **September 8 – Mandatory Senior Warhawk Time**

- WINGS presentation to Seniors

### **October 2017**

- Warhawk Time seminars begin

### **November 2017**

- Students may start to submit Application Form A

### **January 10, 2018 – Elective's Fair**

- Flyer for rising Seniors

### **January 25, 2018**

- Firm due date for Application Form A (Snow date is the next school day).

### **February 25, 2018**

- E-mail notification of selected students participants who passed initial application process
- Notify JMHS teacher/staff sponsors on MAD Net

### **March 2018**

- Students begin securing community sponsor

### **April 13, 2018**

- Firm due date for Application Forms B-D due, Form E due if applicable
- Final Approval third quarter attendance grades, and administrative items are checked for final eligibility

### **April 25, 2018**

- Final notification via email to students selected to participate in the WINGS Experience
- Faculty & Staff notified through MAD Net

### **May 14<sup>th</sup>, 2018**

- WINGS Committee does final check of grades to make sure all participants still qualified, teachers will be notified of any student who no longer qualifies.

### **May 29, 2018-June 1, 2018**

- WINGS Experience takes flight

### **June 4, 2018**

- Exhibition of Experience Presentation (location & time is to be determined)
- Thank you notes for Faculty & Staff and Community Sponsor due at Exhibition of Experience



## FREQUENTLY ASKED QUESTIONS

### **1. Can I start acquiring my 20 hours before May 29th?**

No. All 20 internship hours must be done between May 29th - June 1st. If you would like to meet with your community sponsor or take time to organize your WINGS project before, that is encouraged, but on your own time.

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

The WINGS Experience will replace end of year exams as long as all course requirements have been met for each class prior to the experience. All final exam requirements/PBAs/performance tasks/etc. must be completed before the beginning of the internship.

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

There is no set schedule. You must, however, complete all application forms and meet all the deadlines. You also must submit a work schedule (approved and signed) by both your community and teacher sponsors, as well as you and a parent/guardian. 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 WINGS Sponsor location?**

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

### **5. Can I be related to my community sponsor or my 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 WINGS experience.

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

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

### **8. If I participate, will I also be excused from Academy classes, sports, or any other extra-curricular activities that I am a part of?**

No. The WINGS experience only excuses you from academic classes at James Madison High School.

**9. What are the things I am required to provide on my own for the Exhibition of Experience?**

You are expected to provide all materials and technology for your final presentation. If you need help securing materials, please contact your teacher sponsor as soon as possible.

**10. What if my Senior Internship Sponsor Form is denied?**

If your original idea is denied, you will have a second opportunity to submit a proposal within the original due date parameters.

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

Please turn in all forms to Mrs. Noyes in Guided Study (room 150A).

**12. Can I get an extension on a due date?**

No, all due dates are final and you will be ineligible to participate the program if you miss a due date.

**13. What recognition will I receive for completing this internship experience?**

You will receive a certificate of completion and recognition at Convocation.

**14. What are the consequences of not completing the WINGS experience?**

If you do not complete the WINGS experience, you will be required to return and take all applicable final exams.

**15. If I am choosing not to participate in the WINGS program or am not eligible, what is expected of me?**

If you are not participating in the program, for whatever reason, you are expected to attend classes.

# Appendix

**WINGS Senior Internship Proposal Form A**  
**(Due January 25, 2018 - Submit forms in RM 150A)**

To apply for the WINGS Internship program, please fill out the following information and return it to RM 150A. This form is due no later than 3:30pm on January 25, 2018.

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Cell Phone #: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_

1. Possible internship placements and reasons for placement:
2. Why are you interested in participating in the WINGS program?
3. What type of placement are you interested in pursuing?
4. What skills and abilities make you an appropriate candidate for this placement?
5. Are there potential placements that you can contact for this opportunity?

## WINGS Senior Internship Sponsor Form B

(Due April 13, 2018 - Submit forms in RM 150A)

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Email: \_\_\_\_\_

Madison Staff Sponsor (Name & Dept.): \_\_\_\_\_

Madison Staff Sponsor Signature: \_\_\_\_\_

Community Sponsor Name: \_\_\_\_\_

Community Sponsor Organization: \_\_\_\_\_

Sponsor Phone #: \_\_\_\_\_ Ext. \_\_\_\_\_

Sponsor Email: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

1. Briefly describe what your internship sponsor's business or organization does.
  
  
  
  
  
  
  
  
  
  
2. Describe what you will be doing each day. What will your responsibilities be?
  
  
  
  
  
  
  
  
  
  
3. Why did you choose this internship? What interests you about the organization and the work it does?

**Form B Continued**

4. Is the sponsor listed above your direct supervisor? If not, please provide the name, e-mail, address, and telephone number of this supervisor.
  
5. You will have to have a visual presentation of your WINGS experience at the Exhibition of Experience at the end of your internship. What central question or set of questions will you hope to be able to answer about your organization or the work it does? How will these question(s) shape your time during those two weeks?
  
6. Given what you have indicated as your core questions to investigate in question #5, do a general news search about your areas of interest and write a thoughtful response in which you discuss your findings from at least three articles.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
7. How will you get to your internship each day? How long do you estimate it will take you to commute?

**Form B Continued**

8. What is the dress code at your internship?

9. In your own words, explain the mission statement of the organization and how you bring value to it.

I have read my child's WINGS proposal, I have spoken to my child's sponsor, and I agree to this proposal and WINGS requirements.

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

**PARENTAL CONSENT FORM Form C**  
**(Due April 13, 2018 - Submit forms in RM 150A)**

I have read my child's WINGS proposal, I have spoken to my child's sponsor, and I agree to this proposal and WINGS requirements.

Name of WINGS Candidate: \_\_\_\_\_

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

**WINGS Program**

BOTH THE PARENT AND STUDENT MUST SIGN THIS FORM (EVEN IF THE STUDENT IS 18 YEARS OLD).

Student/School Agreement

**Seniors participating in the WINGS program must agree to the following school and work policies as stated below:**

- My GPA must be at least a 3.0. Failure in any class during senior year may be grounds for exclusion from the WINGS program. A satisfactory review of the student's disciplinary record; in addition, excessive absences and tardies may be grounds for exclusion.
- My conduct must be considerate, cooperative, and congenial with all persons at all times.
- My behavior is appropriate in representing myself, parents, school, teacher sponsor, and community sponsor/location, which honor FCPS' SR&R code and applicable security and safety requirements of my sponsoring company.
- My dress and demeanor must be appropriate and respectful at all times.
- In the case of absence or tardy, I must contact my supervisor prior to or within 30 minutes of reporting time. It is my responsibility to rearrange my schedule in order to meet the required hours.
- I am responsible for making arrangements with my supervisor to be excused from work to attend required school programs (i.e. concert, drama, etc.) as school is my primary responsibility.
- If there are concerns about my assignment or problems develop, I must inform my JMHS teacher/staff sponsor immediately and provide necessary details.
- I understand that from May 27th - June 1st, I must spend a minimum of 20 hours on-site that is verified through the timesheet. This timesheet must be signed by the on-site supervisor and turned in at the June 4th Exhibition of Experience.



**Form C Continued**

- I know that my attendance is mandatory for the WINGS Exhibition of Experience on Monday, June 4th. At the event, I will present a visual product that highlights my WINGS experience.
- My work time is not compensated with pay and all products are the property of the community sponsor/location.
- I understand that any violation of the above regulations will result in my immediate removal from the WINGS program.

Parent/Guardian Authorization and Release

I hereby grant permission for my child to participate in the JMHS' WINGS program described in the WINGS Handbook. **I understand that this program is voluntary, and there is no requirement that my child participate in this program.**

I assume full responsibility for my child's transportation to and from the work site. I also acknowledge that FCPS will have no responsibility for the transportation of my child to and from the work site, or for any type of automobile or other insurance coverage. I confirm that my child is covered by my personal/family medical insurance. Also, since the WINGS program may take place at a location that is not an FCPS' property, and that has been chosen, not by FCPS, but by my child, I acknowledge that FCPS will have no responsibility for any conditions at that non-FCPS location. I hereby agree that FCPS shall have no liability resulting from or arising out of my child's participation in the WINGS program, and hereby waive any such claim I may have.

**I understand that my child may not intern with a parent/guardian or family owned business. Additionally, my child cannot intern at any other FCPS high school.**

I understand that I may withdraw my permission at any time by notifying the school's WINGS coordinator and that my child **will thereafter be withdrawn from the WINGS program and must report to JMHS daily until the end of the school year.** By signing this document, I confirm that I have read and agree with this handbook.

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**PRINT Parent/Guardian Name**

**Parent/Guardian Signature**

**Date**

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**PRINT Student Name**

**Student Signature**

**Date**

**WINGS Schedule Form D**  
**(Due April 13, 2018 - Submit forms in RM 150A)**

This form is to help you schedule your work requirements and time while at your internship. Use this form to schedule with your community sponsor for 20 hours. Please note that you must stick to this schedule. Once your schedule is complete, your teacher sponsor and community sponsor must sign off. Lastly, if a teacher requests you back for class, you must return. If this is the case, please indicate the teacher(s) and time(s) on the calendar.

Monday 5/28	Tues 5/29	Wed 5/30	Thurs 5/31	Friday 6/1
Memorial Day Holiday				

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

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

Parent Signature: \_\_\_\_\_

Teacher Sponsor Signature: \_\_\_\_\_

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

**WINGS Teacher Signature Form E**  
**(Due April 13, 2018 - Submit forms in RM 150A)**

This form is only for students who have less than a 3.0 GPA. This student is applying to be part of the 2018 WINGS program. In order to be accepted for the program, the student needs to have a cumulative grade of a 3.0 GPA. However, if a student does not have a 3.0 GPA, they can still be accepted through the committee process. If you approve of your student participating in the WINGS Program, please sign this document.

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

Period	Class	Teacher	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
Assistant Principal Signature			