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# Senior Defense Playbook

*\*John Muir High School Early College Magnet\**

Purpose: The Senior Defense Playbook is intended to serve as a planning document for your school site in implementing a thoughtful, robust process that results in successful Senior Defense presentations. This plan should encompass all relevant stakeholders, as the process that culminates in successful Senior Defense presentations is one that involves all 4 years of high school.

With your school-site team, use this playbook to collaborate and determine an action plan that best suits your site's systems and structures. [The Senior Defense Student Handbook is linked here to serve as a guiding document.](#)

## Components:

1. [Scheduling Presentations](#)
2. [Professional Development](#)
3. [Rubric Usage](#)
4. [Communication](#)
5. [Senior Defense Committee](#)
6. [Other Tasks](#)



## Scheduling Presentations

Action: We will plan logistics for Senior Defense presentations.

Senior Defense Presentation Dates
<p><i>When will Senior Defense presentations take place?</i></p> <ul style="list-style-type: none"> <li>● <i>*need to talk English to Move Reflection to Aug</i></li> <li>● <i>Presentations Oct/Nov</i></li> </ul>
Staff Sign-Ups for Panels
<p><i>How many panels will each of the following groups need to sign up for?</i></p> <ul style="list-style-type: none"> <li>● <i>Teacher: 4 panels</i></li> <li>● <i>Counselor: As needed</i></li> <li>● <i>Admin: 3 panels</i></li> <li>● <i>Other staff: As needed</i> <ul style="list-style-type: none"> <li>○ <i>Instructional/ELD Coach: As many as Possible (Especially ELD &amp; SPed panels)</i></li> <li>○ <i>Librarian: As Many</i></li> <li>○ <i>Classified Staff: Invite to Panels, sub for each other to allow for 1 or 2 panels</i></li> <li>○ <i>Security and Instructional Aides: Invite to be in Panels on off hours</i></li> </ul> </li> <li>● <i>Advisory Board: Business Partners, &amp; Mentorship program Members: all panels</i></li> <li>● <i>Parent: Volunteer for day coordination, setup, create a celebratory events or activities</i></li> <li>● <i>Community Members/Volunteers: Panel as many as possible</i></li> </ul>
Establishing a Secure Environment for Presentations
<p><i>Where will Senior Defense presentations take place? Who will reserve these locations? If online, who will schedule them?</i></p> <ul style="list-style-type: none"> <li>● <i>Locations: A105, A107, E516, Library, Optional Back up Career Center</i></li> <li>● <i>Online: Google Meet, Scheduled by SD COOrdinator, (Academy Leads can help when necessary)</i></li> </ul> <p><i>What setup and equipment will be needed?</i></p> <ul style="list-style-type: none"> <li>● <i>HDMI to VGA adapter ( with long cable for setup)</i></li> <li>● <i>Chromebook set up to share the screen (prep students to know how to share screen)</i></li> <li>● <i>Screen or backdrop/white surface to present on</i></li> <li>● <i>Presentation clicker device.</i></li> <li>● <i>Optional: speaker for sound (by student request); bluetooth preferred</i></li> </ul> <p><i>What other considerations need to be addressed to ensure a secure environment? (Bell schedule, PA announcements, phone calls, etc.)</i></p> <ul style="list-style-type: none"> <li>● <i>Calibration sessions Morning and Afternoon if there are rotations in panel schedules</i></li> </ul>

- *Intake room for panelist room possibly A105*

## Professional Development

Action: We will plan professional development to support the implementation of rubrics.

### Calibrating the Scoring of Student Work

*When will staff calibrate the scoring of student work to achieve consistency?*

- *"A-Monday" PD plan for research and creativity rubrics needed first - Align with EC Competency Rubrics, (looking for quality, Portfolio worthy)*
  - *Students examples - Low, Medium, High*
- *Future plans for other pusd graduate profile components - ALgin with EC Competency Rubrics*

*What staff and/or materials are needed to run a successful calibration session?*

- *Facilitator for session - review rubrics & presentation flow*
- *Multiple copies of Rubrics*
- *Questions from Panelist for understanding*
- *Exemplar to Panel and Grade*
- *Discussion to assess panel understandings*
- *Final Consensus*

### Following-up on Rubric Usage

*How will we support rubric usage? Classroom observations, "A Monday," Department meetings, ILT meetings, etc.*

*Portfolio Worthy Assignments*

*Assignments that would require a rubric*

- *Teachers need to grade with rubrics; and give students back their grade rubrics*

## Rubric Usage

Action: We will ensure regular usage of the Senior Defense rubrics.

Update Matrix
<p><i>In what content area and grade will each rubric be used?</i></p> <p><a href="#">Blair</a>   <a href="#">CIS</a>   <a href="#">Marshall</a>   <a href="#">Muir</a>   <a href="#">PHS</a>   <a href="#">Rose City</a></p> <p><i>*If an update of the matrix cannot be done at this time, how and when will it be updated?</i></p> <ul style="list-style-type: none"><li>• Needs to be updated with focus on research and creativity across all contents</li><li>• EC Outcomes and Competency alignment</li></ul>
Communication of Matrix to Staff
<p><i>How and when?</i></p> <ul style="list-style-type: none"><li>•</li></ul>

## Communication

Action: We will regularly communicate the Senior Defense & Portfolio requirements.

9th Grade - Plan for regular communication of requirements
<i>How and when?</i> <ul style="list-style-type: none"><li>•</li></ul>
10th Grade - Plan for regular communication of requirements
<i>How and when?</i> <ul style="list-style-type: none"><li>•</li></ul>
11th Grade - Plan for regular communication of requirements
<i>How and when?</i> <ul style="list-style-type: none"><li>•</li></ul>
12th Grade - Plan for regular communication of requirements
<i>How and when?</i> <ul style="list-style-type: none"><li>•</li></ul>
Parents - Plan for regular communication of requirements
<i>How and when?</i> <ul style="list-style-type: none"><li>•</li></ul>
Staff - Plan for regular communication of requirements
<i>How and when?</i> <ul style="list-style-type: none"><li>•</li></ul>

## Senior Defense Committee

Action: We will establish a committee that will collaborate regularly to fulfill Senior Defense planning tasks.

### Committee Members

*The Senior Defense Committee consists of: ILT*

- *Senior Defense Site Coordinator:*
- *Principal:*
- *Assistant Principal:*
- *Department Chairs: History, English, Math, Science,*
- *Academy Leads*
- *Librarian*

## Other Tasks

Action: We will determine a point person for each of the following essential tasks.

Essential Tasks
<p><i>The following are essential tasks:</i></p> <ul style="list-style-type: none"> <li>• <i>Oversees completion of artifacts &amp; presentation</i></li> <li>• <i>Provides mass communication to parents &amp; students</i></li> <li>• <i>Delivers professional development</i></li> <li>• <i>Keeps record of Senior Defense presentations</i></li> <li>• <i>Assembles Senior Defense panels</i></li> <li>• <i>Reports progress to admin, school community, and district office</i></li> <li>• <i>Oversees portfolio progress for 9th-11th grade students</i></li> <li>• <i>Records Student Defense and Portfolio completion in Aeries</i></li> </ul>
Other Needs/Tasks?
<p><i>What are other site-specific needs/tasks that need to be addressed?</i></p> <ul style="list-style-type: none"> <li>• <i>CANVAS SENIOR DEFENSE PAGE</i></li> <li>• </li> </ul>