
Senior Defense Playbook

INSERT SCHOOL NAME HERE

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"> •
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"> • <i>Teacher:</i> • <i>Counselor:</i> • <i>Admin:</i> • <i>Other staff:</i>
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"> • <p><i>What setup and equipment will be needed?</i></p> <ul style="list-style-type: none"> • <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"> •

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?

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

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Following-up on Rubric Usage

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

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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>Blair CIS Marshall Muir PHS Rose City</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">•
Communication of Matrix to Staff
<p><i>How and when?</i></p> <ul style="list-style-type: none">•

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

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:

- *Senior Defense Site Coordinator:*
- *Principal:*
- *Assistant Principal:*
- *Department Chair:*
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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">• <i>Oversees completion of artifacts & presentation</i>• <i>Provides mass communication to parents & students</i>• <i>Delivers professional development</i>• <i>Keeps record of Senior Defense presentations</i>• <i>Assembles Senior Defense panels</i>• <i>Reports progress to admin, school community, and district office</i>• <i>Oversees portfolio progress for 9th-11th grade students</i>
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">•