



VERONA HIGH SCHOOL  
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Joshua Cogdill  
Principal

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Director of Guidance

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Assistant Principal

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Director of Athletics

To whom it may concern,

This letter is intended to provide information about the Verona High School Capstone Program. The Capstone Program is designed to give students a chance to explore their future career interests outside of the school building. The program is intended to run from 5/20/24-6/16/24. During this time, students will keep a log of the work that they do or what they observe in the workplace and what they learned during this time. This weekly log will be signed by their mentor and submitted to the Capstone advisors. Students will submit a paper at the end of their time in their workplace discussing what they learned over the course of the 4 weeks.

Capstone criteria includes the following:

- Relevant to a student's post-secondary plan.
- 24 hours per week of work (or observation of work)
- Mentors are only permitted to advise two students
- Cannot be at current place of employment
- Must be an unpaid, volunteer or observational opportunity
- Cannot be supervised by a parent or relative
- Removal from capstone can occur depending on absences/tardies reported to the school by mentor

If there are any questions about their requirements, please feel free to reach out to us via email to discuss these concerns.

We thank you in advance for providing our students with this potential opportunity. We believe strongly that this program will benefit our students' futures by providing them with real world experience in the workplace.

Sincerely,  
Andrew Herschman, LPC  
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