

# **U.S. Government**

**Service Learning Project**  
**Hillside High School**  
**Student Handbook**

## What is Service Learning?

Service Learning is a method by which young people learn and develop through active participation in a thoughtfully-organized service experience...

- That meets actual community needs.
- That is coordinated in collaboration with the school and community.
- That is integrated into each young person's academic curriculum.
- That provides structured time for a young person to think, talk and write about what he or she did and saw during the actual service activity.
- That provides young people with opportunities to use newly acquired academic skills and use knowledge in real life situations in their own communities.
- That enhances what is taught in the school by extending student learning beyond the classroom.
- That helps to foster the development of a sense of caring for others.
- That provides opportunities for school-to-career transitions.

(From *Standards of Quality for School-Based and Community-Based Service Learning*, Alliance for Service Learning in Education Reform, 1995.)

**A**merican democracy has been called a great experiment. Our form of government depends, for its success, upon an informed citizenry which participates confidently in the decision making process. On your eighteenth birthday or upon receiving citizenship, you will come face to face with the full benefits and responsibilities of being an American. You will be allowed to vote and may be called to serve on a jury. If you are a male you will be required to register for the draft. You will be allowed to fully utilize the legal system, to be tried as an adult should you find yourself accused of a crime and to run for political office. It is critical to the success of this constitutional democracy that each of us become conversant with the institutions which make this democracy work and that each of us contribute to society as a responsible citizen.

It is important that all who live in the United States understand how our country functions and that we all assume responsibility for the quality of life in our nation. Individuals play a vital role in the community and participatory citizenship requires that each of us is comfortable in the halls of government and in our courtrooms. Everyone should be able to evaluate what is seen and heard there and to draw their own conclusions about what they have observed.

This Service Learning project will provide you with the opportunity to be of service to America and to witness the courts, councils and boards that administer our communities. Your service to America will help you to understand what a treasure American citizenship is and what it means to be of service to the nation. The project allows you to be an independent learner as you challenge yourself to listen to the language of government in action and to carry out your work in the community. It will allow you to hone your skills as a problem solver and a skillful communicator as you analyze what you experience and produce a final project that communicates your assessment of your activities.

Your work in the community will provide you with a good feeling about yourself as a human being. You will have the occasion to observe that, though government in action is complex and sometimes confusing, it is often exciting and always meaningful. Additionally, you will fine-tune your skills, which you need as you prepare for the life that awaits you after high school. Ultimately, you will be fulfilling President Kennedy's vision of true citizenship as you do for this country and thereby do for yourself and for all Americans.

## SLP REQUIREMENTS

1. You must volunteer 10 hours at a non-profit organization. You, your supervisor, and your parent/guardian must fill out ALL required forms. **Have page 20 filled out, signed and turn in to teacher BEFORE you start your hours.**
  
2. You must attend 2 meetings. Attend one City Council AND one School Board Meeting. You must bring the appropriate “Government in Action: Pre-Write and Verification Form” to the meetings and have them signed by the appropriate designee.
  
- ~~3. Write a 2-page essay using the questions on page 5 to guide you.~~
  
4. Show proof that you have applied to a college, military, or filled out financial aid.
  
5. Use Google Slides (or similar presentation software) to present your project to the class. Your presentation will include 8-12 slides with the following:
  - a. 1 slide - Intro
  - b. 3-5 slides with pictures describing your 20 hours of service.
  - c. 1-2 slides for the City Council using the information from your “Government in Action: Pre-Write and Verification Form.”
  - d. 1-2 slides for the School Board using the information from your “Government in Action: Pre-Write and Verification Form.”
  - e. 1 slide with college application proof and post-secondary education plans (What you’ll do when you graduate).
  - f. 1 slide - Conclusion

## Government in Action Project- How to manage your time:

- A. One full City Council meeting AND
- B. One full School Board meeting

Your teacher will tell you how you must view the City Council and School Board Meeting.

- A. The Upland City Council meets at 7:00 P.M. the 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month. You may attend city council meetings in other cities as well. The Upland City Hall is located at 460 N. Euclid Ave. (across the patio from the Upland Public Library). You must attend the *entire meeting*. If you leave early, you will not receive credit for the activity.
- B. The Upland Unified School District School Board meets at 7:00 P.M. the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month. You may attend school board meetings in other cities as well. The first meeting of the month is held at the Upland Unified School District Office at 390 N. Euclid Ave. (the southeast corner of Euclid and “D” Street, across the street from the Upland Public Library.) The second meeting of the month is held at one of the Upland Schools. See your Government teacher for a current list. You must attend the *entire meeting*. If you leave early, you will not receive credit for the activity.

Keep in mind that since you are in school on most days, you may have to use the following times to complete hours for the project:

- Winter or Spring break
- Teacher In-Service days
- Minimum days
- Evenings

If you attend a City Council or School Board meeting outside the city of Upland, you must get the signature of a City Council or School Board Member or their designee and attach an agenda

### **SERVICE LEARNING PROJECTS MEETING EDUCATION NEEDS:**

Cross-age tutoring and/or peer tutoring set up through an organization, school, teacher, etc.  
Working with non-profit organizations which help children; e.g., daycare, nursery, pre-schools, after-school programs, educational programs at religious institutions, etc.  
Volunteering to assist teachers after school.  
Organizational work for school programs such as History Day  
Literacy program at Upland Public Library

### **SERVICE LEARNING PROJECTS MEETING ENVIRONMENTAL NEEDS:**

Beautification of the community: school, district, city (Upland parks and recreation), etc.  
U.S. Forest Service

Inland Empire Resource Conservation District  
Chino Basin Water Conservation Program  
Rancho Santa Ana Botanical Gardens

**SERVICE LEARNING PROJECTS MEETING SAFETY NEEDS:**

Conflict mediation programs in the schools  
Volunteer activities with law enforcement or fire department  
Certain activities with Explorer Scout program  
DARE  
Neighborhood Watch program  
SADD/Friday Night Live

**SERVICE LEARNING PROJECTS MEETING POLITICAL/GOVERNMENTAL NEEDS IN A DEMOCRACY:**

Voter registration  
League of Women Voters  
Working in campaign or political offices  
City government/city hall  
District Attorney's office  
Commissions (city, school, county)  
Upland City programs  
Poly Corps (Cal Poly Americorps)

**SERVICE LEARNING PROJECTS MEETING HUMAN NEEDS**

Language translation  
Hours spent in organizations and/or collection for food drives, clothing drives, etc.  
Assistance League's dental clinics, Operation School Bell, etc.  
Senior citizens: nursing, convalescent & retirement homes (Shea, Christian Heritage, Pilgrim Place, San Antonio Gardens, etc.) Meals on Wheels  
Disabled: Lanterman Hospital, reading for the blind  
Medical: San Antonio Community Hospital, Upland School District Healthy Start program  
Homeless shelter – Foothill Family Shelter, Pacific Lifelines  
Food banks, soup kitchens, holiday baskets  
Holiday toy/gift programs: Toys for Tots, Santa Claus Inc.  
Salvation Army, Red Cross, Goodwill Industries, Le Roy's Boys Home, World Vision, AIDS Project, Habitat for Humanity  
Coaching/officiating youth sports: AYSO, Hilltoppers, Little League, Rancho roller hockey, Pop Warner, NJB, etc.  
Animal shelters

*Important: Projects should engender good will within the community!*

## Commonly Asked Questions

*Must I use one of the organizations listed in this handbook for my Service Learning project?*

No. You may plan your own project based upon your personal interests and local community organizations. Always check with your teacher if you are unsure if an activity would qualify.

*May I work with a partner or in a group?*

It depends. Some projects may lend themselves to working with more than one person. If you are interested in working with a partner or group, you must first discuss it with your teacher and get permission as well as details on how to alter the project for a group presentation.

*May I work on Service Learning during breaks?*

Yes. In fact, breaks are an excellent time to get in many of the required 20 hours. Additionally, breaks are a good time to get the courthouse observation as well.

*It is considered Service Learning if I get paid?*

No. Paid experiences do not qualify for Service Learning.

*May I get Service Learning credit for tutoring my friends or relatives?*

No. You may do a tutoring project only within an organized tutoring program. This could be through the school or public library, a local elementary or junior high school or a high school program such as CSF or Peer Helping.

*Is it considered Service Learning if I receive class credit?*

No. Hours do not qualify for Service Learning if you are working as a teacher's aide or for an ROP class or a peer counseling class for example.

*May I get Service Learning credit for working overtime for my employer without getting paid?*

No. That would be free labor to a business, not service to the community as a whole.

*May I get Service Learning credit for doing odd jobs or baby-sitting for my friends, neighbors or family?*

No. All Service Learning projects must provide both an educational experience to you and a service to the community as a whole, not to just one individual or family.

*May I get Service Learning credit for working in my church?*

It depends. Working on a community project with your church, such as a food bank or a day care program, would qualify as Service Learning. Doing weekly janitorial work or doing weekly religious activities, such as being an altar boy or reading scriptures, would not qualify.

*May I work on a Service Learning project that is related to a club or an organization that I am already in?*

It depends. You may work on a Service Learning project that is established through organizations such as the Boy/Girl Scouts, Key Club, Rotary Club, Assisteens, etc. However, you may not get credit for a service activity in which you receive tangible school awards or honors. So you may count service hours you perform for ASB for example but NOT CSF or NHS.

*Can I pass this class without completing this project?*

Yes. Part of your grade in this course will be this project. However, like most other class requirements, it is technically possible to fail the project, but still earn enough points to pass the class.

*Can I graduate without completing this project?*

No. You must complete this project to graduate. If you pass the class without completing the project, you will be given the opportunity to redo the project prior to graduation, if time permits.

*If I fail the class, but complete the project, do I have to complete the project again when I repeat the class?*

No. Once your teacher verifies that you have satisfactorily completed the Service Learning Project, you are finished with that graduation requirement, even if you have to repeat the class.

## Procedures

- **Read all directions carefully.** Be sure you fully understand what is required and ask your teacher if you have any questions.
- **Follow the time lines exactly.** Failure to meet a deadline will result in a lower grade on the project and a lower, possibly failing, grade in the class.
- **Choose your project thoughtfully.** You will be spending 15-20 hours on this project over the course of the next 15 weeks. It should be an activity that interests you!
- **Budget your time wisely.** Be sure that you give yourself enough time to complete this project as well as your regular homework in this and all other classes. Keep in mind the time you also spend on student activities, sports, music, drama, clubs, jobs, etc. *You will not receive credit for any Service Learning performed during regular school hours!*
- **Plan ahead.** You must arrange all of your own transportation.
- **Double-check your work.** Be sure that you have completed all of the components before turning in your finished project.
- **Do not wait** until the last minute to attend the required meetings or to have forms completed and signatures collected. If something happens at the last minute that prevents you from attending a meeting or getting a signature or finishing a paper, you will be unable to complete your project and will therefore receive a failing grade.

## Reminders

- **Be Dependable.** Show up when expected unless you have called to make other arrangements.
- **Be Punctual.** This will reflect well on you and benefit the organization when you are performing Service Learning.
- **Be Flexible.** It is possible that a task planned for you will change. Adapt to the needs of the organization.
- **Dress Appropriately.** You are not only representing yourself and Hillside High School but the organization you are working with as well. Your clothing should be appropriate for the activity while reflecting pride in yourself and the school and organization you are representing.
- **Be Polite.** Always speak politely to the people you are working with. Make eye contact and stand up straight when addressing someone. Use correct titles, such as Mrs. or Dr. Always say “please” and “thank you”. In general, show good manners.



## Possible Contacts for Service Learning Projects

The following is a partial list of organizations you may contact for Service Learning projects. You are not restricted to these agencies for your projects.

### Upland Unified School District

Each school needs volunteers to work with students in reading and math, as well as in after-school academic and recreational programs. You may contact the principal at the appropriate school and volunteer your services. <http://www.upland.k12.ca.us/>

### Upland Unified School District Instructional Materials Center

Foothill Knolls Elementary School  
1245 Veterans Court, 949-7740

### Social Services Agencies/Organizations

Upland USD Outreach for Success (Homeless Education) .....949-7719  
San Bernardino County Child Development Services .....478-5700

### Food Resource Centers

#### Upland

“His Hands” St. Joseph’s Church  
937 North Campus .....981-6010  
Upland Church of Christ  
331 West 9<sup>th</sup> Street .....982-1676  
Upland Community Center  
Magnolia Park, 15<sup>th</sup> Street (between Euclid & San Antonio).....931-4281

#### Ontario

Hope  
213 North Fern Avenue .....983-5783  
SOVA Center (Council of Churches)  
635 South Taylor .....391-4882

#### Chino

Aletheian Christian Foundation  
12801 North Oaks Street .....627-3635  
Isaiah’s Rock  
13031 7<sup>th</sup> Street .....628-0966

#### Guasti

Catholic Charities  
221 Turner .....390-2424

#### Pomona

BETA Center (Council of Churches)  
1095 West Grand Avenue .....622-7278  
Catholic Charities  
808 North Garey .....622-3466  
Pomona Neighborhood Center  
999 West Holt Ave .....620-7691  
Inland Valley Council of Churches .....622-3806  
Inner-City Volunteers.....865-8853

#### San Bernardino County

Community Service Department:	
Food Bank.....	386-5011
Senior Meal Delivery.....	387-2283

**Meals on Wheels**

Claremont .....	621-4018
Montclair .....	625-9462
Pomona .....	627-8306

**Housing**

Foothill Family Shelter (Upland) .....	920-5568
Habitat for Humanity .....	596-7098

**Community Services**

United Way .....	823-1317
Foothill AIDS Project .....	920-9265
Salvation Army .....	874-4450
Red Cross, Claremont .....	624-0074
Red Cross, Pomona .....	622-1348
Community Health Project, Ontario .....	986-4550
Frazee Community Center .....	889-4424
Inland Counties Legal Services .....	884-8615
Joslyn Senior Center, Claremont .....	399-5488
San Bernardino County Department of Veteran’s Affairs ...	387-5516
Volunteer Center of Greater Pomona Valley .....	623-1284
American Cancer Society Discovery Shop .....	981-7466
Loma Linda Hospital.....	478-8022
People Place.....	626-5186 or 624-4113
Christian Heritage Center .....	985-0924
Pacific Lifeline.....	931-2624
San Antonio Community Hospital (long-term volunteers only)	
.....	985-2811
Pomona Valley Hospital .....	865-9669
Citrus Valley Hospice West Covina .....	(626) 974-0348
Adopt-a-Buddy Program, Community Extended	
Care Hospital-Montclair.....	621-4751
Montclair Handy Helpers (for senior citizens) .....	625-9462
Montclair Intergenerational Program .....	625-9462

**Disability Services**

Casa Colina Rehabilitation Center, Pomona .....	596-7733
Easter Seals, San Bernardino County .....	888-4125
Braille Institute .....	800-272-4553
California Council of the Blind.....	800-212-6359
.....	323-663-1111
Recording for the Blind .....	213-664-5525
.....	310-536-5301
.....	800-732-8398
Learning Disabilities Association of California.....	818-355-0240
Pomona Valley Workshop.....	624-3555
Alzheimer’s Association of Riverside & San Bernardino.....	484-3252

**Youth Services**

AYSO-Upland.....	982-6200
Boy Scouts: Old Baldy Council .....	983-4534

Girl Scouts: Spanish Trails Council.....624-6696  
 City of Rancho Cucamonga youth sports program .....477-2780 ext.2374  
 Acacia Learning Center.....981-5820  
 McKinley Children’s Center-San Dimas.....599-1227 ext.2104

**Boys and Girls Clubs**

Fontana .....822-4988  
 Camp Fire Boys and Girls .....624-5076

**YMCA**

Upland .....946-6120  
 Pomona Valley .....623-6433  
 YWCA .....622-4432, 983-9923

**Library and City Services**

Upland Public Library, 450 N. Euclid Avenue .....931-4212  
 Upland High School Library, 565 W. 11<sup>th</sup> Street.....949-7880  
 San Bernardino County Literacy Program.....387-5730  
 Upland City Hall, 460 N. Euclid Avenue ..... 931-4100  
 Upland Chamber of Commerce .....931-4108  
 Upland Animal Shelter .....931-4185  
 Inland Valley Humane Society .....623-9777  
 Rancho Cucamonga Public Library .....477-2720  
 (also tutoring services).....948-9900  
 Literacy Programs .....981-6801, 590-5227, 624-6402  
 Upland Parks and Recreation.....931-4281  
 West End Animal Shelter (No-Kill) .....947-3517  
 Graffiti Removal L.A.....213-253-2687

**Spanish Language Needs**

Inland Valley Volunteers .....629-1187  
 Volunteer Vital English .....622-2453  
 Montclair Bilingual Volunteer Program .....625-9453

**Other**

Cooper Regional History Museum .....982-8010  
 The DA Center for the Arts (art gallery volunteer) .....397-9716  
 Project Hero .....www.projecthero.org

**“Man is not free unless government is limited. There's a clear cause and effect here that is as neat and predictable as a law of physics: As government expands, liberty contracts.”**

**-Ronald Reagan** (1911-2004), 40th U.S. President, January 11, 1989

# **Service Learning Forms**

## Service Learning Evaluation Form

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

Supervisor (print name): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Total Hours Completed: \_\_\_\_\_

For each of the statements below, please assess the student volunteer's ability or performance using the following scale:

5	Superior
4	Above Average
3	Average
2	Below Average
1	Minimally Acceptable
0	Failure to Perform at a Minimum Level
N	No Opportunity to Rate this Aspect

- \_\_\_\_\_ 1. Student reports punctually at the agreed upon time.
- \_\_\_\_\_ 2. Student notifies you in advance when a scheduling conflict arises.
- \_\_\_\_\_ 3. Student's attire and grooming are appropriate.
- \_\_\_\_\_ 4. Student is productive at the tasks you assign.
- \_\_\_\_\_ 5. Student works well with supervisor, staff and others.
- \_\_\_\_\_ 6. Student accepts help and is willing to learn and improve.
- \_\_\_\_\_ 7. Student communicates well, listens carefully and responds appropriately.
- \_\_\_\_\_ 8. Student is resourceful in recognizing and resolving problems.
- \_\_\_\_\_ 9. Student takes the initiative in determining what tasks need to be accomplished and in beginning those tasks when appropriate.
- \_\_\_\_\_ 10. Student has developed a good rapport with the "clients" of your agency.
- \_\_\_\_\_ 11. Student has an accurate sense of his/her own abilities and talents.
- \_\_\_\_\_ 12. Your overall evaluation of the service provided by the student.

***Please add additional comments regarding the student's Service Learning project on the reverse of this page or attach additional pages if desired.***

# Service Learning Log

Organization: \_\_\_\_\_

Student Volunteer: \_\_\_\_\_

Date	Time In	Time Out	Total Time	Job Responsibilities	Approval Signature

# Government in Action: City Council Pre-Write and Verification Form

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

Observation Date: \_\_\_\_\_ Observation Time: \_\_\_\_\_

Please PRE-WRITE your answers to the questions below in the spaces provided. You may want to write out some ideas that will help you answer these questions. You should be answering these questions while the meeting is taking place. Once the meeting is completed, please THOROUGHLY ANSWER the questions below on a SEPARATE SHEET OF PAPER.

1. *Describe City Hall.*
  
2. *Describe the City Council chambers.*
  
3. *Describe what you observed each of the following people at the City Council meeting doing, explaining their function and duties. Include their names where indicated.*
  - A. Mayor (name)
  - B. City Council Members (names)
  - C. City Manager (name)
  - D. Press and public
  
4. *Explain the proceedings that you observed. What types of matters were taken up by the City Council? How was the meeting conducted? What took place?*
  
5. *How did the members of the public conduct themselves?*
  
6. *What were the critical issues before the City Council? How were they presented? How were they resolved?*
  
7. *What did you learn about local government as a result of attending this meeting of the City Council?*
  
8. *What do you believe are the strengths of this form of government?*
  
9. *What suggestions would you make to improve this system of government?*

**PLEASE OBTAIN A SIGNATURE ON THE LINE BELOW. INCLUDE THIS SHEET WITH YOUR TYPED INFORMATION ABOVE.**

**City Council Verification**  
**Signature of CITY COUNCIL MEMBER OR DESIGNEE:**

**Signature:** \_\_\_\_\_



# Government in Action: School Board Pre-Write and Verification Form

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

Observation Date: \_\_\_\_\_ Observation Time: \_\_\_\_\_

Please PRE-WRITE your answers to the questions below in the spaces provided. You may want to write out some ideas that will help you answer these questions. You should be answering these questions while the meeting is taking place. Once the meeting is completed, please THOROUGHLY ANSWER the questions below on a SEPARATE SHEET OF PAPER.

1. *Describe the setting of the School Board meetings. Discuss how the room was arranged and where the people sat.*
  
2. *Describe what you observed each of the following people at the School Board meeting doing, explaining their function and duties (include their names where indicated).*
  - A. President of the School Board (name)
  - B. Board Members (ALL names)
  - C. Superintendent (name)
  
3. *Explain the proceedings that you observed. What types of matters were taken up by the School Board? How was the meeting conducted? What took place?*
  
4. *How did the members of the public conduct themselves?*
  
5. *What were the critical issues before the School Board? How were they presented? How were they resolved?*
  
6. *What did you learn about local government as a result of attending this meeting of the School Board?*
  
7. *What do you believe are the strengths of this form of government?*
  
8. *What suggestions would you make to improve this system of government?*

**PLEASE OBTAIN A SIGNATURE ON THE LINE BELOW. INCLUDE THIS SHEET WITH YOUR TYPED INFORMATION ABOVE.**

**School Board Verification**  
**Signature of SCHOOL BOARD MEMBER OR DESIGNEE:**

**Signature:** \_\_\_\_\_

# Service Learning Acknowledgement and Verification Form

## Hillside High School

Please complete the following information and return to YOUR TEACHER by: \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

### **PLEASE COMPLETE THE QUESTIONS BELOW:**

What project have you chosen for service learning? \_\_\_\_\_

What is the name of the organization? \_\_\_\_\_

Where will the service learning be performed? \_\_\_\_\_

What is your tentative schedule for service? \_\_\_\_\_

What types of tasks do you anticipate performing in your service? \_\_\_\_\_

\_\_\_\_\_

### **SIGNATURES**

Supervisor's Printed Name: \_\_\_\_\_

Supervisor's Signature/Date: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Name of Organization (**PLEASE PRINT**): \_\_\_\_\_

(Please attach a business card from the organization if possible)

## PARENT ACKNOWLEDGEMENT

We have read and understand the requirements for completing the Hillside High School Government Service Learning Project. We understand that this project is a graduation requirement set forth by Hillside High School and that students will need to complete **ALL AREAS** of this project in order to graduate. A complete description of the service learning project can be found on the Hillside High School website at Schoolloop/Hillside High School.

Parent/Guardian Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

## Service Learning Project

### Checklist

#### Major Components:

1. **10 hours of service** (see handbook)

\*Attend the following observations:

2. Attend **ONE City Council Meeting** (See web-page or classroom board for dates and times)

3. Attend **ONE School Board Meeting** (See web-page or Classroom board for dates and times)

#### Other Requirements:

1. **Notify me** with your choice of service

(who, what, where, how, when, why - see **page 20** of handbook). Due before you start your service.

2. **College Application** - complete an application to any college, or student loans. Retain email confirmation.

3. A 5-minute **visual presentation** describing the entire experience (Google Slides).

4. You must complete **ALL** appropriate forms and checklists in the handbook.

**Remember: You cannot graduate without completing this project!**