

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.)

American 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 2nd and 4th 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 2nd and 4th 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 Services478-5700

Food Resource Centers

Upland

“His Hands” St. Joseph’s Church
937 North Campus981-6010
Upland Church of Christ
331 West 9th Street982-1676
Upland Community Center
Magnolia Park, 15th Street (between Euclid & San Antonio).....931-4281

Ontario

Hope
213 North Fern Avenue983-5783
SOVA Center (Council of Churches)
635 South Taylor391-4882

Chino

Aletheian Christian Foundation
12801 North Oaks Street627-3635
Isaiah’s Rock
13031 7th Street628-0966

Guasti

Catholic Charities
221 Turner390-2424

Pomona

BETA Center (Council of Churches)
1095 West Grand Avenue622-7278
Catholic Charities
808 North Garey622-3466
Pomona Neighborhood Center
999 West Holt Ave620-7691
Inland Valley Council of Churches622-3806
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 program477-2780 ext.2374
 Acacia Learning Center.....981-5820
 McKinley Children’s Center-San Dimas.....599-1227 ext.2104

Boys and Girls Clubs

Fontana822-4988
 Camp Fire Boys and Girls624-5076

YMCA

Upland946-6120
 Pomona Valley623-6433
 YWCA622-4432, 983-9923

Library and City Services

Upland Public Library, 450 N. Euclid Avenue931-4212
 Upland High School Library, 565 W. 11th Street.....949-7880
 San Bernardino County Literacy Program.....387-5730
 Upland City Hall, 460 N. Euclid Avenue 931-4100
 Upland Chamber of Commerce931-4108
 Upland Animal Shelter931-4185
 Inland Valley Humane Society623-9777
 Rancho Cucamonga Public Library477-2720
 (also tutoring services).....948-9900
 Literacy Programs981-6801, 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 Volunteers629-1187
 Volunteer Vital English622-2453
 Montclair Bilingual Volunteer Program625-9453

Other

Cooper Regional History Museum982-8010
 The DA Center for the Arts (art gallery volunteer)397-9716
 Project Herowww.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.

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!