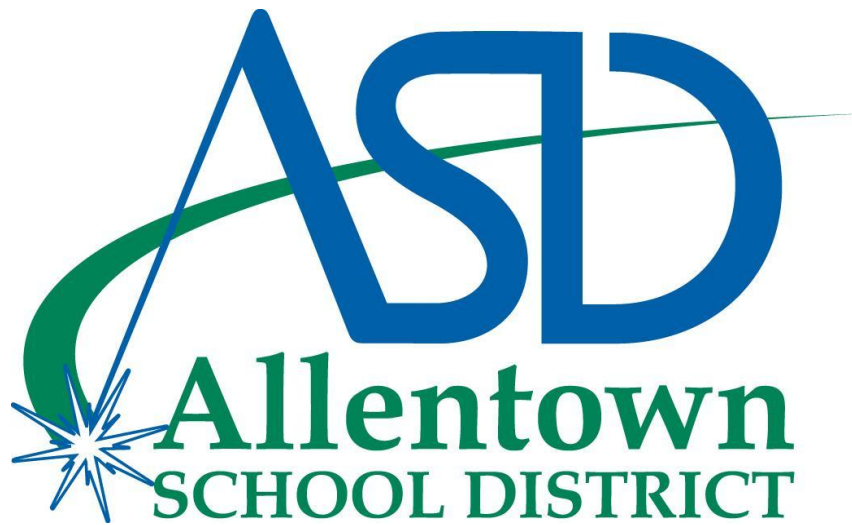# The Allentown School District

SERVICE LEARNING PROJECT
Graduation Requirements 2022-23

ASD Service-Learning Project

Service-Learning Project

Service Learning helps students build character by allowing them to foster and develop personal values, beliefs, awareness, self-esteem, confidence, and a sense of empathy and social responsibility. Effective with the graduating Class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Included in those pathways is a Service-Learning Project to address an identified community need and meet specified project learning goals.

A written project proposal must be submitted to the school official for pre-approval and must include a project description, learning goal(s), timeline, number of service hours, the project's contribution to the community, and the sponsoring organization. The project must be supervised and assessed by an adult with successful completion verified in writing by the adult supervisor. The

Service-Learning Project **must be a minimum of 10 hours** for completion and will include a **final presentation.**

Reasons to Adopt Service-Learning Projects for Graduation Success

1. Strengthen the connections between academic learning and community service opportunities for students to be challenged with learning new skills and critical thinking.
2. Allows students to prepare to learn new skills and learn how to reflect on their learning.
3. Has a positive effect on interpersonal skills development.
4. Promotes collaboration, communication, and interaction with the community.
5. Promotes a positive effect on reducing stereotypes and facilitating cultural and racial understanding.
6. Promotes social responsibility and citizenship.
7. Contributes to career development and can influence career selection.
8. Contributes to stronger student/faculty relationships through mentorship.
9. **Builds Community**

Guidelines:

A service-learning project may be developed with a school organization (e.g., National Honor Society), a community organization (e.g., Junior Rotarians), a faith-based organization (e.g., Salvation Army), or a youth organization (e.g., Boy/Girl Scouts).

The service-learning project must be monitored/supervised by an adult who can verify project completion and sign off at the conclusion of the project. The student must provide written verification of completion from the sponsoring organization/adult supervisor, which is to be appended to this form.

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STUDENT INFORMATION

Student Name (Last, First):

Student ID:

Date of Application:

Anticipated Date of Graduation:

Project Start Date:

Project End Date:

Anticipated Number of Service Hours:

(minimum 10 hours recommended)

PROJECT INFORMATION

Description of Project:

Project Goals:

Anticipated Contribution to the Community:

Sponsoring Organization:

Adult Supervisor Name:

Phone:

Email:

Student Signature:

Date:

ADMINISTRATIVE INFORMATION

Receiving by:

Date of Receipt:

☐ **Application Approved Date::**

☐ **Application Disapproved Date:**

☐ **Successful project completion verified via receipt of supervisor documentation**

Approver Signature:

Date:

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I   DESCRIPTION

In order to graduate from the Allentown School District, each student shall design and complete a service-learning project in an area of interest. The purpose of the service-learning project is to assure that the student is able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. It is the responsibility of each student to fulfill the requirements set forth in this document. The high school faculty shall provide guidance and direction in the fulfillment of these responsibilities, if needed. Outside community resources may also guide and direct students throughout their service learning projects.

Projects may be undertaken by individual students or groups, but presentations shall be given on an individual basis. Also, all students must complete individual paperwork and materials.

II.   GOALS

To prepare students for graduation by promoting collaboration, communication, and interaction with the community;

To provide all students with a culminating activity that demonstrates their skills in writing, speaking, research, and organization;

To provide all students with an opportunity outside the classroom to integrate their various courses of study and Contribute to career development and can influence career selection;

To provide all students with an opportunity to demonstrate a sense of responsibility and a good work ethic prior to graduation from the Allentown School District.

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III.   TYPES OF PROJECTS
A.   CAREER RESEARCH OPTION

    1.   Shadowing

        a.   Minimum of ten (10) hours of SHADOWING

    2.   Journal of Shadowing

        a.   You must keep a JOURNAL of your personal reaction for each time you shadow.

        b.   JOURNAL FORMS are available in the Career Research Mini-Booklet.

            1.)   The Journal requires 2 paragraphs of reflection for each hour of shadowing.

    4..   Visual Media – You must have a visual to accompany your project. Suggestions for the visual include a poster, video, cassette, charts, or photos.

    5.   Written Paper
You must write a reflective essay of at least three (3) full pages concerning your career research experience. The complete instructions for the Career Research Reflective Essay are included in the Career Research Mini-Booklet.

    6.   Oral presentation – Must be given on a date specified by the school. See the Career Research booklet for more details.

B.   COMMUNITY SERVICE OPTION.
Please note: This is volunteering. You may not be paid for your hours.

    1.   Minimum of ten (10) hours, unpaid
        a.   Does not include class assignments.
        b.   Does not include personal employment or work.

    2.   Community service shall be performed at a non-profit organization operating as a service to the community. WE DO NOT

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ALLOW STUDENTS TO COMPLETE THEIR COMMUNITY SERVICE IN STORES AND RESTAURANTS.

3. You must keep a log of your hours. Log forms are available in the Community Service Mini-Booklet. YOU SHOULD COMPLETE YOUR LOG FORMS EACH TIME YOU GO TO COMMUNITY SERVICE.

4. You must write a reflective essay of at least three (3) full pages concerning your community service experience. The complete instructions for the Community Service Reflective Essay are included in the Community Service Mini-Booklet.

5. Visual Media - You must have a visual to accompany your project. Suggestions for the visual include poster, video, cassette, charts, or photos.

6. Oral Presentation – see the Community Service booklet for more details. Will be given on a date set by the school.

7. We allow students to complete their community service at religious institutions, such as a church, synagogue, temple, or mosque, provided they are providing a service to that religious institution, and the student meets the other requirements of the community service option.

Please note: The mentor for the Community Service option is the person who helped your community service placement. In some cases, there might be a team of people who will oversee your duties at the community service placement.

Sample of Community Service Graduation Project Ideas

1. NJROTC Community Service Projects

2. Boy Scouts or Girl Scouts

3. Soup kitchen volunteer

4. Mayfair

5. Fish hatchery

6. Animal shelter

7.   Recycling center

8.   Casa Guadalupe, Hispanic Cultural Center (homework tutoring, etc.)

9.   Church

10.   Homeless shelter

11.   YMCA, JCC, Boys' Club or Girls' Club

12.   Elderly (nursing homes, assisted living facilities, senior centers)

13.   Hospitals, including Sacred Heart Hospital; Lehigh Valley Hosptial; St. Luke's Hospital; Good Shepherd

14.   Library

15.   Habitat for Humanity

Reminder – This is volunteering. You may not be paid for your hours.

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A FINAL NOTE ABOUT PROJECT CHOICES:

IV.   PROCEDURE/TIMELINE FOR GRADUATION PROJECT

    A.   Eleventh Grade

        1.   Letter describing the service-learning project will be sent home with the student and signed by the parent/guardian and student.

        2.   Students and parents will be given the description, the procedure, and the assessment guidelines for what is expected.

        3.   Any teacher can answer questions about the project.

        4.   Students will explore possible projects.

        5.   Students will complete a proposal form and submit it to the eleventh grade English teacher. Students will keep a personal photocopy at home.

        6.   **The entire project should be ready for presentation by the first day of school in September of the student's senior year.**

    B.   Twelfth Grade

        1. The Service Learning Project will be presented at times set by the High School District in the fall. Students will be assigned a presentation date by the Project Committee.

        2. Projects may be completed early. If you wish to complete your project prior to your senior year, you will need approval from the Project Committee.

        3.   If students do not show for their presentation appointment time, parents will be notified.

            a.   If a student misses his or her presentation appointment due to illness, he or she will need to present a doctor's excuse to the Attendance Office before a makeup appointment can be scheduled.

            b.   Any student who misses his or her presentation appointment time due to a family trip or vacation must have an approved Temporary Absence Permit (TAPS) form on file with the

Attendance Office. This form must be completed and approved prior to the presentation day. The principal will approve or disapprove all TAPS forms. Makeup presentations will only be arranged if an approved TAPS form is on file in the Attendance Office.

4. Guidance Counselors will periodically check with students about their progress on the project, especially during the "Senior Update" meetings in the fall.

V. ASSESSMENT OF PROJECTS

A. Advisor/Mentor

1. The advisor's role – administrative, giving direction, suggestions. The advisor is usually a teacher.

2. The mentor's role – hands-on direction of project

B. Review Panel

1. For projects requiring an oral presentation

a. A faculty panel will evaluate all service-learning projects.

b. The Review Panel will be responsible for the final grade on the service-learning project.

c. The grades for the project will be Outstanding (O), Satisfactory (S), and Unsatisfactory (U). **Unsatisfactory (U) means the student will require remediation in order to receive a passing grade.** The grade for the student's project shall be recorded on his or her final senior report card and final senior transcript.

C. Twelfth Grade/Final Presentation

1. Written presentation will be judged using the Pennsylvania Domain Scoring Guide.

a. Focus – The single controlling point made with an awareness of a task about a specific topic.

b. Content – The presence of ideas developed through

facts, examples, anecdotes, details, opinions, statistics, reasons, and/or explanations.

c. Organization – The order developed and sustained within and across paragraphs using traditional devices and including introduction and conclusion.

d. Style – The choice, use, and arrangement of words and sentence structures that create tone and voice.

e. Conventions – Grammar, mechanics, spelling, usage, and sentence formation.

2. The oral presentation will be judged on the basis of the following categories:

a. Content, which includes

1.) five (5) minute minimum presentation

2.) supporting information

3.) conclusions

4.) importance, value, or impact of the project

5.) sources of information

6.) vocabulary relevant to the topic

b. Effective speaking, which includes

1.) presenting one's self with poise

2.) maintains consistent eye contact with the review panel

3.) enunciates clearly

4.) varies tone, volume, and speed to enhance presentation

5.) speaks alone, without the aid of an interpreter

      c.   Organization

          1.)   is appropriate to the study

          2.)   use of an engaging beginning and thoughtful ending

          3.)   supports a clear thesis or idea

          4.)   flows smoothly from one idea to the next

      d.   Visual Media

          1.)   effective use of graphic design

          2.)   communicates significant information

          3.)   clearly, accurately, and precisely communicates information

          4.)   photos should be mounted on poster board, organized in an album, or placed in a computer/slide presentation

      e.   Response to questions

          1.)   effectively responds to all questions from the panel

          2.)   uses questions from the panel to illustrate the topic

ONLY PERSONAL MATERIALS WILL BE RETURNED AT THE END OF THE SCHOOL YEAR.

VI.   REMEDIATION

Students whose written and/or oral presentations are evaluated as INCOMPLETE (I) during the original presentation may have the opportunity to correct and resubmit their work at a time set by the school and the Service-Learning Project Committee. Students who are assigned the failing grade of Unsatisfactory (U) will be allowed to remediate their projects during the spring of their senior year and/or summer after the senior year if they still have not met the requirement for graduation.

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VII. STUDENT RESPONSIBILITIES

A. Keep a file containing all important documents to the Service-Learning Project, including the Project Handbook.

B. Make copies of all materials related to the project.

C. Familiarize yourself with all aspects of the service learning project.

D. Seek the help of a mentor. A mentor may be a parent, relative, friend, teacher, or person with expertise in your chosen topic. A mentor is an adult. Meet with your mentor at designated times.

E. Fulfill requirements completely and on time.

F. Seek the help of a mentor. A mentor may be a parent, relative, friend, teacher, or any person with expertise in your chosen topic.

G. Do your very best work on the Service-Learning Project.

H. Be prepared for the assessment portion of the Service-Learning Project. Practice your presentation before you give it.

VIII. MENTOR RESPONSIBILITIES

A. Definition of a mentor

This person must be an adult.

A mentor, a contact within or outside the school community, may provide knowledge, information, support, and guidance in order to assist the student in attaining successful completion of the service learning project. The mentor may be a participant in the final evaluation review.

B. Suggestions for successful mentoring
A mentor…

1. should be aware that the project is a state-mandated requirement for graduation, including ACT 158.

2. should receive the complete packet regarding the project and its requirements for successful completion.

3.   should sign the proposal form in the packet and date all appropriate places.

4.   should be aware of the on-going timeline.

5.   advise as to the appropriateness of the student's topic.

6.   provide expertise on a need-to-know basis.

C.   A Mentor is required for the following projects.

1.   Career Research (Project A)

2.   Community Service (Project B)

PLEASE NOTE: After your service learning project proposal is approved, you will receive a mini-booklet which includes log/journal forms, service learning project grading information, and information about the oral presentations.