2015

Handbook for Students, Mentors and Parents

Mr. John Murphy
Assistant Principal
Phone: 255-8834
Email: jmurphy@rvcschools.org

Mr. Russell Reid
ASSESS Coordinator
Phone: 255-8934
Email: reid@rvcschools.org

South Side High School
Rockville Centre, New York
http://www.rvcschools.org
BOARD OF EDUCATION

Liz Dion .................................................. President
Mark Masin .............................................. Vice President
Gregg Spaulding .................................... Secretary
John O’Shea .............................................. Trustee
Mayda Kramer .......................................... Trustee

CENTRAL ADMINISTRATION

William H. Johnson, Ed.D. ........ Superintendent of Schools
Christopher J. Pellettieri ........ Assistant Superintendent of Schools
Robert A. Bartels ................. Assistant Superintendent of Schools
Noreen Leahy ......................... Assistant Superintendent of Schools
Brian Zuar, Ed.D. ...................... Director of the Arts
Carol Roseto ......................... Director of Physical Education,
                             Interscholastic Athletics & Health

SOUTH SIDE HIGH SCHOOL

Carol Burris, Ed. D. .......................... Principal
Donald Chung ......................... Assistant Principal
John Murphy ......................... Assistant Principal
Brett Rosenthal ......................... Assistant Principal
Laurie Levy ......................... Supervisor of Guidance and
                             Student Support Services
Maureen Dockery .............. Supervisor of Student Activities and Discipline
ASSESS
Alternatives for Senior Students Exiting South Side

ASSESS provides seniors with the opportunity to begin to make the transition to life after high school through an independent learning experience. Students are encouraged to explore opportunities that will have a clear connection with the studies or profession they plan to pursue after graduation. The most successful and beneficial projects have very specific goals. Seniors who have successfully completed IB and/or AP exams and fulfill the requirements to be exempt from exams in other courses* will be excused from classes to work on their project. Job internships, job shadowing or supervised community service projects are highly encouraged.

*Refer to the Student Agenda for the Exemption Policy guidelines. Exemptions are made at the discretion of each subject teacher. Students will not be exempt from PE, Music classes such as Band or Chorus, or from any course in which a Regents Exam is required in June.

In order to participate in ASSESS, seniors must take a minimum of three (3) IB and/or AP classes in the senior year and successfully complete all the requirements of all currently enrolled classes, including CAS and the Extended Essay.

Each senior involved with this program will choose his or her project and mentor. Seniors may work individually or in teams of no more than three people. Each project must receive final approval from the chosen mentor, Dr. Burris, Mr. Murphy, Mr. Reid and the ASSESS Committee. Any projects involving travel outside of the metropolitan area must also be approved by the Board of Education and will require direct parental supervision.

DESCRIPTION OF CHOICES

1. Internship Project/Job Shadowing
   • Supervised educational work experience with a business, institution or agency, in a related field the student plans to pursue post high school

   EXAMPLE: Work with a local law firm to assist in case research and preparation, attend court sessions.
   • May NOT be at place of present employment, work for compensation, or be directly supervised by a family member

2. Community Service Project
   • Participate in a large scale meaningful, supervised community service activity

   EXAMPLE: Work with Habitat for Humanity on a home restoration project

3. Independent Project
   • Student-designed projects which are based on career interest and/or expertise
   • Can only be literary, studio, performance, film, research or laboratory based
   • May be individual or group projects (with no more than 3 students per group)
   • Students must produce a tangible end product

   EXAMPLE: Write, film, produce and edit a documentary
Program Requirements for Seniors

1. Select a school-based mentor who is capable of guiding you in your project.
2. Discuss your ASSESS proposal and project plans with mentor.
3. Obtain parental consent to participate in the chosen project.
4. Where applicable, obtain consent and signature of off-site supervisor.
5. Prepare a schedule showing daily/weekly hours of participation to total the required number of hours listed.
   Exempt from: 3 classes = 25 hours minimum  
                4 classes = 30 hours minimum  
                5+ classes = 35 hours minimum
6. Hand in completed application (including all teacher sign offs) and proposal to Mr. Reid by April 14th. Late or incomplete proposals will not be accepted. The ASSESS committee will inform you of project approval (or the need for changes to proposals before approval will be granted).
7. Attend all classes as required until the completion of all IB and AP exams. **
8. Begin ASSESS project after completion of all IB and AP exams. Keep a daily log (signed each day by site supervisor) documenting time spent on the project.
9. Abide by school rules for attendance and decorum.**
10. Communicate on a regular basis with your mentor according to a schedule determined by individual students and mentors.
11. Prepare a 15-minute PowerPoint presentation, your school based mentor must be present (you may also invite peers, teachers, parents and guests to attend).
12. Students will receive a "P" or "F" for ASSESS. This grade will appear on the student's transcript.

**REMINDER: seniors will not be exempt from PE or performing music classes such as Chorus and Band, or from any class in which a Regents Exam is required in June.
**Transportation to an off-campus project site is the responsibility of the student.
**Students must be passing all their classes to participate in ASSESS.
**No student with more than 18 absences in any class is permitted to participate in ASSESS.
**If a student fails to take their exam they will no longer be eligible for ASSESS and must remain in school.

Requirements for Mentors

1. Regularly meet and/or conduct phone/email conferences (a suggested minimum of once per week) with mentees during the planning process.
2. Provide support and insist upon legitimate, stringent work.
3. Contact parents and site-supervisors to confirm permission and approval for the students to participate in the proposed project.
4. Contact parents and internship site-supervisors regarding any problem situations and check in with them on a regular basis, even if no problem exists.
5. Assist seniors with the organization and preparation of presentations; attend presentations.
6. Mentors SHOULD NOT take on more than 5 seniors as individual mentees.
PowerPoint Presentation Guidelines

You may invite administrators, teachers, parents, friends and on-site supervisors. Your mentor must be present. Plan to present for 15 minutes. Your presentation should incorporate the following:

- Analyze what you liked or disliked about your ASSESS experience and describe problems you encountered as well as how you solved those problems.
- **DEMONSTRATE EVIDENCE OF REAL WORK AND LEARNING.**
- Reflect on what you learned from your experience.
- Provide visuals for your audience (video/photos)
- State what you would do differently if you had the chance to do the project again.
- Discuss why you would or would not recommend this experience to others.
- Comment on how your goals evolved or transformed as the project developed.
- Describe how this experience might affect your future plans.
- Reflect on what you learned about yourself.
- Be prepared for the possibility of having your presentation videotaped for use in assisting other seniors develop ASSESS projects next year.

Calendar and Checklist

- **March 17:** Presentation of Assess Information And Materials
  You must attend one of the sessions offered either zero period or immediately after school in the auditorium
  No exceptions!
- **April 14:** ASSESS Application Deadline: Turn in applications to Mr. Reid in the IB Office
  (Completed packet). You will be notified of acceptance and given time to reapply if rejected.
- **May 22:** Approved ASSESS projects may begin (on school time)
- **June 1:** Last day to schedule your presentation date and time with Mr. Reid; see your mentor
  first to find out what date and period your mentor is available to attend presentation.
- **June 5:** All projects should be completed to presentation phase (although many volunteer
  projects may extend beyond the presentation).
- **June 8-15:** ASSESS Presentations. Turn in your time log and gym make-up sheet at the
  time of your presentation. Presentations will be conducted in TOK classes, periods 1, 4,
  5, 6, 7, 8, 9.
- **June 15:** Marking Period 4 ends- all gym make-ups must be complete
Examples of Previous ASSESS Projects

Architecture Internship
Art Teacher Job Shadowing
Assistant to the Band Director
Bide-A-Wee Internship
Bond Broker Internship
Business Management Internship
Community Service at Covert School
Elementary Teacher Assistant
Elementary Physical Education Teacher Internship
Habitat for Humanity Home Renovation
Habitat for Humanity Warehouse Volunteer
Hedge Fund Internship
Holocaust Documentary Film
Horse-Ability Volunteer
Internship at MTV
Internship in a Veterinarian’s Office
Island Harvest Volunteer
Law Office Job Shadow-observe court cases
Lexington School for the Deaf Volunteer
Long Island Cares Volunteer
Neuropsychological Research Assistant
Pediatric Aid
Sandel Center Volunteer
Web Design for Local Non-Profit Organization
**Physical Education Attendance**

Name:__________________________________________________________________________

Regular PE Teacher:______________________________ Period__________  Even________ Odd___________

<table>
<thead>
<tr>
<th>Total # of Make-ups required: 10</th>
<th>Date of Make-up</th>
<th>Period</th>
<th>PE Teacher's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PE Teacher Signature Indicating Locker is Clean and Lock is Returned: ________________________

- Students MUST attend the first eight (8) regular physical education classes of the fourth quarter.
- **PE Make-ups may be done in advance (prior to starting ASSESS projects) beginning on MAY 1st.** Make-ups can be done zero period or periods 1, 2, 3, 4 even, 5, 6 odd, 7, 8 and 9. **Make-ups cannot be done period 4 odd and 6 even, unless one of these is your regular gym class.**
- Students must hand in this sheet to Mr. Reid. If you are officially exempt from PE, then the bottom of the sheet must be filled out.
- NO more than two make-ups in one day.

PE Exemption: Member of __________________________________________________________Team

Coach’s Signature______________________________________________________________

RETURN THIS FORM TO MR. REID AT THE TIME OF YOUR PRESENTATION OR WHEN PE CLASS ATTENDANCE REQUIREMENT IS FULFILLED.
<table>
<thead>
<tr>
<th>DATE</th>
<th>HOURS</th>
<th>Signature of Supervisor/Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS

ASSESS Project Proposal and Contract

Name: ____________________________________________

Address: ____________________________________________

Phone No.: ____________________________________________

School Mentor: ____________________________________________

E-Mail Address: ____________________________________________

Exemption Approval
Total # Classes Exempt _____

ASSESS Project Choice:  
- [ ] Internship
- [ ] Community Service
- [ ] Independent Project

Title of proposed project: ____________________________________________

Period/ Course/ Teacher’s Approval Signature
1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
6. ____________________________________________
7. ____________________________________________
8. ____________________________________________
9. ____________________________________________

Please attach a description (one typed page) of your project proposal. If you are planning a group project EACH senior must submit his or her own signed contract along with a copy of the project proposal written by the group. Answer the following questions:

1. What are your specific goals? What do you hope to gain from the experience? Who will benefit and in what way(s)? What is the learning experience?

2. What do you plan to do and where will your project take place? Be specific; include names of people you will work with at the site of your project, and explain what you will be doing for them and/or what they will be doing for you. What is your end product?

3. What are your plans after high school graduation?

4. How does your ASSESS project connect to these plans?
1—Mentor Commitment:
I have discussed _______________________'s ASSESS project and agree to act as mentor for this project. I understand mentoring requires calling each mentee’s parents/guardians to ensure they are aware of the project particulars, maintaining contact with mentee throughout the project and assessing mentee’s success or failure during presentations.

__________________________________        ______________________________________
Student’s Name (Please Print)                            Student’s Signature
Date __________________

__________________________________        ______________________________________
Mentor’s Name (Please Print)                            Mentor’s Signature
Date __________________

2 – Parent/Guardian Commitment:
I have read my senior’s ASSESS project proposal and agree to support this plan, knowing that his/her presence on the SSHS campus might be limited and transportation to an off-campus project will not be provided by the school.

__________________________________        ______________________________________
Parent’s Name (Please Print)                              Parent’s Signature
Date __________________
Contact Information ____________________________

3 – On-Site Supervisor Commitment:  
(for off-campus projects only)
I have been contacted with regard to ________________________’s ASSESS project proposal and look forward to working with him/her.

__________________________________        Supervisor’s Signature
Supervisor’s Name (Please Print)
Date __________________
Supervisor’s Title ______________________________________________________________
Phone _____________________________
Name of Organization ____________________________________________________________
Address _______________________________________________________________________

4 – Return this signed packet and your written proposal to Mr. Reid in the IB Office by April 8th

Assess Committee Response: Approved          Denied          Comments:
As the parent(s) or legal guardian of ________________________, a participant in the ASSESS program during the 2014/2015 school year, we/I recognize and acknowledge that Rockville Centre Union Free School District does not exercise supervisory responsibility over the participants in the program and shall not be liable for any personal injuries or damage incurred by our/my child as a result of his/her participation in the program.

__________________________________________
Parent/Legal Guardian

__________________________________________
Parent/Legal Guardian

Date: __________________________