



**Tenafly**  
PUBLIC SCHOOLS

TENAFLY HIGH SCHOOL  
TENAFLY, NEW JERSEY

**2020**

**SENIOR OPTIONS APPLICATION**



**DUE: MARCH 1, 2020**  
**NO EXCEPTIONS**

Dear Student:

Thank you for your inquiry in the Senior Options Program at Tenafly High School. The goal of this program is to encourage you to apply the skills you have acquired throughout your elementary, middle and high school years to a specific field of interest as Tenafly High School believes in providing “learning beyond the classroom.” The program is an opportunity to experience authentic, “real-life,” experiential learning beyond the walls of THS.

Senior Options/Structured Learning Experiences take place primarily after Advanced Placement (AP) Exams depending upon your schedule and the project you plan on pursuing. All program activity will conclude, at the latest, during the last week of the school year.

Throughout your involvement with this program, an in-school mentor will guide you. A committee of administrators and teachers will select you to participate in the program based on such criteria as:

- Ability to work independently
- Evidence of prior interest
- Approved academic standing (a passing grade in all courses required for graduation)
- Attendance record
- Appropriate plan of action

All forms must be returned to the Office of Content, Skills, and Internships at Tenafly High School, **in person**.

**Note:** A Parent and/or Guardian signature is required in order to participate in this program **regardless** if you are eighteen (18) years of age. **All applicants must be full time student with medical clearance. Internships in or around animals are NOT permitted. Sites must be under a 12 mile radius from Tenafly HS. No travel during internship time.**

If you have any questions or concerns, please contact a CSI Staff Member (Rm. 134) by email or by telephone at 201-816-6673.

Thank you,

Dr. Yi Hu  
[yhu@tenafly.k12.nj.us](mailto:yhu@tenafly.k12.nj.us)

Dr. Rosanne Rabinowitz  
[rrabinowitz@tenafly.k12.nj.us](mailto:rrabinowitz@tenafly.k12.nj.us)

# **SENIOR OPTIONS 2020**

## **CHECKLIST**

Senior Options 2020 is a very competitive program. There are NO EXCEPTIONS to the requirements. Deadline is March 1, 2020.

Your approval is based on many different aspects

- ALL WRITTEN SUBMISSIONS MUST BE TYPED
- An Internship Committee approves your application, so presentation is important.
- Application requires you VISIT your site, meet your mentor, and have signed acceptance of internship
- **In order to be selected the following MUST be submitted IN PERSON to CSI Rm 134 by March 1, 2020**

1. COMPLETED and SIGNED APPLICATION and AGREEMENT FROM SITE
2. TYPED RESPONSES
3. MAPQUEST Directions (12 miles or less)  
from THS to your site - use only MAPQUEST
4. Submit IN PERSON for interview at CSI - ROOM 134

## **Learning Objectives:**

**9.1** Student will participate in a structured learning experience that demonstrates interpersonal communication, teamwork, and leadership skills. Student will be able to participate in simulated industry assessments, when and where appropriate. Student will be able to prepare industry-specific technical reports/projects that incorporate graphic aids, when and where appropriate. Student will be able to demonstrate occupational health and safety skills related to industry-specific activities.

**9.2** Student will be able to re-evaluate personal interests, abilities, and skills through various measures including self assessments. Student will be able to evaluate academic and career skills needed in various career clusters. Student will be able to analyze factors that can impact an individual's career. Student will be able to assess personal qualities that are needed to obtain and retain a job related to career clusters. Student will be able to communicate and comprehend written and verbal thoughts, ideas, directions, and information relative to educational and occupational settings.

## **Core Curriculum Content Standard Indicators:**

***STANDARD 9.1:*** ALL STUDENTS WILL DEVELOP CAREER AWARENESS AND PLANNING, EMPLOYABILITY SKILLS, AND FOUNDATIONAL KNOWLEDGE NECESSARY FOR SUCCESS IN THE WORKPLACE.

***STANDARD 9.2:*** ALL STUDENTS WILL DEMONSTRATE CRITICAL LIFE SKILLS IN ORDER TO BE FUNCTIONAL MEMBERS OF SOCIETY.

### Documentation Showing Achievement of Learning Objective

- (A) Student will document activities through reflective log.
- (B) Student will write/create a final product reflecting on the internship experience.



## SENIOR OPTIONS APPLICATION 2020

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

**Student #** \_\_\_\_\_

**Your cell phone #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_

**Phone (Home)** \_\_\_\_\_

**(Cell)** \_\_\_\_\_

**Email:** \_\_\_\_\_

<b>Please check the Senior Option you will be pursuing:</b>		
_____	<i>Internships</i>	<input type="checkbox"/> In-house Internship <input type="checkbox"/> <del>SPIN student planned internship during non school hours</del> <input type="checkbox"/> End of Year Release Time
_____	<i>Academic Research Project</i>	<i>If working with one or more students, <b>each student</b> must complete an application form See Dr. Hu/Rabinowiz before submitting</i>
_____	<i>Service Learning</i>	<i>If working with one or more students, <b>each student</b> must complete an application form See Dr. Hu/Rabinowiz before submitting</i>

**TENAFLY SCHOOL DISTRICT  
GENERAL CONDUCT & TRAVEL AGREEMENT  
FOR SPIN/SLE/GRADE 12 SENIOR OPTIONS**

Students participating in Student Planned Internships During Non-School Hours (SPIN), Structured Learning Experience (SLE), and/or Grade 12 Senior Options shall:

1. Comply with and be held accountable **for all school rules and policies**, including the Student Code of Conduct, Student Handbook and/or the Board's Policies and Regulations.
2. Conduct him/herself in accordance with the expectations for student conduct as set forth in the Student Code of Conduct, Student Handbook and/or the Board's Policies and Regulations. Further, the student shall conform their conduct in a manner that reflects credit to themselves and their school and serves as a guideline for demonstration of responsible citizenship.
3. Acknowledge that he/she and his/her parents are responsible for any property that the student damages.
4. Refrain from the possession and/or use of alcoholic beverages, narcotics and/or smoking.
5. Abide by the above regulations and guidelines for any school-sponsored program as this is considered an integral part of the school program.

By signing below, I understand the following:

- I am responsible **for all travel arrangements to and from** the internship site.
- If the student fails to comport him/herself with the expected standards of behavior, as detailed above, he/she may be subject to discipline as set forth in the Student Code of Conduct, Student Handbook and/or the Board's Policies and Regulations.
- I agree to hold the Board completely harmless and indemnify the Board from any claims or suits of any kind whatsoever, of or relating to the student's participation in SPIN/SLE/Grade 12 Senior Option and/or the transportation to and from these programs.
- I acknowledge that the Board is not responsible for any loss or damage the student may incur or cause as a result of their participation in SPIN/SLE/Grade 12 Senior Option and/or the transportation to and from these programs.
- My son/daughter has my permission to participate in the SPIN/SLE/Grade 12 Senior Option programs as described above through Tenafly High School. This activity is neither a requirement of Tenafly High School nor a requirement of the state of New Jersey. It is wholly optional.

\_\_\_\_\_  
Signature of Parent/Guardian      Date

\_\_\_\_\_  
Signature of Student      Date

**TENAFLY SCHOOL DISTRICT  
PARENT STUDENT AGREEMENT  
FOR SPIN/SLE/GRADE 12 SENIOR OPTIONS**

## **Student Responsibilities**

I agree to follow the conditions of the unpaid, school-sponsored, structured learning experience (SLE) listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my complete SLE reports as required.
- (3) I will obey the rules and regulations of my SLE site and comply with the business/agency's business practices and procedures.
- (4) I will furnish my SLE teacher supervisor with all necessary information pertaining to my unpaid SLE, including all SLE-related assignments and reports. I understand that my SLE grade or credit will be based upon the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

I understand that this structured learning experience is not employment, is of limited duration, and I am not entitled to wages or promise of employment at the completion of the unpaid structured learning experience.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

## **Parent/Guardian Responsibilities**

I agree to the following conditions of the unpaid, school sponsored structured learning experience (SLE) listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student-training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will promptly report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

I understand that this unpaid, school-sponsored structured learning experience is not employment, is of limited duration and that my child or ward is not entitled to wages or a promise of employment at the completion of the structured learning experience as per the NJ Department of Labor Child Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

I hereby give my consent for \_\_\_\_\_ to participate in unpaid structured learning experience  
*(Name of Student)*  
activities during the current school year.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

## PART II: STAFF ENDORSEMENT

**Grade 12 Student:** Please have your Guidance Counselor and TWO Tenafly High School staff members sign and endorse your candidacy for our Senior Options Program in May 2017.

*I endorse Grade 12 Senior \_\_\_\_\_ to participate in the Senior Options program. Throughout my experiences and interactions with above-named student, I have witnessed personal characteristics such as reliability, responsibility, and respectfulness, and an ability to work well with others. In sum, this student will represent Tenafly High School in a respectable manner.*

<b>Guidance Counselor Signature</b>	<b>Print Name</b>	<b>Date</b>
1.		
<b>Staff Member Signature</b>	<b>Print Name</b>	<b>Date</b>
2.		
3.		



## **PART III: WRITTEN SECTION:**

**ANSWER ALL QUESTIONS ON SEPARATE SHEET OF PAPER. PLEASE TYPE**

### *For Internship Applicants*

1. Are you working with a family member? If so, list name and relationship.
2. Provide company name, contact, phone, email.  
GIVE DATE AND TIME YOU MET WITH YOUR MENTOR/SITE  
Please describe in list form what you and your site supervisor discussed about your potential duties/tasks/responsibilities if you are selected. Be specific. Your approval will be partly based on the duties/tasks/responsibilities you share with the Internship Committee.
3. 2 paragraphs: What are two goals you would like to accomplish during this internship period? Please explain and develop your response.
4. 1-2 paragraph: In what ways does this internship support your future career plans? Explain and describe.

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### *For Academic Research or Service Learning Applicants:*

Please type out the name of your project and include the name of your in-school mentor or advisor as well as the name and contact information for your site mentor (if applicable).

1. Write a project description in as much detail as you can. Include how you came to decide upon this project, the steps you have taken so far, and the potential end product you would present to the committee.  
Include:  
What do you expect to learn from the experience? In other words, what are the intended learning outcomes?  
What experiences (home, school, other) will help you the most in your internship?  
What resources will you need from the school?
2. Provide a potential 4-week timeline. Be clear on how you will spend 6 hours per day on this project.

# TENAFLY HIGH SCHOOL

## SLE AGREEMENT

### FOR UNPAID, 12<sup>th</sup> GRADE OPTION CAREER INTERNSHIP

(N.J.A.C. 12:56-18, School-to-Work Program, and N.J.A.C. 6A:8-3.2, Career Awareness and Exploration)

#### PART I: STUDENT INFORMATION

Student Name: \_\_\_\_\_ Stu #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Career Internship Teacher Supervisor: Hu/Rabinowitz @ 201-816-6673 [yhu@tenafly.k12.nj.us](mailto:yhu@tenafly.k12.nj.us) OR rabinowitz@tenafly.k12.nj.us

#### EMERGENCY CONTACT INFO:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Business/Agency Name \_\_\_\_\_ Employer ID #: \_\_\_\_\_

Career Option Site Address: \_\_\_\_\_

Career Option Site Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Start Date **MAY 20, 2020** End Date: **JUNE 2020** Work Site Mentor:

**Hours** of Career Internship Activities: \_\_\_\_\_ to \_\_\_\_\_ **DAILY MONDAY – FRIDAY**

Student will report to the Career Internship site every day of week 6 hours per day

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#### PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

Consistent with the New Jersey Department of Education administrative code, N.J.A.C. 6A:19-6:4, Structured Learning Experiences, the school district agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (N.J.A.C. 6A:19-6.4(a)).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (N.J.A.C. 6A:19-6.4(b)).
- (3) The student will be placed in training sites deemed non-hazardous, (N.J.A.C. 6A:19-6.4(c)).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (N.J.A.C. 6A:19-6.4(c)1).
- (5) The district will maintain the student's records reflecting the unpaid, school-sponsored structured learning experience, (N.J.A.C. 6A:19-6.4(d)).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, N.J.A.C. 12:56-18.2, School-to-Work Programs, the school district and business/agency understand that an unpaid structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience" and not be considered "employment." We agree to ensure that the structured learning experience meets the following regulatory requirements:

- (1) The student shall be at least 16 years of age;
- (2) The SLE activities must be related to a formal training plan (attached to this form) for the student;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;
- (7) The unpaid SLE is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

In addition, the school district, business/agency, student, and parent/guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid, school-sponsored 12<sup>th</sup> Grade Options Career Internship.

Name/Title of School Administrator: **JAMES MORRISON** Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code: 311455 Name of District: **TENAFLY PUBLIC SCHOOLS**

Mailing Address: 19 Columbus Drive, Tenafly, NJ 07670 Phone: 201-816-6600 Fax: 201-871-9184

Name/Title of Business/Agency Officer: **YAS USAMI** Signature: \_\_\_\_\_

Business Mailing Address : 500 Tenafly Rd, Tenafly, NJ 07670 Phone: 201-816-4500 Fax: 201-569-3711

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**PART 3: INSURANCE STATEMENT:** The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid, 12<sup>th</sup> Grade Options Career Internship. In addition, the parties agree to the scope, nature and responsibilities for insurance coverage of this experience. The student is responsible for transportation from school to the career internship site and from the site to home; therefore, the student and/or the student's parent/guardian is responsible for providing appropriate auto insurance if the student will drive<sup>++</sup>. The employer and student or parent/guardian agree to provide copies of their respective insurance certificates to the 12<sup>th</sup> Grade Options teacher coordinator prior to the start of the career internship.

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**PART 4: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the unpaid, 12<sup>th</sup> Grade Options Career Internship (career internship) listed below:

- (1) I will maintain regular attendance both in school and at the career internship site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my career internship site.
- (2) I will keep a daily record of my time and activities at my career internship site, and I will submit my completed career internship site reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my career internship site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my career internship teacher coordinator and/or my workplace mentor about any difficulties arising during the career internship.
- (6) I will work to acquire the knowledge and skills as outlined in my career internship student training plan.\*\*
- (7) I will furnish my career internship teacher coordinator with all necessary information pertaining to my career internship site, including all related assignments and reports. I understand that my career internship assessments will be based upon my the satisfactory completion of my career internship assignments, time and activity reports, and evaluations.

I understand that this unpaid career internship is not employment and I am not entitled to wages or a promise of employment at the completion of the career internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

**SIGNATURE OF STUDENT:** \_\_\_\_\_ Date: \_\_\_\_\_

\*\* *The 12<sup>th</sup> Grade Options Career Internship student training plan is attached to this student training agreement.*  
++ *Transportation of the student to and from the career internship site shall be the responsibility of the student, unless otherwise required under the terms of N.J.A.C. 6A:14.*

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**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the unpaid, 12<sup>th</sup> Grade Options career internship (career internship) listed below:

- (1) I will encourage my child or ward to effectively carry out the career internship site assignments and responsibilities as outlined in the student training plan. \*\*
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the career internship to the career internship teacher coordinator.

I understand that this unpaid career internship is not employment and that the student is not entitled to wages or a promise of employment at the completion of the career internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

I hereby give my consent for \_\_\_\_\_ to participate in unpaid, 12<sup>th</sup> Grade Options Career Internship activities during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PART 5: COMPLETION OF UNPAID, 12<sup>TH</sup> GRADE OPTIONS CAREER INTERNSHIP**

Upon completion of the unpaid, 12<sup>th</sup> Grade Options Career Internship, I certify that the student has received training in the areas indicated on the attached student training plan\*\*:

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

**Employer/Agency Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

12<sup>th</sup> Grade Options Teacher Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment/Credit Awarded<sup>+</sup>: \_\_\_\_\_

<sup>+</sup> *If not, explain why here:*

**\*\* The unpaid 12<sup>th</sup> Grade Options student training plan is attached to this student training agreement.**

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**\*\*ATTACHMENT: Unpaid, 12<sup>th</sup> Grade Options Student Training Plan**

**ADDITIONAL NOTES:**

Attach a copy of the proposed student training plan (*N.J.A.C. 6A:19*) to this document before signatures are gathered.

**Training Plan** (*N.J.A.C. 6A:19, NJ Department of Education*) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

This form may be used for the following unpaid, school-sponsored structured learning experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”:

- 12<sup>th</sup> Grade Options Unpaid Career Internships

Link to “Guidelines for Structured Learning Experiences”: [http://www.nj.gov/njded/voc/sle/sle\\_man.htm](http://www.nj.gov/njded/voc/sle/sle_man.htm)

Link to 12<sup>th</sup> Grade Options webpage: <http://www.nj.gov/njded/aps/heqi/option.htm>