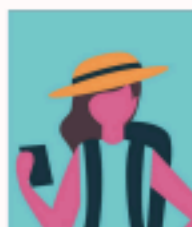
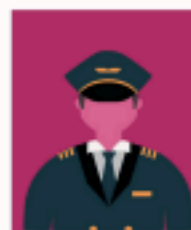
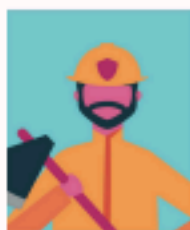
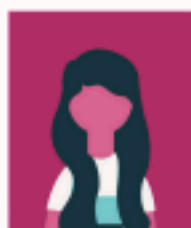
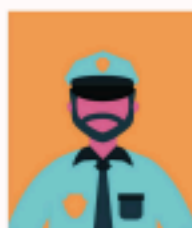
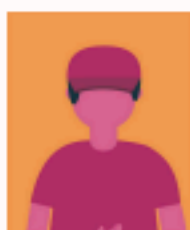


SENIOR PATHWAYS **HANDBOOK**

2025-2026



Ridge High School



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Senior Pathways Program

Ridge High School seniors can participate in career development and experiential learning through several structured programs that foster their interests, career goals, and schedules. Each program provides valuable real-world exposure and skills development, preparing students for success in higher education and the workforce. The Senior Pathways program begins on **Thursday, September 4, 2025 and ends on Friday, June 12th, 2026.**

1. The **Full-Year Internship** offers students an immersive, year-long experience in a professional environment. Participants work at the same site throughout the school year, allowing them to develop deep connections with mentors and gain a comprehensive understanding of their chosen field. This option is ideal for those looking to explore a career path in depth while building long-term professional skills.
2. The **May/June Internship** provides a more condensed experience, lasting four weeks during the final stretch of the school year. This program is designed for students seeking a shorter-term commitment while still gaining meaningful exposure to the professional world.
3. Through the **Early College Credit** option students have the opportunity to apply to an approved higher education institution and enroll in a minimum of six credits of coursework per semester. This allows students to get a head start on their college education while still completing high school coursework. All expenses related to tuition, textbooks, course materials, and any additional fees associated with the courses are the sole responsibility of the student and their family.
4. The **School to Work** program is an opportunity for students to participate in a paid work experience, providing valuable hands-on learning and professional development.

Students may participate in one of the following options of the Senior Pathways Program (Full-Year Internship, Early College Credit, or School to Work as part of their school day. Depending on the students individual graduation requirements and academic standing, students can allocate between 1 to 4 class blocks towards this experience. The number of blocks dedicated to work will be determined in consultation with the student's school counselors to ensure that students continue to meet all necessary academic and graduation criteria.

Eligibility Requirements

To qualify for the Senior Pathways Program, seniors must meet the following requirements:

1. Students must successfully complete all graduation requirements by the end of their senior year.
2. Students must maintain a minimum cumulative GPA of 2.0 or higher.
3. Students must be in good standing with respect to attendance and disciplinary records.
4. Students must demonstrate the ability to independently manage all responsibilities at their designated site.
5. Students must be able to transport themselves to and from their specific site.

Appeals: Students who do not initially meet these eligibility requirements may appeal to the principal for further consideration.

Student Responsibilities

Once approved for the Senior Pathways Program by Ms. Hughes and Mrs. McGivney, students must fulfill the following responsibilities to remain in good standing within the program:

1. Access to Program Resources

- Students will be granted access to the Senior Pathways Google Classroom, which will serve as the central platform for communication, resources, updates, and assignments.
- It is the student's responsibility to regularly check Google Classroom for important announcements, deadlines, and program updates.

2. Assignment Submission

- All required assignments must be submitted via Google Classroom by the specified deadlines.
- Meeting these deadlines is essential for staying on track and maintaining active participation in the program.
- If a student encounters extenuating circumstances that may impact their ability to submit assignments on time, they must contact Ms. Hughes and Mrs. McGivney as soon as possible to discuss potential accommodations or extensions.

3. Program Expectations

- Students are expected to fully commit to their internship, workplace, or college coursework and exhibit professionalism, reliability, and responsibility at all times.
- Students must adhere to their agreed-upon schedules and attend their placements consistently.
- Failure to meet program expectations may result in removal from the program.

4. Program Accountability

- Ms. Hughes and Mrs. McGivney reserve the right to remove any student from the Senior Pathways Program for reasons including, but not limited to:
 - Poor attendance or lack of participation at the internship or program placement.
 - Failure to submit required journals, time sheets, or assignments in a timely manner.
 - General non-compliance with program guidelines or behavioral expectations.

Absences

If you are absent or have an approved early dismissal from Ridge, you must notify your internship supervisor to inform them that you will not be attending that day. Be sure to mark "absent" or "early dismissal" on your timesheet for the corresponding date. You are not responsible for making up the missed time. However, if you are absent, you must still follow Ridge's absence protocol by notifying the attendance office.

If your internship supervisor requests that you not attend on a specific day for any reason, you are not required to make up the missed time. Please note that excessive absences, whether excused or not, may result in removal from the internship program.

Communication

All communication regarding your internship, including assignments and updates, will be sent through the Senior Pathways Google Classroom. Assignments will also be posted and submitted through this platform.

Ms. Hughes and Mrs. McGivney will address any concerns or issues directly with the intern as they arise. If you have questions or encounter problems, you are encouraged to email or visit Ms. Hughes and Mrs. McGivney in person. They expect you to advocate for yourself and proactively work through any challenges by communicating directly with them.

Guidelines for Selecting an Internship Site

For students considering the Full-Year or May/June Internship option within the Senior Pathways Program, please carefully review the following guidelines when choosing an internship site:

1. **Current Employment Restriction** - Internships cannot take place at a student's current place of paid employment. This is to ensure students gain new experiences and skills beyond their existing work environment.
2. **Family Employment** - Students may intern at a business where family members are employed; however, they *cannot* be directly supervised by an immediate family member. This maintains a professional and objective learning experience for the student.
3. **Residency of Supervisor** - Internships are *not permitted* to take place at the residence of any internship supervisor. This rule applies universally, with no exceptions.
4. **Location of Internships** - Internship sites must be located within the New York/New Jersey metropolitan area. If a student is pursuing a virtual internship, it must receive prior approval from the Senior Pathways Coordinators, Ms. Hughes and Mrs. McGivney.
5. **Transportation Responsibility** - Students are responsible for arranging their own transportation to and from the internship site. It is essential for students to discuss transportation logistics with their parents or guardians before submitting their application.
6. **Commitment to the Program** - Students are expected to fully commit to the internship experience, including adhering to the schedule and meeting all program expectations.
7. **Managing Conflicts with Other Commitments** - Before committing to an internship, students are encouraged to discuss potential conflicts with teachers, coaches, club advisors, and employers. Internship hours must not interfere with:
 - o Senior thesis project requirements
 - o School sports or athletic commitments
 - o Concert band, orchestra, wind ensemble, or choir rehearsals
 - o After-school rehearsals for band, orchestra, or performing arts groups where attendance is mandatory
 - o Participation in the Ridge Art Show or other significant school-related events

Assignments

Assignments for the Senior Pathways Program will be posted in the Senior Pathways Google Classroom two weeks before their respective due dates. Monthly journal entries and timesheets

are due on the first Monday of every month. All assignments must be uploaded to the Google Classroom by the end of the day on the specified deadlines.

If you encounter extenuating circumstances that may impact your ability to submit assignments on time, please communicate with Ms. Hughes and Mrs. McGivney to discuss potential accommodations.

1. Monthly Journal

- Each journal entry must be one page long and provide a reflective summary of your experiences for the month.
- Your journal should include:
 - A description of your activities and tasks.
 - What you learned and how it contributed to your personal or professional growth.
 - How you felt about your experience—what was rewarding, challenging, or surprising?
 - Challenges you faced and the strategies you used to overcome them.
 - Any additional insights or reflections you feel are relevant to your experience.
- Be thoughtful and detailed in your reflection, as these journals are designed to help you process and document your learning journey.

2. Monthly Timesheet

- Timesheets must provide an accurate account of the time you spent at your site each school day.
- Use the official template provided in the Google Classroom to log your hours.
- Your timesheet must be signed by your supervisor as verification of the hours you recorded.

3. Quarterly Supervisor/Employer Evaluation

- At the conclusion of each marking period, your supervisor/employer will be asked to complete an evaluation of your performance.
- This evaluation serves to:
 - Verify your active participation in the internship.
 - Assess your level of professionalism, reliability, and commitment throughout the marking period.
- **Process for Submission:**
 - You are responsible for providing the evaluation form directly to your site supervisor/employer.
 - Supervisors are asked to email the completed evaluation form directly to BOTH Ms. Hughes at ryanhughes@bernardsboe.com and Mrs. McGivney at smcgivney@bernardsboe.com.
- If the evaluation is not received by the specified deadline, Ms. Hughes and Mrs. McGivney will notify you via email. It will then be your responsibility to follow up with your supervisor to ensure the evaluation is completed and submitted promptly.

4. Senior Capstone Project

- Students are required to complete a year-long Capstone Project. Detailed guidelines, expectations, and requirements can be found in the [Capstone Project document](#).

Panel Discussion

At the conclusion of the Senior Pathways Program, all students will participate in a required panel discussion to share their experiences and provide feedback about the program. The panel will be held on **Monday June 8th, 2026 from 9:30-10:30 am in the RHS Media Center**. The discussion

aims to offer insight into the Senior Pathways Program and the professional skills students developed through their internships, jobs, or college coursework.

Students should come prepared to discuss their experiences. If desired, participants are encouraged to bring any materials or visuals that showcase their work during the program, such as project samples, photos, reports, or other items highlighting their contributions.

Attendance at the panel is mandatory for all Senior Pathways participants. If you have any questions or anticipate a scheduling conflict, please contact Ms. Hughes or Mrs. McGivney as soon as possible. For additional details about how this event ties into the program's expectations, refer to the [Capstone Project document](#) for more information.

May/June Internship

The May/June Internship Program offers graduating seniors a unique and immersive opportunity to transition from high school to the professional world during the final four weeks of the school year. Spanning May and June, this program serves as a culminating capstone experience, allowing students to apply the skills and knowledge they've cultivated throughout high school in real-world settings.

Participants commit to working full-time at their internship sites, replacing traditional classroom instruction with hands-on professional engagement. These internships are hosted by a diverse range of local businesses, organizations, and community partners, providing students with exposure to various industries and career paths. Through this experience, students develop practical, transferable skills, including communication, teamwork, problem-solving, and time management, all of which are essential for success in both college and the workforce.

This intensive four-week internship bridges the gap between academic learning and professional application. It empowers seniors to step confidently into the next phase of their lives, equipped with the skills, connections, and mindset necessary for long-term success. **For more information, please refer to the May/June Internship document available in February 2026.**

Assignment Calendar

Month	Date	What
August	29	Forms Due
September	4	Senior Pathways Start
October	6	September Journal and Timesheet Due
November	3	October Journal and Timesheet Due
	10	Capstone Project Phase 1: Career Field Research Due
	TBD	Group Supervision #1
	TBD	Marking Period 1 Supervisor Evaluation Due
December	1	November Journal and Timesheet Due
January	12	December Journal and Timesheet
	19	Capstone Project Phase 2: Informational Interviews Due
	TBD	Group Supervision #2
	TBD	Marking Period 2 Supervisor Evaluation Due
February	2	January Journal and Timesheet
	TBD	May/June Internship Interest Meeting during Lunch
March	2	February Journal and Timesheet
	9	Capstone Project Phase 3: Developing Solutions Due
	TBD	Group Supervision #3
April	6	March Journal and Timesheet Due
	TBD	Marking Period 3 Supervisor Evaluation Due
May	4	April Journal and Timesheet Due
	11	Capstone Project Phase 4 Due: Proposing Solutions Due
	TBD	Group Supervision #4
June	8	Capstone Project Phase 5: Senior Pathways Panel
	8	May and June Journal and Timesheet Due
	12	Senior Pathways & May/June Internship End
	TBD	Final Supervisor Evaluation Due

Required Forms

The following forms must be submitted by **August 29th, 2025**:

1. **Student Agreement**
 - Outlines the commitments and expectations for the student throughout the experience.
 - Requires the student's signature.
2. **Supervisor Agreement**
 - Details the commitments and expectations for the site supervisor during the internship.
 - Requires the site supervisor's signature.
3. **Parent Permission Form**
 - Specifies the commitments and expectations for the parent/guardian and their role in supporting the student intern.
 - Requires the parent/guardian's signature.
 - **Note:** This form is mandatory for all Pathways students.
4. **Emergency Contact Form**
 - Must be completed by a parent/guardian and include emergency contact and medical information.
 - A copy will be provided to the internship site for use in case of emergencies.
 - **Note:** This form is mandatory for all Pathways students.
5. **Early College Credit Class Schedule**
 - Only for students enrolled in college classes.
 - Please submit a copy of your class schedule.



Student Agreement Form

The purpose of this agreement is for the student, _____, to formally commit to a full-year internship and fulfill the requirements of the Pathways Program. This program is a comprehensive, experiential learning opportunity that will run from September 4, 2025 to June 12, 2026.

By signing this agreement, the student acknowledges and agrees to the following responsibilities and requirements:

1. **Active Participation in Experiential Learning**
 - Engage fully in hands-on learning activities and tasks within the designated field of work.
 - Demonstrate a willingness to explore new concepts, develop critical thinking, and gain insight into professional practices.
2. **Skill Development and Professional Growth**
 - Work towards developing relevant professional skills through on-site activities and regular supervision by the site supervisor.
 - Actively seek feedback and apply it to improve performance and understanding.
3. **Completion of Assignments and Evaluations**
 - Submit all required assignments on time via Google Classroom, adhering to monthly deadlines.
 - Participate in formal evaluations conducted each marking period, as outlined by the program.
4. **Coordination and Communication**
 - Maintain open communication with the Pathways Program Coordinators to address any concerns related to the internship site, supervisor, overall experience, or the ability to meet program requirements.

By signing below, the student intern agrees to uphold these responsibilities and actively contribute to the success of their internship experience.

Student Signature: _____

Date: _____



Supervisor/Employer Agreement Form

The purpose of this agreement is to provide the student (print student's name), _____, with a structured opportunity to fulfill the requirements of the Pathways Program at Ridge High School. This program is designed to offer students practical, hands-on experience in their chosen field of interest, fostering both academic and professional growth. The Pathways Program runs from September 4th, 2025 to June 12th, 2026.

As the supervising employer, I agree to provide guidance and support to the above-listed intern and to meet the following responsibilities:

1. Provide the intern with opportunities to engage in meaningful, hands-on learning activities relevant to the field of work, ensuring alignment with the goals of the Pathways Program.
2. Assist the intern in developing professional skills such as communication, teamwork, problem-solving, and time management. Provide constructive feedback to support their growth and learning.
3. Complete quarterly formal evaluations using the tools and guidelines provided by the Senior Pathways Program Coordinators. These evaluations will assess the intern's performance, progress, and alignment with program objectives.
4. Collaborate with the Senior Pathways Program Coordinators to address any concerns related to the intern's performance, attendance, or ability to fulfill program requirements. Notify coordinators promptly in case of any significant issues or concerns.
5. Provide a safe, respectful, and professional environment for the intern, adhering to all applicable labor laws and program expectations.

By signing this agreement, I acknowledge my role in supporting the student intern's educational and professional journey and commit to upholding the responsibilities outlined above.

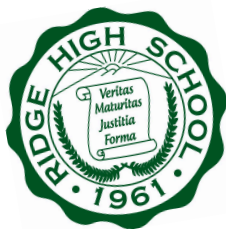
Name (Printed): _____

Title: _____

Organization Name: _____

Contact Email: _____

Phone Number: _____



Parent Permission Form

Child's Name (Printed): _____

By signing this form, I grant permission for my child to participate in the Ridge High School Pathways Program from September 4th, 2025 to June 12th, 2026. I acknowledge and agree to the following:

1. I understand that it is my responsibility to actively support my child in meeting the commitments of their assigned internship. This includes reinforcing the importance of attendance, punctuality, and maintaining professional work habits throughout the program.
2. I recognize that many internship placements will require transportation. My child will arrange their own transportation to and from their internship site, whether through public or private means.
3. I understand that my child is required to collaborate with their teachers to complete all remaining academic obligations before the start of the internship. This includes ensuring all coursework and assignments are finalized in a timely manner.
4. My child must attend specific end-of-year activities at Ridge High School. These dates will be communicated by the school, and my child is responsible for informing their internship supervisor of these commitments.
5. My child may participate in Ridge-sponsored senior events that occur during the internship period. However, they are expected to notify their internship supervisor in advance and return to their internship site promptly after the conclusion of the event.

Contact Information for Questions

If you have any questions or require further clarification, please contact the Pathways Program Coordinators:

- Mrs. McGivney: smcgivney@bernardsboe.com
- Ms. Ryan Hughes: ryanhughes@bernardsboe.com

Parent Name (Printed): _____

Parent Signature: _____ Date: _____



Emergency Contact Form

This form is designed to ensure the safety and well-being of your child during their Pathways experience. Please provide accurate and complete emergency contact information, as well as details about their primary healthcare provider and preferred hospital. This form will be shared with your child's internship supervisor on their first day.

Student Information

- Full Name: _____
- Date of Birth: _____
- Senior Pathways Placement: _____

Emergency Contacts

In the event of an emergency, please provide 2-3 emergency contacts in order of priority.

1. Primary Emergency Contact:

- Name: _____
- Relationship to Student: _____
- Phone Number (Primary): _____
- Phone Number (Secondary): _____

2. Secondary Emergency Contact:

- Name: _____
- Relationship to Student: _____
- Phone Number (Primary): _____
- Phone Number (Secondary): _____

3. Additional Emergency Contact (Optional):

- Name: _____
- Relationship to Student: _____
- Phone Number (Primary): _____
- Phone Number (Secondary): _____