



# Carroll County Public Schools 2015-2016 Service-Learning Guidelines

## MISSION STATEMENT

The Carroll County Service-Learning Program has been designed to benefit the student, school, and the community through developmentally appropriate Service-Learning opportunities.

## DEFINITION OF SERVICE-LEARNING

Service-Learning teaches students that they are able to make a difference in the community through actions of citizenship. Service-Learning includes: Preparation, identifying projects and learning skills; Action, Direct Service such as tutoring or helping at a nursing home. Indirect Service such as organizing a food drive or cleaning up the Bay, and Advocacy projects such as MADD, Just Say No; and Reflection, evaluating projects through discussion or completion of the writing prompt on the Service-Learning Reflection Form.

## CARROLL COUNTY GUIDELINES

1. Students, parents, and individuals/organizations who accept student volunteers are hereby advised that the fact that Service-Learning is mandated is not a sufficient basis for attaching liability to the Carroll County Public Schools. The Board of Education of Carroll County does not provide general liability insurance for individuals or organizations for whom students may perform student service. Parents or guardians of student and individuals or organizations that accept student volunteers should verify the adequacy of their own insurance coverage.
2. The Carroll County Program will meet or exceed the minimum number of hours (75) of Service-Learning as required by the State of Maryland. Students may count a maximum of 20% of total practice and preparation time for a service learning activity, unless pre-approved by the school's Service-Learning Coordinator.
3. Students may meet the Service-Learning Graduation Requirement by completing the Course-Related Option and/or by completing the Exemplary Service Award Option.
4. Students may accumulate service hours beginning the summer after the completion of grade 5 through grade 12; and, may complete the requirement any time during that period. Students must complete a minimum of 55 Service-Learning hours by the end of the eleventh grade in order to be promoted to senior status.
5. Service-Learning hours will be pro-rated for students transferring into Carroll County Schools from private or out-of-state schools after the completion of their freshman year. For those students transferring into CCPS after the freshman year, the hours are pro-rated as follows: Sophomores are required to complete 40 hours; junior year 30 hours; first semester of the senior year 10 hours; second semester of senior year 5 hours.
6. Service-Learning activities will be approved by the school Principal or Service-Learning Coordinator. Students shall not be paid for their service and shall not earn hours for service to a for profit business. Students shall not earn hours for service in preparation for or during religious services and not earn hours for assisting family members with tasks such as cutting the lawn or babysitting; and not be excused from school to earn service-learning hours. Please check with the Service-Learning Coordinator at your school for clarification.

7. Students choosing the Exemplary Service Option must document service-learning hours on the Service-Learning Reflection Form. (Form on front)

## COURSE-RELATED SERVICE OPTION

Students may fulfill the Service-Learning Graduation Requirement by successfully completing courses that contain a service-learning component. Students must earn the minimum of 75 service-learning hours to satisfy the Service-Learning Requirement. The number of hours each course\* provides is listed below.

### Middle School Courses Providing Hours:

- 6th grade Outdoor School (10 hours)\*
- 8th grade Family & Consumer Sciences (15 hours)
- Learning for Independence Job Readiness (15 hours)

\*Students may earn an additional 10 service-learning hours by completing an approved environmental project after the completion of Outdoor School. Students will learn about this opportunity while attending Outdoor School.

### High School Courses Providing Hours:

- Advanced Laboratory Child Development (30 hours)
- Aquatic Environmental Science (15 hours)
- Child Development Laboratory (30 hours)
- Government (5 hours)
- Terrestrial Environmental Science (15 hours)

### Courses Providing 10 Hours:

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|--------------------------------------|--------------------------------|
| Academic Department Assistant        | Learning for Independence      |
| Applied Art+                         | Newspaper Production+          |
| Auto Service Technology              | Peer Facilitating              |
| Building Maintenance                 | Professional Baking and Pastry |
| Cosmetology                          | Science Research I, II, III    |
| Culinary Arts                        | Textiles and Fashion Careers   |
| Electrical Construction              | U.S. History                   |
| Honors International Studies         | Video Production               |
| Independent Study- Student Services+ | Yearbook Production+           |
| Issues In American Society           |                                |

\*Students may earn Service-Learning hours in additional courses with the prior consent of the instructor.

+Students may earn 10 Service-Learning hours for the ½ credit course and 20 Service-Learning hours for the 1 credit course

## EXEMPLARY SERVICE AWARD

Students who earn a minimum of 300 service-learning hours by May 1<sup>st</sup> of their senior year will earn the Exemplary Service Award upon graduation. Hours may be earned independently in the community and through school courses and clubs.

Service-Learning hours must be documented on a Service-Learning Reflection form and approved by the Service-Learning Coordinator in the same year in which the service is performed.