



Carroll County Public Schools 2018-2019 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 is a teaching method that combines meaningful service to the community with curriculum-based learning. Students improve their academic skills by applying what they learn in school to the real world; they then reflect on their experience to reinforce the link between their service and their learning. Service-Learning includes; preparation, identifying projects and learning skills; and action. Students can meet the needs of the community three ways:

Direct Service: Students have face-to-face contact with the service recipients, such as serving meals at a homeless shelter or volunteering at a nursing home.

Indirect Service: Students perform a service without having face-to-face contact with the recipient, such as participating in food and clothing drives and fundraising.

Advocacy: Students educate others about a particular issue, such as writing letters to legislators or editors and displaying posters to targeted audiences.

Students will reflect and evaluate 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 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 student service 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; not earn hours for

assisting family members with tasks such as cutting the lawn or babysitting; not be excused from school to earn Service-Learning hours. Check with the school coordinator 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 5-15-30 Hours:

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

High School Courses Providing 10 Hours:

Academic Department Assistant+
Advanced Cosmetology: Theory & Application
Applied Art
Auto Service Technology I, II
Building Maintenance
Culinary Arts I and II
Electrical Construction I, II
Honors International Studies
Independent Study – Student Service Learning+
Issues in American Society
Learning for Independence+
Mastery of Cosmetology
Newspaper Production/Honors Newspaper Production+
Peer Facilitating+
Principles & Practices of Cosmetology
Science Research I, II, III/ Honors Science Research I, II, III
Textiles and Fashion Careers I, II
US History/Honors US History
Video Production
Yearbook Production/Honors Yearbook Production+

*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; 20 Service-Learning hours for the 1 credit course; 40 Service Learning hours for the 2 credit course.

EXEMPLARY SERVICE AWARD

Students who complete a minimum of 300 service-learning hours by May 1st of their senior year will earn the Exemplary Service Award and will be honored with a certificate upon graduation.

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.