



# CARROLL COUNTY PUBLIC SCHOOLS

## 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, or DARE; 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 service hours as preparation unless pre-approved by the school 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 fifth grade 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 start of the sophomore year. Students transferring during the sophomore year will be required to complete 40 hours; junior year 30 hours; first semester of the senior year 10 hours; second semester of senior year 0 hours.

6. Service-Learning activities will be approved by the school Principal or Student Service Coordinator. Students shall: **not** be paid for their service; **not** earn hours for service to a for-profit business; **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. Please check with the school Service-Learning Coordinator if you need clarification.

7. Students choosing the Exemplary Service Option must document 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)  
8th grade Family & Consumer Sciences (15)  
Learning For Independence Job Readiness (15)

#### High School Courses Providing Hours:

Advanced Child Development (1 credit, 30 hours )  
Intermediate Child Development (1 credit, 30 hours)  
Ecology (30 hours)  
Advanced Child Development (2 credit, 15 hours)  
Government (5 hours)

#### Courses Providing 10 Hours:

Applied Art	Science Lab Aide
Environmental Conservation	Science Research
Horticulture	Sign Language III
Issues In American Society	Social Studies Aide
Learning for Independence	Special Education Aide
Math Aide	U.S. History
Media Assistant	Veterinary Science
Newspaper Production	Wildlife Management
Peer Facilitating	Writing Assistant
Psychology II	Writing Lab Aide
	Yearbook Production

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

#### Career/Tech Courses providing Service-Learning hours:\*\*

Allied Health	Culinary Arts	Machine Technology
Auto Service	Diesel Technology	Masonry
Building Maint.	Drafting	Print/Graphic Prod.
Carpentry	Elect. Construction	Tech. Support
Child Care	EST	Textiles/Fashion
Collision Repair	Floral Design	Video Production
Computer Tech	HVAC	Welding Technology
Cosmetology	Landscaping Design	

**\*\*Hours earned are based on the level of the course**

### EXEMPLARY SERVICE AWARD

Students may choose to earn the Exemplary Service Award and fulfill the Service-Learning Requirement by directly serving the community. **Students earning the Exemplary Service Award will be honored with a certificate upon graduation.**

To earn the Exemplary Service Award students must successfully complete **30** hours of service-learning through designated courses listed above **AND** complete **45** hours of independent service in the community by:

..serving a non-profit agency such as the Human Services Programs, a Senior Center or Nursing Home

..serving with organizations or clubs such as 4-H or Scouts

..serving through extra/co-curricular clubs such as Key Club & SHOUT.

#### OR

Complete **75** hours of independent service in the community as explained above.

Exemplary service 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.

(Rev.August 2003)