STUDENT SERVICE LEARNING (SSL)

Give a little time...
make a big difference

MONTGOMERY
COUNTY PUBLIC
SCHOOLS

Guide for Students and Parents

A MARYLAND GRADUATION REQUIREMENT

CONTENTS

OVERALL PROGRAM INFORMATION

MEANINGFUL COMMUNITY INVOLVEMENT

STUDENT SERVICE LEARNING FORMS

MCPS MONTGOMERY COUNTY PUBLIC SCHOOLS
www.montgomeryschoolsmd.org
MARYLAND

Malcolm Baldrige
National Quality Award
2010 Award Recipient

Dear Middle and High School Students and Parents:

We are proud of the thousands of hours of service provided by students in Montgomery County Public Schools (MCPS) and invite you to join your peers in building a strong community.

The student service learning (SSL) booklet for the 2011–2012 school year provides information about the Maryland State Department of Education SSL graduation mandate. Completing 75 SSL hours is a requirement for high school graduation in Maryland. Program facts, meaningful community involvement, SSL documents, Best Practices, and Beneficial Outcomes of SSL are included in the booklet. In addition, you will find important information about the SSL approval process, SSL awards programs, the distinction between SSL and "volunteering," tips for parent involvement, recordkeeping logs, and more. Through meaningful service-learning involvement at school and in the community, students view SSL as more than a graduation requirement; SSL is an opportunity to strengthen character, develop responsibility, learn new skills, explore careers, and develop avenues for civic engagement.

Please refer to the important information included here, on the MCPS website at www.mcpsssl.org, and in school newsletters to identify the approved MCPS SSL guidelines and opportunities to meet the requirement in meaningful ways. If you have additional questions, please contact the SSL coordinator at your school.

My best to you in the spirit of service and knowledge that will result from addressing recognized needs in our community.

Sincerely,

Joshua P. Starr, Ed.D.
Superintendent of Schools

JPS:smw

BASICS OF STUDENT SERVICE LEARNING

WHAT IS STUDENT SERVICE LEARNING?

- Student Service Learning (SSL) is a teaching method that combines meaningful service to the community with curriculum-based learning. (www.mdservice-learning.org)

- 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. (Learning in Deed)

WHO IS REQUIRED TO PERFORM SERVICE LEARNING?

- Any student in a Maryland public school earning a diploma must complete 75 hours of service, prior to graduation.

- Montgomery County Public Schools (MCPS) students may begin working on this requirement, over the summer after completing Grade 5. Hours are accrued throughout middle and high school.

WHY IS SSL A CONDITION OF GRADUATION IN MARYLAND?

- In 1992 the Maryland State Board of Education adopted a mandatory service requirement which became effective in 1993 and has affected every graduating class since 1997.

- This graduation requirement is intended to result in students becoming life-long contributors to the community.

- The service-learning requirement is not intended to take the place of kind actions that students perform to assist family members, neighbors, or members of their faith organizations.

- Civic engagement and political participation are key elements of service learning.

WHERE CAN ONE FIND INFORMATION ABOUT THE STUDENT SERVICE LEARNING (SSL) REQUIREMENT?

- The Maryland State Department of Education (MSDE) website: www.mdservice-learning.org.

- The Montgomery County Public Schools (MCPS) website: www.mcpsssl.org.

- Local school system publications and newsletters.

HOW CAN MCPS STUDENTS MEET THE SERVICE LEARNING REQUIREMENT?

- Enroll and successfully complete specific middle and high school courses that use SSL activities to achieve curricular objectives during the instructional day.
  Note: High school courses that achieve curricular objectives through service-learning activities are identified in the *MCPS High School Course Bulletin.*

- Enlist in school-sponsored clubs and organizations that have a service focus and earn SSL hours for involvement outside of the instructional day.

- Participate in opportunities with community organizations that are preapproved by MCPS for SSL.

HOW SHOULD MCPS STUDENTS DOCUMENT THEIR SERVICE?

- All service for which SSL hours are desired must be documented on MCPS Form 560-51: *Student Service Learning Activity Verification.* All SSL forms are available on the website (www.mcpsssl.org) and in middle and high schools.

- Documentation of all service is due to the school-based SSL coordinator according to specific timelines as follows:
  - Documentation of service performed during the summer is due by the last Friday in September.
  - Documentation of service performed during the first semester is due by the Friday before first-semester exams begin.
  - Documentation of service performed during the second semester is due by the Friday before second-semester exams begin.

- Students should keep copies of all their SSL documents.

THE ABCs OF STUDENT SERVICE LEARNING

APPROVAL AND AWARDS

- Organizations awarding Student Service Learning (SSL) hours must be preapproved by MCPS.
- Opportunities for which SSL hours are awarded must be preapproved by MCPS.
- Preapproved organizations and opportunities are identified with a graduation cap icon 🎓 on the website (www.mcpsssl.org@SSL Community Opportunities.)
- Organizations and opportunities not identified with a graduation cap icon 🎓 require MCPS Form 560-50: *Request for SSL Preapproval* (see pages 11 & 13) granted for each student in advance of student of service.
- MCPS Form 560-51: *Student Service Learning Activity Verification* (see pages 10 & 12) documents all SSL involvement.
- Documented hours are reflected on quarterly report cards.
- The Superintendent's Student Service Learning Award is given in recognition of those who meet the 75-hour SSL graduation requirement by the first Friday in April of a middle school year.
- The Certificate of Meritorious Service recognizes those who have documented 260 SSL hours by the first Friday in April of their senior year.

BENEFITS AND BEST PRACTICES

- Meaningful civic engagement helps students develop workforce ethics and leadership skills.
- High-quality SSL explores careers, strengthens character, and develops self-esteem and pro-social behaviors.
- The best practices of service learning allow students to do the following:
  - Meet recognized needs in the community
  - Achieve curricular objectives
  - Gain necessary knowledge and skills
  - Plan ahead
  - Work with existing service organizations
  - Develop a sense of responsibility
  - Reflect throughout the experience

CONDITIONS AND COORDINATION

- SSL includes phases of preparation, action, and reflection.
- The action phase may be direct, indirect, or advocacy.
- All service must be preapproved and occur in a public place, not a private residence.
- One SSL hour is awarded for every hour of service performed outside of the instructional day.
- All service must be supervised by an adult representing a nonprofit, tax-exempt organization (not a parent or relative).
- The only exception to the nonprofit rule is that SSL hours may be awarded for direct service to patients/residents in assisted-living facilities and nursing homes with advanced approval of MCPS Form 560-50: *Request for SSL Preapproval.*
- All SSL opportunities must be secular (non-religious) in nature.
- SSL hours are not awarded for door-to-door neighborhood canvassing or telephone solicitation.
- There is no financial compensation provided for SSL.
- Middle and high school SSL coordinators promote approved organizations and opportunities.
- School news programs, posters, and notices on bulletin boards keep students up to date on the location of forms, timelines for submitting and returning documents, and approved service-learning opportunities.
- With an approved MCPS Form 560-50 in advance students may earn SSL hours by serving in the campaigns of those running for public office.

VOLUNTEERING, COMMUNITY SERVICE, SERVICE LEARNING: THE SAME OR DIFFERENT?

The Student Service Learning (SSL) program in Montgomery County Public Schools (MCPS) should not be confused with the act of "volunteering" or "performing community service," nor should the SSL program be confused with those in other jurisdictions. The following chart characterizes the MCPS SSL program. More complete information is available at the website (www.mcpsssl.org).

VOLUNTEERING OR PERFORMING COMMUNITY SERVICE	STUDENT SERVICE LEARNING
This is not a requirement.	This is a Maryland State Department of Education (MSDE) graduation requirement. It was not instituted to replace kind acts that support family and community members, neighbors, or members of their faith organizations.
There are no established guidelines.	Guidelines are established by MSDE and MCPS.
This may occur on the spur of the moment.	This requires planning in advance of the service.
Documentation of the service is not required.	Documentation of SSL secular activities is required using MCPS Form 560-51: *Student Service Learning Activity Verification*. Systemwide timelines support timely and accurate record keeping.
The age requirement varies.	Individuals begin work on the student service learning (SSL) requirement after Grade 5 and continue through high school.
This may occur in a variety of locations.	This must be done in a public place, not a private residence.
This may be performed without adult supervision.	This must be supervised by an adult representing the organization, not a relative.
This may occur with a wide range of organizations.	This must be done with preapproved organizations.*
There is no person affiliated with the school system and no MCPS coordinator involved.	There is an SSL coordinator at every middle and high school providing information and maintaining service-learning records on students.
This may be performed with an organization that has no general liability insurance.	Organizations identified with a graduation cap icon on the website (www.mcpsssl.org), have shown proof of general liability insurance.
There is no school-system recognition of contributions.	MCPS award programs recognize the exceptional service of secondary students.
The focus is on the *action* phase only.	This focus is on three phases: *preparation, action, and reflection.*
This may serve any organization or opportunity.	Organizations and opportunities must be identified with a graduation cap icon at the website (www.mcpsssl.org) or MCPS Form 560-50: *Request for Student Service Learning Preapproval* must be granted to each student in advance of any service.

*Service with organizations and opportunities not identified with a graduation cap icon on the website (*www.mcpsssl.org)* require granting of approval in advance, using MCPS Form 560-50: *Request for Student Service Learning Preapproval.*

HOW TO FIND ORGANIZATIONS AND OPPORTUNITIES IN THE COMMUNITY THAT ARE APPROVED FOR SSL

- Go to www.mcpsssl.org.

- Click *SSL Community Opportunities.*

- Search
  - All SSL approved opportunities
  - Calendar
  - SSL Opportunities by city
  - All Organizations
  - Interest area or other variables

- Remember the organization and the opportunity must be identified with a graduation cap icon 🎓 to reflect MCPS SSL approval.

- Telephone the contact if you are interested in participating.

- Consider using the script on page 7 in this guidebook to contact an approved organization.

- *Creating an account is not required to find organizations and opportunities approved for SSL.*

Organizations identified with a graduation cap 🎓 icon have done the following:—
- Registered with MCVC.
- Sent a representative to an orientation where the MCPS SSL guidelines were explained.
- Signed an Organization Responsibility and Assurance document.
- Obtained tax-exempt status from the Internal Revenue Service (IRS).
- Provided proof of general liability insurance coverage
- Agreed to—
  - provide activities that are secular in nature;
  - advise students of the need that will be addressed, overall expectations, and safety information;
  - cover the SSL phases of preparation, action, and reflection;
  - supervise all activities in public places (not private residences);
  - prohibit door-to-door neighborhood canvassing opportunities or telephone solicitation;
  - evaluate student performance at regular intervals and share evaluation with student;

- maintain log and verify service on MCPS Form 560-51: *Student Service Learning Activity Verification,* according to program timelines.
- award 1 SSL hour for every hour of service (maximum 8 hours within a 24-hour period).
- comply with all federal, state, and local laws that forbid discrimination on the basis of race, creed, sex, age, disability, religion, and/or national origin; and
- prohibit verbal abuse, threats, physical violence, or sexual harassment directed against others.

Organizations identified with the graduation cap icon 🎓 as MCPS SSL approved do NOT include site visits by MCPS or MCVC personnel or background check by MCPS or MCVC personnel.

Parents and guardians may contact individual organizations to verify safety and background-check information. It is the responsibility of parents and guardians to determine if an organization or service opportunity is appropriate and safe for their child.

CONTACTING COMMUNITY ORGANIZATIONS THAT ARE IDENTIFIED WITH A GRADUATION CAP ICON 🎓 REFLECTING MCPS SSL APPROVAL ON THE WEBSITE (WWW.MCPSSSL.ORG).

Students should seek parent/guardian approval prior to making any community organization contact for service learning.

SAMPLE STUDENT SCRIPT FOR TELEPHONE OR OTHER COMMUNICATION EXCHANGE WITH A NONPROFIT ORGANIZATION REPRESENTATIVE

1. Hello, my name is _____.
   (Clearly state first and last name.)

2. I am _____years old and in the _____grade.
   (Clearly state age and grade.)

3. I go to _____School in _____Maryland.
   (Clearly name your school and the city it is in.)

4. I am interested in a Student Service Learning opportunity with your organization that I saw on the website.

5. I would like to learn more about the_____
   (Clearly identify the opportunity shown on the website that was of interest.)

OR

6. I would like to come to your organization to see what I can do to support your work and earn Student Service Learning hours.

7. I am in school every day until _____.
   (Clearly identify the time school is out.)

8. I am available on _____.
   (Clearly identify the weekend days and holidays you are available.)

9. When would be a good time for us to meet?

10. I look forward to seeing you then. Thank you.

PARENT SUPPORT AS STUDENT ASSUMES RESPONSIBILITY FOR SERVICE-LEARNING GRADUATION REQUIREMENT

Become well-informed regarding the student service learning (SSL) graduation requirement and how it can be met in Montgomery County Public Schools (MCPS).

- Refer to the MCPS SSL website (www.mcpsssl.org).
- Know the SSL coordinator in your child's middle or high school.
- Read school letters and Parent, Teacher, and Student Association (PTSA) communications to stay abreast of local and state guidelines.
- Attend school meetings and ask questions.
- Know that all SSL forms are available on the website (www.mcpsssl.org) and in every middle school and high school.
- Check the SSL portion of your child's report card every nine weeks to ensure documented hours have been recorded.
- Understand that the Superintendent's SSL Award is given to any student who meets the 75-hour graduation requirement by the first Friday in April of a middle school year; and that the Certificate of Meritorious Service is given to graduates who have documented 260 or more SSL hours by the first Friday in April of their senior year.
- Know that organizations identified with the graduation cap icon ☷ on the website (www.mcpsssl.org) have done the following:
  - Registered with the Montgomery County Volunteer Center (MCVC)
  - Sent a representative to an orientation where the MCPS SSL guidelines were explained
  - Signed an Organization Responsibility and Assurance document
  - Obtained tax-exempt status from the Internal Revenue Service (IRS) by providing an Federal Employer Identification Number (FEIN)
  - Provided proof of general liability insurance coverage.
- The organizations also have agreed to do the following:
  - Provide service-learning activities that are secular in nature.
  - Advise students of the need that will be addressed, overall expectations of the student, and safety information.
  - Address the SSL phases of preparation, action, and reflection.
  - Supervise all activities in public places (not private residences).

- Prohibit door-to-door neighborhood canvassing or telephone solicitation in their activities.
- Evaluate student performance at regular intervals and share feedback with student;
- Maintain log and verify service on MCPS Form 560-51: *Student Service Learning Activity Verification,* according to program timelines.
- Award 1 SSL hour for every hour of service (maximum 8 hours within a 24-hour period).
- Comply with all federal, state, and local laws that forbid discrimination on the basis of race, creed, sex, age, disability, religion, and/or national origin.
- Prohibit verbal abuse, threats, physical violence, or sexual harassment directed against others.

- An organization identified with the graduation cap icon ☷ does NOT indicate that MCPS or MCVC have performed site visits or background checks of organization staff.

It is the responsibility of parents/guardians to determine if an organization or service opportunity is appropriate and safe for their child.

Support your child as he or she assumes responsibility for this graduation requirement.

- Encourage your child to know the MCPS SSL guidelines and assume responsibility for fulfilling this requirement.
- Help your child to identify opportunities in school and the community where real need can be met through service-learning involvement.
- Keep copies of all SSL paperwork.
- Remind your child of deadlines for turning in documentation of service:
  - Last Friday in September for service performed during the summer
  - Friday before first-semester exams begin for service performed during the first semester
  - Friday before second-semester exams begin for service performed during the second semester.
- Show interest in your child's service by asking questions about what need is being addressed, what population is being served, what is being learned.
- Read your child's reflection statement before it is submitted to school for review by MCPS and the Maryland State Department of Education.
- Celebrate the *service* and *learning* accomplishments of your child.

STUDENT SERVICE LEARNING RECORD

This form is provided as an option to maintain a running record of opportunities performed with approved organizations that meet the Maryland State Department of Education SSL graduation requirement. Make additional copies as needed.

Name_____ ID number_____

DATE	ORGANIZATION	SERVICE ACTIVITY	SUPERVISOR	HOURS

- MCPS Form 560-51: *Student Service Learning Activity Verification* documents all SSL activities.
- Documentation of service performed during the summer must be turned in to the school SSL coordinator by the last Friday in September.
- Documentation of service performed during the first semester must be turned in by the Friday before first-semester exams begin.
- Documentation of service performed during the second semester must be turned in by the Friday before second-semester exams begin.

Office of Curriculum and Instructional Programs **MONTGOMERY COUNTY PUBLIC SCHOOLS** **Rockville, Maryland 20850**	**STUDENT SERVICE LEARNING** **ACTIVITY VERIFICATION**

STUDENT INSTRUCTIONS: Complete this form legibly in blue or black ink. Submit it to the school student service learning (SSL) coordinator according to the following timelines:

    Last Friday in September: Documentation of service performed in the summer is due.
    Friday before first semester exams begin: Documentation of service performed during the first semester is due.
    Friday before second semester exams begin: Documentation of service performed during the second semester is due.

STUDENT INFORMATION—To be completed by the student prior to review from the nonprofit tax-exempt organization.

Name _____ _____ _____ _____
       Last   *First*   *MI*   *ID Number*

Parent/Guardian _____ Phone: Home _____ Work _____

School _____ Grade _____ First Period Teacher _____

Student e-mail address _____

Student Reflection: Think about your service-learning activity and respond to the following questions in a written paragraph below.
- **What** need did your service address?
- **Who** benefitted from your service?
- **What** did you learn about yourself?
- **How** was your service-learning experience connected to something you learned in a class at school? (For example, English, Mathematics, Science, Social Studies, Arts, Physical Education, Health, Foreign Language, etc.)

SAMPLE

Must be completed legibly in blue or black ink to document service for which SSL hours are awarded.

NONPROFIT TAX-EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred, and the student reflection paragraph has been read and approved.

Organization _____ Federal Employer Identification # __ __ - __ __ __ __ __ __ __ Phone _____

Address _____ _____ _____ _____
      Street   *City*   *State*   *ZIP Code*

Activity (describe) _____

Service Record

From	To	# Days of Service	# Hours Per Day (8 in a 24 hour period maximum)	Total # Hours Completed (award 1 SSL hour for every hour of service)

Supervisor _____ _____
               Print Name   *Title*

                                   _____ ____/____/_____
                                          Signature, Supervisor   *Date*

SSL COORDINATOR USE ONLY

☐ Check if automatic hours are attached to this activity as a result of course instruction.

Verification form submitted to coordinator ____/____/_____
                                            Date

Hours earned previously _____ + Hours for this activity _____ = Total hours including activity _____ Date ____/____/_____

MCPS Form 560-51, March 2011   DISTRIBUTION: COPY 1/Student Service Learning Coordinator; COPY 2/Student; COPY 3/Organization

<table>
<tr><td>

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

</td><td>

**REQUEST FOR STUDENT SERVICE
LEARNING (SSL) PREAPPROVAL**

</td></tr>
</table>

STUDENT INSTRUCTIONS: Complete this form legibly in ink and have it approved by the student service learning (SSL) coordinator prior to earning SSL hours with an organization or opportunity that is not tagged as MCPS SSL Approved at the website www. mcpsssl.org. Maintain copies of all forms for your records.

STUDENT INFORMATION—To be completed by the student allowing 2 weeks for review by the school SSL coordinator.

Student's Name _____ ID No. _____
　　　　　　　　　Last　　　　　　　　　　*First*　　　　　　　　　*MI*

Parent/Guardian _____ Phone: Home _____-_____-_____ Work _____-_____-_____

School _____ Grade _____ First Period Teacher _____

E-mail _____

Identify what you will do _____

Proposed dates of service: From ____/____/____ To ____/____/____. (maximum 1 school year)

_____　____/____/____
　　　　　　　Signature, Student　　　　　　　　　*Date*

PARENT/GUARDIAN APPROVAL: My signature below verifies that:

- I approve and accept full responsibility for my child's participation in this opportunity with this organization.

- I know this request must be approved by the SSL coordinator prior to my child beginning the activity.

- I understand that by participating in this activity my child will not receive direct supervision from MCPS staff or from anyone who has participated in the MCPS SSL training and guidelines.

- I understand that there are approved SSL opportunities available to my child where supervision is provided by MCPS staff or supervisors at nonprofit organizations who have participated in SSL training and agree to adhere to MCPS guidelines.

~~SAMPLE~~

> Must be completed legibly, in blue or black ink, and granted in advance of service with an organization that is not identified with a graduation cap icon 🎓 on the website, www.mcpsssl.org

_____　_____　____/____/____
　Parent/Guardian Name　　　　　　　　　　　　　　　　　　　　　　　*Date*

NONPROFIT, TAX-EXEMPT ORGANIZATION INFORMATION AND AGREEMENT—To be completed by the supervisor

Organization Name _____ Federal Employer Identification # __ __ - __ __ __ __ __ __ __

Address _____　_____　_____　_____
　　　　　　　Street　　　　　　　　　　　　*City*　　　　　　　　　*State*　　　*ZIP Code*

Phone _____-_____-_____ Fax _____-_____-_____

Secular activities to be performed by student include _____

My signature below verifies that
- I am 18 years old or older.
- I agree to the SSL guidelines listed on the back of this form.
- I agree to supervise the student in the above activities in a public place.

_____　_____　_____　____/____/____
　Name (Print)　　　　　　　　*Title*　　　　　　*Signature, Supervisor*　　　　*Date*

APPLICATION REVIEW BY SSL COORDINATOR

☐ Approved　☐ Disapproved

　☐ This does not meet SSL guidelines.
　☐ Other (explain) _____

_____　____/____/____
　Signature, Student Service Learning Coordinator　　　　*Date*

Student Follow Up: Submit completed MCPS Form 560-51: *Student Service Learning Activity Verification* to the School SSL coordinator.

- By the last Friday in September for summer service
- By the Friday before first semester exams begin to document service during the First semester
- By the Friday before second semester exams begin to document service during Second semester

---

MCPS Form 560-50, Rev. 3/11　　　DISTRIBUTION: Copy 1/Student Service-Learning Coordinator; Copy 2/Student　➡

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This MCPS Form 560-50: *Request for Student Service Learning Preapproval* must be completed and submitted to the school SSL coordinator PRIOR to beginning an opportunity for which SSL hours are desired with an organization that is not tagged as MCPS SSL approved on the website www.mcpsssl.org. Please allow 2 weeks for the SSL Coordinator to review this request. The following guidelines must be met by the nonprofit, tax-exempt organization for the *Request for Student Service Learning Preapproval* to be granted.

- All activities must be performed through a nonprofit, tax-exempt organization in a public place, following phases of preparation, action, and reflection.

- All activities must be secular in nature, based on a recognized need in the community and completed outside of the instructional day.

- The supervisor must be over 18 years of age and someone other than a member of the student's family.

- The activity must be performed without financial compensation.

- One service-learning hour must be awarded for one hour of service, maximum 8 hours per 24 hour period.

- The nonprofit, tax-exempt organization must comply with all federal, state, and local laws that forbid discrimination on the basis of race, creed, gender, age, disability, religion, and/or national origin.

- The nonprofit, tax-exempt organization must prohibit verbal abuse, threats, and/or physical violence directed toward others.

- The nonprofit, tax-exempt organization must prohibit sexual harassment.

- Student Follow Up: Submit completed MCPS Form 560-51, *Student Service Learning Activity Verification* to the School SSL coordinator:

    – By the last Friday in September for summer service

    – By the Friday before first semester exams begin to document service during the First semester

    – By the Friday before second semester exams begin to document service during Second semester

<table>
<tr><td>Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850</td><td>REQUEST FOR STUDENT SERVICE
LEARNING (SSL) PREAPPROVAL</td></tr>
</table>

STUDENT INSTRUCTIONS: Complete this form legibly in ink and have it approved by the student service learning (SSL) coordinator prior to earning SSL hours with an organization or opportunity that is not tagged as MCPS SSL Approved at the website www. mcpsssl.org. Maintain copies of all forms for your records.

STUDENT INFORMATION—To be completed by the student allowing 2 weeks for review by the school SSL coordinator.

Student's Name _____ ID No. _____
_____ *Last* _____ *First* _____ *MI*

Parent/Guardian _____ Phone: Home _____-_____-_____ Work _____-_____-_____

School _____ Grade _____ First Period Teacher _____

E-mail _____

Identify what you will do _____

Proposed dates of service: From ____/____/____ To ____/____/____. (maximum 1 school year)

_____ ____/____/____
Signature, Student _____ *Date*

PARENT/GUARDIAN APPROVAL: My signature below verifies that:

- I approve and accept full responsibility for my child's participation in this opportunity with this organization.

- I know this request must be approved by the SSL coordinator prior to my child beginning the activity.

- I understand that by participating in this activity my child will not receive direct supervision from MCPS staff or from anyone who has participated in the MCPS SSL training available to nonprofit, tax-exempt organizations.

- I understand that there are approved SSL organizations and opportunities available to my child where supervision is provided by MCPS staff or supervisors from nonprofit, tax-exempt organizations that have participated in SSL training and agree to adhere to MCPS guidelines.

_____ _____ ____/____/____
Parent/Guardian Name (PRINT) _____ *Signature* _____ *Date*

NONPROFIT, TAX-EXEMPT ORGANIZATION INFORMATION AND AGREEMENT—To be completed by the supervisor

Organization Name_____Federal Employer Identification # __ __ - __ __ __ __ __ __ __

Address _____ _____ _____ _____
_____ *Street* _____ *City* _____ *State* _____ *ZIP Code*

Phone _____-_____-_____ Fax _____-_____-_____

Secular activities to be performed by student include _____

My signature below verifies that
- I am 18 years old or older.
- I agree to the SSL guidelines listed on the back of this form.
- I agree to supervise the student in the above activities in a public place.

_____ _____ _____ ____/____/____
_____ *Name (Print)* _____ *Title* _____ *Signature, Supervisor* _____ *Date*

APPLICATION REVIEW BY SSL COORDINATOR

☐ Approved ☐ Disapproved

☐ This does not meet SSL guidelines.
☐ Other (explain) _____

_____ ____/____/____
Signature, Student Service Learning Coordinator _____ *Date*

Student Follow Up: Submit completed MCPS Form 560-51: *Student Service Learning Activity Verification* to the School SSL coordinator.
- By the last Friday in September for summer service
- By the Friday before first semester exams begin to document service during the First semester
- By the Friday before second semester exams begin to document service during Second semester

MCPS Form 560-50, Rev. 3/11   DISTRIBUTION: Copy 1/Student Service-Learning Coordinator; Copy 2/Student   →

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This MCPS Form 560-50: *Request for Student Service Learning Preapproval* must be completed and submitted to the school SSL coordinator PRIOR to beginning an opportunity for which SSL hours are desired with an organization that is not tagged as MCPS SSL approved on the website www.mcpsssl.org. Please allow 2 weeks for the SSL Coordinator to review this request. The following guidelines must be met by the nonprofit, tax-exempt organization for the *Request for Student Service Learning Preapproval* to be granted.

- All activities must be performed through a nonprofit, tax-exempt organization in a public place, following phases of preparation, action, and reflection.

- All activities must be secular in nature, based on a recognized need in the community and completed outside of the instructional day.

- The supervisor must be over 18 years of age and someone other than a member of the student's family.

- The activity must be performed without financial compensation.

- One service-learning hour must be awarded for one hour of service, maximum 8 hours per 24 hour period.

- The nonprofit, tax-exempt organization must comply with all federal, state, and local laws that forbid discrimination on the basis of race, creed, gender, age, disability, religion, and/or national origin.

- The nonprofit, tax-exempt organization must prohibit verbal abuse, threats, and/or physical violence directed toward others.

- The nonprofit, tax-exempt organization must prohibit sexual harassment.

- Student Follow Up: Submit completed MCPS Form 560-51, *Student Service Learning Activity Verification* to the School SSL coordinator:

  – By the last Friday in September for summer service

  – By the Friday before first semester exams begin to document service during the First semester

  – By the Friday before second semester exams begin to document service during Second semester

Office of Curriculum and Instructional Programs **MONTGOMERY COUNTY PUBLIC SCHOOLS** **Rockville, Maryland 20850**	**STUDENT SERVICE LEARNING** **ACTIVITY VERIFICATION**

STUDENT INSTRUCTIONS: Complete this form legibly in blue or black ink. Submit it to the school student service learning (SSL) coordinator according to the following timelines:

   Last Friday in September: Documentation of service performed in the summer is due.
   Friday before first semester exams begin: Documentation of service performed during the first semester is due.
   Friday before second semester exams begin: Documentation of service performed during the second semester is due.

STUDENT INFORMATION—To be completed by the student prior to review from the nonprofit tax-exempt organization.

Name _____ _____ _____ _____
         Last   *First*   *MI*   *ID Number*

Parent/Guardian _____ Phone:Home _____ Work _____

School _____ Grade _____ First Period Teacher _____

Student e-mail address _____

Student Reflection: Think about your service-learning activity and respond to the following questions in a written paragraph below.

- **What** need did your service address?
- **Who** benefitted from your service?
- **What** did you learn about yourself?
- **How** was your service-learning experience connected to something you learned in a class at school? (For example, English, Mathematics, Science, Social Studies, Arts, Physical Education, Health, Foreign Language, etc.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

NONPROFIT TAX-EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred, and the student reflection paragraph has been read and approved.

Organization _____ Federal Employer Identification # __ __- __ __ __ __ __ __ Phone _____

Address _____ _____ _____ _____
       Street   *City*   *State*   *ZIP Code*

Activity (describe) _____

Service Record

From	To	# Days of Service	# Hours Per Day (8 in a 24 hour period maximum)	Total # Hours Completed (award 1 SSL hour for every hour of service)

Supervisor _____ _____
            Print Name   *Title*

           _____ ____/____/_____
               Signature, Supervisor   *Date*

SSL COORDINATOR USE ONLY

☐ Check if automatic hours are attached to this activity as a result of course instruction.

Verification form submitted to coordinator ____/____/_____
                                    Date

Hours earned previously _____ + Hours for this activity _____ = Total hours including activity _____ Date ____/____/_____

MCPS Form 560-51, March 2011   DISTRIBUTION: COPY 1/Student Service Learning Coordinator; COPY 2/Student; COPY 3/Organization

MONTGOMERY COUNTY PUBLIC SCHOOLS

BEST PRACTICES OF STUDENT SERVICE LEARNING

1. THE STUDENT MEETS A RECOGNIZED NEED IN THE COMMUNITY.

- Examines pressing community needs—preparation
- Strategizes to address problems associated with community needs—preparation
- Provides direct, indirect, and/or advocacy service—action

2. THE STUDENT ACHIEVES CURRICULAR OBJECTIVES.

- Uses academic standards to establish mastery objective—preparation
- Applies academic learning to recognized community needs—preparation, action, reflection
- Assesses progress toward and attainment of mastery objectives—preparation, action

3. THE STUDENT GAINS NECESSARY KNOWLEDGE AND SKILLS.

- Explores citizenship and career options—preparation, action
- Understands expectations associated with participation—preparation
- Cooperates with team members and community partners—action

4. THE STUDENT PLANS AHEAD.

- Identifies tasks, timelines, and outcomes—preparation
- Assesses own skills and interests—preparation
- Takes leadership opportunities—preparation, action

5. THE STUDENT WORKS WITH EXISTING SERVICE ORGANIZATIONS.

- Identifies nonprofit, tax-exempt organizations with which to partner—preparation
- Creates collaborative, reciprocal relationships through involvement—action
- Respects the human dignity and contributions of others—action, reflection

6. THE STUDENT DEVELOPS SENSE OF RESPONSIBILITY

- Evaluates own performance—reflection
- Strengthens character through civic engagement—action
- Participates in a variety of service opportunities—action

7. THE STUDENT REFLECTS THROUGHOUT THE EXPERIENCE.

- Evaluates overall impact of service and learning—reflection
- Analyzes what was learned from multiple perspectives—reflection
- Explores next steps to continue service-learning involvement—reflection

11-05 Adapted from *Maryland's Seven Best Practices of Service Learning*

BENEFICIAL OUTCOMES OF STUDENT SERVICE LEARNING

- Develops responsibility

- Helps build academic skills

- Strengthens character

- Promotes behavior of lifelong civic participation

- Increases workplace and personal development skills

- Impacts community needs

Service learning is a powerful tool for engaging young people in their local and global communities. It helps develop their knowledge, attitudes and skills for personal growth and community change.

—Madeline Yates, Executive Director, MD Campus Compact

Service learning creates a unique opportunity for students to learn the core values of civic responsibility, leadership, tolerance, and team work. These experiences expose them to pressing issues facing our communities—aging and disabled citizens, the environment, and poverty, among others. Participation in these programs instills a lifelong commitment to make a difference wherever they go, locally, nationally, globally.

—Theresa Testoni, Commissioner,
Maryland Governor's Office on Service and Volunteerism

Student service learning grounds students in reality. It gives them an opportunity to experience life as it is, not as they might assume it to be. Through service learning students explore ways to see how life could be and how they might help make the change."

—Professor James Walters, Director, Student Life, Montgomery College

MONTGOMERY COUNTY PUBLIC SCHOOLS

ROCKVILLE, MARYLAND