



VISION

We inspire learning by providing the greatest public education to each and every student.

MISSION

Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.

CORE PURPOSE

Prepare all students to thrive in their future.

CORE VALUES

*Learning
Relationships
Respect
Excellence
Equity*

Board of Education

Mr. Philip Kauffman
President

Mrs. Patricia B. O'Neill
Vice President

Mr. Christopher S. Barclay

Ms. Shirley Brandman

Dr. Judith R. Docca

Mr. Michael A. Durso

Mrs. Rebecca Smondrowski

Ms. Dahlia Huh
Student Member

School Administration

Dr. Joshua P. Starr
Superintendent of Schools

Mr. Larry A. Bowers
Chief Operating Officer

Dr. Maria V. Navarro
Chief Academic Officer

Dr. Kimberly A. Statham
*Deputy Superintendent of
School Support and Improvement*

850 Hungerford Drive
Rockville, Maryland 20850
www.montgomeryschoolsmd.org

CONTENTS

OVERALL PROGRAM INFORMATION

- 3 Basics of Student Service Learning
- 4 The ABCs of Student Service Learning
- 5 Volunteering, Community Service, Service Learning:
The Same or Different?

MEANINGFUL COMMUNITY INVOLVEMENT

- 6 How to Find Organizations and Opportunities in the Community
that are Approved for SSL
- 7 Contacting Community Organizations that are Identified with a Graduation
Cap Icon  Reflecting MCPS SSL Approval on the Website
- 8 Parent Support as Student Assumes Responsibility for Service-Learning
Graduation Requirement

STUDENT SERVICE LEARNING FORMS

- 9 Student Service Learning Record (optional)
- 10 Sample MCPS Form 560-51: *Student Service Learning Activity Verification*
- 11 Sample MCPS Form 560-50: *Individual Student Service Learning (SSL) Request*
- 13 MCPS Form 560-50: *Individual Student Service Learning (SSL) Request*
- 15 MCPS Form 560-51: *Student Service Learning Activity Verification*

16 BEST PRACTICES OF STUDENT SERVICE LEARNING

Back BENEFICIAL OUTCOMES OF STUDENT SERVICE LEARNING



MONTGOMERY COUNTY PUBLIC SCHOOLS
www.montgomeryschoolsmd.org

M A R Y L A N D



August 2014

Dear Middle and High School Students, Parents, and Guardians:

Student Service Learning (SSL) provides students the opportunity to actively participate in our community and build the skills they need to be successful students and citizens. I am proud of the thousands of SSL hours logged each year by our students.

The SSL booklet for the 2014–2015 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 Montgomery County Public Schools (MCPS) website at www.mcpsssl.org, and in school newsletters to determine MCPS SSL guidelines and identify the approved opportunities to meet the requirement in meaningful ways. If you have additional questions, please contact the SSL coordinator at your student’s school.

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

JPS:daf

Office of the Superintendent of Schools

850 Hungerford Drive, Room 122 ♦ Rockville, Maryland 20850 ♦ 301-279-3381

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 first Friday in January.
 - Documentation of service performed during the second semester is due by the first Friday in June.
- 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: *Individual SSL Request* (see pages 11 and 13) granted for each student in advance of service.
- MCPS Form 560-51: *Student Service Learning Activity Verification* (see pages 10 and 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: *Individual SSL Request*.
- 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.
- Every secondary school has an SSL coordinator. SSL coordinators promote approved organizations and opportunities, and maintain SSL records on students.
- 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 on 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: <i>Student Service Learning Activity Verification</i> . 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 student’s 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 <i>action</i> phase only.	This focus is on three phases: <i>preparation, action, and reflection</i> .
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: <i>Individual SSL Request</i> 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: *Individual SSL Request*.

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

- Go to www.mcpsssl.org.
- Click *SSL Community Opportunities*. This takes you to the Montgomery County Volunteer Center (MCVC) site (www.montgomeryserves.org).
- Search in the following areas
 - All SSL-approved opportunities
 - Calendar
 - SSL Opportunities by city
 - All Organizations *or*
 - Advanced Search
- Remember the organization and the opportunity must be identified with a graduation cap icon  to reflect MCPS SSL approval.
- Telephone or e-mail the contact if you are interested in participating.
- Consider using the script on page 7 in this guidebook to contact an approved organization by telephone.
- 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 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 official 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 cannot miss my own instructional program to earn SSL hours.
9. I am available on _____.
(Clearly identify the weekend days and holidays you are available.)
10. When would be a good time for us to meet?
11. 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.
- Comply with guideline that parents/relatives cannot serve as SSL supervisor for their children.
- 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 a 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 children.

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
 - First Friday in January for service performed during the first semester
 - First Friday in June 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 INSTRUCTIONS: Complete this form legibly in blue or black ink. Submit it to the school student service learning (SSL) coordinator by the following deadlines:

- Service completed during the summer — **DEADLINE: Last Friday in September.**
- Service completed during 1st semester — **DEADLINE: First Friday in January.**
- Service completed during 2nd semester — **DEADLINE: First Friday in June.**

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. Respond to the following questions in a written paragraph below.

- **What** did you do?
- **What** need did your service address?
- **Who** benefitted from your service?
- **What** did you learn about yourself?
- **How** was this experience connected to something you learned in a subject in school? (For example, English, Mathematics, Science, Social Studies, Arts, Physical Education, Health, or 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 e-mail

Describe Activity (performed) _____

Service Record

Date From	Date 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 ____/____/____

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 identified as MCPS SSL Approved at the website www.mcpsssl.org. Maintain copies of all forms.

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

Student's Name _____ School _____ ID _____
Last First

E-mail _____ Grade _____ First Period Teacher _____

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

Service Activities to be done include _____

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

_____/____/____
Student Signature Date

PARENT/GUARDIAN APPROVAL: My signature below verifies that:

- I approve and accept full responsibility for my child participating 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 organizations where supervision is provided by MCPS staff or supervised by someone who has participated in SSL training and agree to adhere to MCPS guidelines.

_____/____/____
Parent/Guardian Name Date

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

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 _____ - _____ - _____ E-mail _____

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 attached to 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 according to these deadlines.

Service completed during the summer — **DEADLINE: Last Friday in September.**

Service completed during 1st semester — **DEADLINE: First Friday in January.**

Service completed during 2nd semester — **DEADLINE: First Friday in June.**

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This MCPS Form 560-50: *Individual Student Service Learning (SSL) Request* 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 identified 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 *Individual Student Service Learning (SSL) Request* 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 according to the following deadlines:

- Service completed during the summer — **DEADLINE: Last Friday in September.**
- Service completed during 1st semester — **DEADLINE: First Friday in January.**
- Service completed during 2nd semester — **DEADLINE: First Friday in June.**

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 identified as MCPS SSL Approved at the website www.mcpsssl.org. Maintain copies of all forms.

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

Student's Name _____ School _____ ID _____
Last First

E-mail _____ Grade _____ First Period Teacher _____

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

Service Activities to be done include _____

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

_____/____/____
Student Signature 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 _____ - _____ - _____ E-mail _____

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 attached to 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 according to these deadlines.

Service completed during the summer — **DEADLINE: Last Friday in September.**

Service completed during 1st semester — **DEADLINE: First Friday in January.**

Service completed during 2nd semester — **DEADLINE: First Friday in June.**

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This MCPS Form 560-50: *Individual Student Service Learning (SSL) Request* 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 identified 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 *Individual Student Service Learning (SSL) Request* 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 according to the following deadlines:

- Service completed during the summer — **DEADLINE: Last Friday in September.**
- Service completed during 1st semester — **DEADLINE: First Friday in January.**
- Service completed during 2nd semester — **DEADLINE: First Friday in June.**



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

- Service completed during the summer — **DEADLINE: Last Friday in September.**
- Service completed during 1st semester — **DEADLINE: First Friday in January.**
- Service completed during 2nd semester — **DEADLINE: First Friday in June.**

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. Respond to the following questions in a written paragraph below.

- **What** did you do?
- **What** need did your service address?
- **Who** benefitted from your service?
- **What** did you learn about yourself?
- **How** was this 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 e-mail

Describe Activity (performed) _____

Service Record

Date From	Date 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 ____/____/____



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 A 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

Student service learning helped my son find his calling while serving others.

—Ms. Donna Marks, parent, Montgomery County Public Schools

SSL is the perfect opportunity to provide meaningful and helpful service to the people of Montgomery County. It provides students with the knowledge that comes from helping others.

—Mr. Ronnie Parrott, high school student, Montgomery County Public Schools

The SSL program has given me the opportunity to make new connections with many different members of the community that I do not get to work with on a daily basis. As well, the program exposes me to numerous amounts of new experiences that are not available in the classroom.

—Ms. Jacqueline Deprey, high school student, Montgomery County Public Schools

The Montgomery County Volunteer Center is a proud partner of the Montgomery County Public Schools Student Service Learning program. The amount of service and learning that results for Montgomery County residents of all ages from this partnership is phenomenal. Hundreds of nonprofit organizations throughout the metropolitan area are assisted daily by local students participating in service-learning opportunities that address real need locally and globally.

—Ms. Molly Callaway, Operations Manager, Montgomery County Volunteer Center

One of the five main objectives of PTA is “To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.” In furtherance of this goal, MCCPTA is an enthusiastic supporter of student service learning, both by working with MCPS and by supporting the parent communities at each local school to make their students’ service-learning opportunities rich and varied experiences. MCCPTA believes that while volunteering to fill community needs, students often become more aware of the world around them, capable problem solvers and competent workers and citizens who are more integrated into their communities. We strongly believe in giving a little time and making a big difference!!

—Ms. Deb Lang, SSL Sub-Committee Chair, 2013–2014, Montgomery County Council of Parent Teacher Associations

This document is available in an alternate format, upon request, under the *Americans with Disabilities Act of 1990*, by contacting the Department of Public Information and Web Services, at 850 Hungerford Drive, Room 112, Rockville, MD 20850, or by telephone at 301-279-3391 or via the Maryland Relay at 1-800-735-2258.

Individuals who request (need) sign language interpretation or cued speech transliteration in communicating with Montgomery County Public Schools (MCPS) may contact the Office of Interpreting Services in the Deaf and Hard of Hearing Program at 301-517-5539 or 301-637-2958VP, or send an e-mail message to interpreting_services@mcpsmd.org.

MCPS prohibits illegal discrimination on the basis of race, color, gender, religion, ancestry, national origin, marital status, socioeconomic status, age, disability, physical characteristics, or sexual orientation. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the Office of the Chief Academic Officer at 301-279-3126, via the Maryland Relay at 1-800-735-2258, or addressed to that office at 850 Hungerford Drive, Room 129, Rockville, MD 20850.



• ROCKVILLE, MARYLAND

*Published by the Department of Materials Management for the
Office of Curriculum and Instructional Programs*

1508.14ct • EDITORIAL, GRAPHICS & PUBLISHING SERVICES • 8.14 • 18,600

