

## FAQ

1. **Who is responsible for completing service-learning?** Student-service learning (SSL) is a Maryland State graduation requirement for all students.
2. **What is the SSL graduation requirement?** This requirement mandates that students earn a minimum of 75 hours of service-learning prior to graduation.
3. **What if the requirements are not met by the end of grade 9?** Students must meet with the school SSL Coordinator and complete an approved make-up project.
4. **Who is responsible for approving SSL projects?** The school SSL Coordinator approves and verifies the completion of a project by using the appropriate forms.

### Transfer Policy:

For out-of-county students transferring to our system after the 9<sup>th</sup> grade, any service-learning recorded on the permanent record is accepted by Charles County Public Schools. A student transferring to our system from out-of-state will be held responsible for the units during which they are in Charles County. If the student has not completed service-learning by the conclusion of 9<sup>th</sup> grade, an independent study packet that contains all the aspects of Preparation – Action – Reflection must be completed.

### Reporting:

Students are informed of their progress throughout service-learning process. Schools communicate student progress on report cards and through notification letters when students are in need of additional service hours.

## Web Resources

The following web sites provide information on approved service-learning opportunities for students throughout the state of Maryland.

- [Maryland State Department of Education SSL Site](#)
- [Charles County Public Schools SSL Web Page](#)
- [Maryland Governor's Office on Service and Volunteerism](#)
- [United Way of Charles County Directory of Human Services \(with SSL opportunities\)](#)
- [Corporation for National and Community Service](#)
- [Youth Service America: Youth Changing the World](#)

### **MISSION STATEMENT**

The mission of the Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically-challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessler, Title IX Coordinator and Section 504 Coordinator (students), or Nikial M. Majors, Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, Maryland 20646. 301- 932-6610/301-870-3814.

# Charles County Public Schools



## Service-Learning Guidelines



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## What Is Service-Learning?

Service-learning is an instructional method that combines meaningful service to the community with curriculum-based projects. Students improve their academic skills by applying what they learn in school to the real world, and then reflect on their experiences to reinforce the link between their service and learning. It involves studying the community, identifying problems, developing solutions, implementing the solutions in the form of a service project, and reflecting on the impact of the service.

### Service-Learning 7 Best Practices

There are essential components for all service-learning projects.

1. Meet a recognized need in the community.
2. Achieve curricular objectives through service-learning
3. Reflect throughout the service-learning experience.
4. Develop student responsibility.
5. Establish community partnerships.
6. Plan ahead for service learning.
7. Equip students with knowledge and skills needed for service.

### Curriculum Connections

Student service-learning is an interdisciplinary program. Below are the grade levels and courses in which the program is embedded.

- 6<sup>th</sup> grade** – English/Character Education
- 7<sup>th</sup> grade** – Science
- 8<sup>th</sup> grade** – Health
- 9<sup>th</sup> grade** – Local/State/National Government

## PAR UNIT CHART

(with hour designations)\*

Grade	Preparation	Action	Reflection	Total
6 <sup>th</sup>	2	6	2	10
7 <sup>th</sup>	6	17	2	25
8 <sup>th</sup>	5	8	2	15
9 <sup>th</sup>	6	17	2	25
<b>Total</b>	<b>19</b>	<b>48</b>	<b>8</b>	<b>75</b>

\*students are required to complete at least 75 hours of service-learning

### Charles County Public Schools

#### Contact Information

#### SSL Coordinator's Office

Jack W. Tuttle

Social Studies Content Specialist

Phone: (301) 934 - 7405

Email: [jtuttle@ccboe.com](mailto:jtuttle@ccboe.com)

#### SSL Coordinators (School-based):

Each middle and high school has an SSL Coordinator. Please contact your school SSL Coordinator for further information on the Student Service-Learning Program in Charles County Public Schools.

## PAR Unit Description Preparation - Action - Reflection

### 1. Preparation Unit

Students must identify a community need and then use knowledge and resources available to meet this need. Preparation includes documenting what students have learned about an issue and how they plan to address the identified community need.

### 2. Action Unit

Action is the actual performing of the activity or project, which helps meet the particular need within the community. The activities may involve direct, indirect, or advocacy service projects. **Direct Service** includes activities which are “hands on.” **Indirect Service** includes activities that performed “behind the scenes.” **Advocacy** involves activities that provide opportunities for students to lend their voices and talents to address the issue.

### 3. Reflection Unit

Reflection is an expression of the meaningfulness of the students’ service learning experience to themselves and, as they perceive it, to the community. Reflection should be completed after verbal discussion through writing.

### Student Recognition

Students can be recognized for completion of exemplary service-learning projects at the school level. Please contact the Charles County SSL Coordinator’s Office or your school SSL Coordinator for more information on this opportunity.