

Carroll County Service-Learning 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; as well as their protocols for maintaining student safety and privacy.
2. The Carroll County Service-Learning program will meet or exceed the maximum number of service-learning hours (75) 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 accumulate service-learning hours through the summer after the completion of grade 5 until the end of grade 12. Students must complete a minimum of 55 service-learning hours by the end of the eleventh grade to be promoted to senior status.
4. Service-learning hours will be pro-rated for students transferring into Carroll County Schools from out of state, non-public schools, or home school after the start of their sophomore year. Students who transfer during sophomore year will be required to complete 40 hours of service learning; during junior year, 30 hours; during the first semester of their senior year, 10 hours; during the second semester of senior year, 5 hours.
5. Service-Learning activities will be approved by the School Principal (or their designee) or the building Service-Learning Coordinator. Students shall not be paid for their service and shall not earn hours for service to a for-profit agency or business. Students shall not earn hours for service hours in preparation for or during religious service; nor can they earn hours for assisting family members with tasks like cutting the lawn or babysitting. Students cannot be excused from school to earn service-learning hours. Check with the building Service-Learning Coordinator for clarification.
6. Students who complete 300 or more service-learning hours by May 1st of their Senior year will earn the Exemplary Service Award

Listed below are additional guidelines that provide clarification on what “count” toward meeting the service-learning requirement based on the Maryland Department of Education Seven Best Practices of Service Learning.

- Service-learning activities with the purpose of directly addressing human needs in areas such as health, education, environment, or public safety, even if done in conjunction with a faith-based agency or institution, may be counted toward the service-learning graduation requirement.
- Service-learning activities with the purpose of collecting food, clothing, or other items necessary to benefit others and meet human needs, even if done in conjunction with a faith-based agency or institution, may be counted toward the service-learning graduation requirement.

- Service-learning activities with the purpose of extending the benefit of the service activity to individuals or families in need, other than the student's own family, may be counted toward the service-learning graduation requirement. Activities should serve the greater good instead of being self-serving to a particular person or group.
- Service-learning activities with the purposes of serving the school community must meet the service-learning quality practices articulated in Maryland's Seven Best Practices of Service-Learning to be counted toward the service-learning graduation requirement. These projects should be structured to meet greater needs in the areas of health, education, environment, or public safety identified within the school community.
- Service-learning activities with the purpose of increasing voter registration and participation and/or implementing voter education activities on issues may be counted toward the service-learning graduation requirement.
- Service-learning activities must be inclusive and non-discriminatory. Activities that violate federal or state law, which prohibits discrimination on the basis of race, creed, sex, age, color, national origin, marital status, sexual orientation, or disability, may not be counted toward the service-learning graduation requirement.
- Service-learning activities that are completed independently by students in the community must meet the service-learning quality practices articulated in Maryland's Seven Best Practices of Service-Learning. Designated school personnel or, in the absence of such designated personnel, the school principal, must verify the completion of the service.