

**Easton Valley Community
School District**

HANDBOOK



Service Learning




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Service Learning is a teaching and **learning** strategy that integrates meaningful community **service** with instruction and reflection to enrich the **learning** experience, teach civic responsibility, and strengthen communities.



Requirements

- 10 service hours Freshman year
- 10 service hours Sophomore year
- 20 service hours Junior year
- 20 service hours Senior year

An oral overview (Seniors) will also be conducted with the Service Learning Coordinator. Service hours have to be completed by May 1st of each year.

Expectations for Students

The student agrees to:

- Complete projects
- Abide by organization policy
- Seek assistance for problems which may arise
- Maintain a Service Hours Form for each project
- Be responsible for turning in the form to the Service Learning Coordinator

Expectations for the School

The Coordinator agrees to:

- Offer connections to curriculum where available
- Offer advisory sessions
- Assist with scheduling, evaluating, communicating
- Provide support through the Service Learning Coordinator
- Assist in problem solving

Expectations for Service Learning Coordinator

- Evaluate the student's progress
- Record times and dates of Service Learning participation
- Communicate with students about their service hours and projects

Expectations for Parents/Guardians

- Support student efforts
- Assist with meeting terms of the project (attendance, attire, transportation)
- Verification of hours/service completion

Please visit Easton Valley Service Learning on our website at www.eastonvalleycsd.com and click on the MS/HS tab. Service Learning opportunities and upcoming events will be posted on this page as well as Service Learning Forms that may be downloaded and printed at your convenience.

SERVICE LEARNING REQUIREMENT

Students will be required to complete service learning projects, which constitutes the required hours of volunteer service based on your grade, to be served outside of school class time. These service hours may begin during the last month of your 8th grade, Freshman, Sophomore, or Junior year (May). These hours and the oral review (Seniors) must be completed by May 1st of each year. Half of the service hours need to be completed by the end of the first semester in order to be eligible to play any sports. Please contact the Service Learning Coordinator, for additional details or questions.

1. Students will serve their required hours of community service with organizations, person, or cause. The service hours must be completed in at least 1 hour increments and have to be with at least 3 different organizations, persons, or causes. Junior and Seniors may complete their service hours with up to 2 organizations, persons, or cause
2. Students will be asked to evaluate the impact of their work on that organization, person, or cause.
3. Senior students may be asked to share the experiences with teachers and other students. (Oral Review)

GRADING PROCEDURES

Students will be given an “**N**” at the quarter and semester if they have not completed their service hours during that particular year. (N – Not Complete)

Upon completion of the service hours, and submission of the required paperwork and oral review (if applicable), .5 units of credit will be given to the student and an “**S**” (S-Satisfactory) will appear on their next report card. This grade will be reflected on the report card just for the semester in which it was completed.

If the service project has not been completed for any particular year, the student will be given an “**F**” for service learning. The “**F**” will remain on the student’s record until all hours have been completed for that year.

CERTAIN SERVICE HOUR REQUIREMENTS

Students are required to fill out a Service Learning Agreement Form **prior** to beginning certain service hours such as game stats/score keeping. Once the agreement form is submitted and approved, students can begin their service hours.

Students will be expected to have completed all their hours by the end of the third quarter.

Service Learning has been included as a graduation requirement by Easton Valley Community School District School Board.

Please remember that if you commit to doing a project, please follow through!

Service Learning Graduation Requirement

Easton Valley Schools is providing you with the opportunity to serve your community with valuable volunteer contributions. Community service is an unpaid activity that is of benefit to individuals, not-for-profit groups, community agencies/businesses or the community at large. Service hours can take place during any of your free time away from school. You will need to complete 10 hours of volunteer community service your Freshman year, 10 hours your Sophomore year, 20 hours your Junior year, and 20 hours your Senior year.

- Community service is an unpaid activity.
- Community service is an activity that is not a part of an academic, court ordered, or discipline requirement.
- Community service cannot take place at the time in which an academic class is scheduled.
- Students helping family members will not receive community service credit.
- Students must receive pre-approval of certain community service hours. (See Coordinator for more information)
- A family member cannot sign off as a supervisor on the service hours.
- Written approval from parents/guardians is required prior to each service learning opportunity by filling out the Service Learning Agreement.
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Examples of acceptable projects:

- Student volunteers with a local non-profit, enhancing their programs.
- Student serves on a community event's committee.
- Student works with a younger student as a mentor/tutor at the elementary level.
- Student helps maintain church's premises by cleaning/mowing and helping wherever needed.
- Student helps with umpiring Little League games. (No payment is received)
- Student helps with Vacation Bible School at area churches if needed.
- Student helps with cleanup of rivers/lakes in the surrounding areas (with adult supervision and approval).
- Student helps with cleaning/errands etc for the elderly (not related) in the community.
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Examples of unacceptable projects:

- Babysitting.
- Helping with family chores.
- Anything that student received payment for in the form of money or gifts.
- Association with a club or organization that is part of your routine, eg: church choir, band.

The Process:

- Find something you would like to do for the community or an individual that would have need. Make contact with the person that would be your supervisor or would be verifying your time. EV website will have opportunities for service hours that you can take advantage of. Click on the EV MS/HS tab – Service Learning.
- Fill out your service form; don't forget to have your parents sign it. Fill in the place you will serving, what your will be doing/did, the supervisor's name and contact information and your personal information.
- Give your sheet to the Service Learning Coordinator for approval. The Service Learning office is found in the District Office. Pre-approval for certain service hours must be obtained **before** those hours can begin. If there is no prior pre-approval for certain projects, students take the chance of not being able to use these hours served for the Service Learning credit.
- Do your service. Remember, if you are returning to a place several time, use the tracking sheet that is in the back of your booklet. Have your supervisor complete and sign your sheet upon completion of that project and turn it in to the Service Learning Coordinator in a timely manner.
- Track the time spent on your project on the sheet in your booklet. All tracking sheets must have supervisor approval and signature.
- There is a reflection sheet at the back of the booklet. This **must** be completed to receive credit for your project.
- Return your form to the Service Learning Coordinator and if necessary, she will set up a time for you to do your oral reflection.

Oral Reflection – Seniors only

The Service Learning Coordinator will set up your reflection time if applicable. If will be scheduled during DST time. The review may be directly with the Coordinator, a teacher, student/students or even to the School Board.

A project journal is included in your booklet. This is an optional page, but we consider it to be an important tool to help you remember important timelines and to assist you with your oral review and reflection.

Please feel free to see the Service Learning Coordinator with any questions

The community and parents have responded very favorably to our new program and look forward to having a connection with the young people in our area. We look forward to seeing what wonderful things EV students will do for our community.

You CAN and WILL make a difference!

EXPECTATIONS OF YOUNG PEOPLE DURING SERVICE

Here are some ways you can practice living the developmental assets as you provide service to others. We expect these kinds of behaviors from all young people who participate in Service-Learning projects.

Support

- Be courteous and friendly to others in the community, organization, and project.
- Get to know the people who you are serving.
- Work cooperatively as part of your team to reach the goals.

Empowerment

- Take on meaningful jobs and tasks. If you don't feel like you're contributing, tell the program leader.
- Become familiar with emergency procedures at the work site.

Boundaries and Expectations

- Tell project leaders or staff when you cannot meet your timelines.
- Do not use language or dress in ways that might be offensive to people in the community.

Constructive Use of Time

- Be clear about your schedule. Be punctual.
- Don't waste time on the site; use your time (and other people's time) well.

Commitment to Learning

- Keep in mind your learning goals. Try to apply your knowledge to the situation.
- Ask questions about things that you don't understand or that make you curious.

Positive Values

- Be honest in raising issues and concerns that may arise.
- Treat everyone with respect.

Social Competencies

- Deal with conflicts that arise in healthy, peaceful ways.
- Ask for help in learning new skills that you need.
- If you're in a setting that's different from where you live, get to know the people and their culture.

Positive Identity

- Celebrate your contribution.
- Have fun!