



Service Learning Handbook

Putnam County High School District #535

Service Learning Requirement

Mission Statement

Putnam County School District Where all students will learn and succeed, and all means all.

Belief Statements

All students will become responsible, productive citizens of good character. Best educational decisions will be made within financial means. All grade levels are of equal importance. With appropriate instruction, all students can learn. Application of knowledge and problem solving is an essential part of education. Education is a team effort between school, community, students and parents. Education is not limited to the classroom, to the school, nor to the school year. Technology will enhance the educational process. A school environment that is caring, supportive and promotes mutual respect is the most conducive to learning.

Service Learning Mission Statement

The purpose of the service Learning graduation requirement is to promote citizenship by preparing our students to become tomorrow's leaders through preservation and conservation in our community.

What is Service Learning?

Service Learning is service without pay to a non-profit organization or an individual or group in need of assistance. The service must be for the benefit of others outside the school community.

What is the Value of Service Learning?

Service Learning helps students:

- Acquire life skills
- Understand their responsibilities as citizens in the community
- Improve their self-esteem
- Take and accept new challenges

- Have the opportunity to integrate classroom learning into “real life” learning experiences

Service Learning provides students with:

- Opportunities to assume responsibilities
- Opportunities for higher level thinking skills
- The positive experience of helping others
- Chances to explore new roles
- Experiences to enrich their learning
- Opportunities for career exploration

Program Overview

A total of twenty-four (24) hours of service learning is a graduation requirement for all Putnam County High District #535 students. A student may earn service hours in two ways:

- Community based service learning shall be performed outside the school day, shall not benefit the school, and shall not earn the student any academic credit.
- A written research project is an alternative for completing the service learning requirement.

Completion:

The deadline for completion of all work related to the service learning requirement is the middle of the second semester of a student’s senior year. This date will vary from year to year. The principal will communicate this date to all seniors.

Students earning one hundred (100) hours by the middle of their second semester of their senior year will be recognized at graduation.

Guidelines and Approved Projects:

1. It must contribute to the completion of a task that will benefit the community, needy individuals, and/or groups in the community.
2. It must provide the students with a worthwhile learning experience.

3. It must not involve direct solicitation of funds for non-profit agencies or generate profits for any private company. Furthermore, students may not handle monetary transactions or collect pledges.
4. It must not cause a reduction in the number of employees at a site.
5. It must not place students in a situation that would pose a risk to their health or safety.
6. It must not place students in a situation that would be inappropriate for their age, background, or level of maturity.
7. It must not be for any political party, lobbying or special interest group, or family member.
8. Any neighbor-in-need community based service learning project must be channeled through an approved community service site.
9. Although service learning through religious affiliated organizations is permitted, the service rendered shall not be religious in nature. Participation in forms of worship or religious instruction shall not be counted towards the fulfillment of the service learning requirement.
10. All community service must be approved by the principal.
11. A volunteer form must be turned in upon completion of the service.
12. All community service is subject to verification by the school principal.
13. It is the school principal's final decision to accept or not accept community service hours.
14. The principal will keep a running total of service hours for each student.

Student Integrity

Students are expected to approach service learning with the same integrity as they do their other academic endeavors. Students shall not receive remuneration or credit in any other organization, including court ordered community service hours, for those projects which are approved and then completed for the service learning graduation requirement.

Freshman

Students may not begin hours toward their District #535 service learning graduation requirements until the first day of freshman year. All students will be in-serviced during their freshman orientation regarding the 24 hour service learning graduation requirement.

Parents

Parents of all freshman will be invited to a program where the District 535 service learning graduation requirement, including the handbook, forms, and procedures will be explained. Students should attend with their parents. If there are any questions call the principal and set-up an appointment.

Transportation

Transportation to and from a service site will be the responsibility of the student. Some group projects may allow for district bus/van transportation with the approval of the principal.

Transfer Students

Transfer students and their parents will receive the Service Learning Handbook at registration and will meet with the principal as part of their orientation. Transfer students shall get credit for any prior documented service, provided it meets the criteria of the District 535 program. All transfer students must meet the District 535 requirement of twenty-four 24 hours of service learning. The following are required service hours pertaining to their registration:

Freshman	1 st Semester	24 hours
Freshman	2 nd Semester	21 hours
Sophomore	1 st Semester	18 hours
Sophomore	2 nd Semester	15 hours
Junior	1 st Semester	12 hours
Junior	2 nd Semester	9 hours
Senior	1 st Semester	6 hours
Senior	2 nd Semester	3 hours

Exempt Students

Some students with developmental disabilities maybe exempt from this requirement. These cases will be discussed individually with the Special Needs Coordinator and the principal.

Students attending out of district special education/alternative schools will be exempt from the requirement. However, if the student returns to District 535, he/she will follow the transfer student requirements.

Steps for Completing the Community Based Service Learning Requirement

1. Students select a site to do their service learning hours.
2. The student will contact the site supervisor to arrange for signing the agreement as well as establishing times and dates of actual service.
The site supervisor cannot be a relative of the student.
3. Before the activity, the student must pick up a copy of the approved agreement from the principal.
4. The student will complete the service hours as outlined in the agreement.
5. The site supervisor will verify service hours by completing the verification portion of the agreement, and the student will return the form to the principal. The official verification is required before the student receives credit. Twenty-four is the total hours required on file.

Discipline

Students are expected to maintain the high level of behavior that is expected of all District 535 students. Students come under the jurisdiction of all District 535 discipline policies. Service learning is a school sponsored program, and all school rules apply.

A student who fails to meet obligations, including absences and tardiness, or who fails to perform in an acceptable manner, may be removed from the service learning experience. Dismissal from a service learning site for inappropriate behavior may warrant a referral to the administration. In the event of dismissal, the service site and/or principal may elect to withhold hours. Students with continual behavior problems at service sites may have to meet the requirement through the alternate written research project.

Falsifying Documents

Falsifying service learning documents will result in an administrative referral and appropriate discipline as per District 535 regulations. The student may lose hours previously earned at that site and disciplinary intervention may be applied.

Liability

The service site shall be responsible for maintaining an insurance or self-insurance program (or its equivalent). All students must have an insurance waiver or insurance verification on file.

Student Supervision and Safety

Student safety and supervision is of utmost importance. The following guidelines have been established to provide students with a safe and proper environment for their service learning experience.

1. It is required that the site provides adult supervision and guidance for the student at all times.
2. Students should be clear as to their responsibilities and to whom at the site they are to report.
3. Students may not participate in any activity involving the use of dangerous or potentially dangerous tools and/or equipment. Hazardous areas are dangerous and unsuitable for student learners.
4. Under no circumstances will students perform their service learning in an area that involves dangerous activities.
5. Students will be assigned responsibilities and activities consistent with their age, experience, and maturity level.
6. Students may not operate a motor vehicle while performing service learning. The site will not assign and/or allow students to drive while engaged in the service learning experience.
7. Students may not transport individuals in a motor vehicle as part of their service learning experience.
8. Students will not be expected to participate in service learning activities at either unreasonably early or late hours of the day or evening.
9. Students engaged in clinical, medical, hospital, or related settings will not attend to any duties resulting in exposure to fluids, excretions, or contamination known to be harmful, contagious, or injurious.
10. The site may not allow students to participate in service learning without the expressed consent of both the parent/guardian and the Service Learning Coordinator.
11. In case of injury or illness, the site will notify the parent/guardian as per the medical release information on the Service Learning Agreement.

Medical Release Information

Each parent must complete the Emergency Medical Release Information on the bottom of the Service Learning Agreement. (See form, back inside cover) In case of an emergency, the parent or their designee must be contacted. If the parent or designee cannot be reached, the Medical Release information allows for the transportation and treatment of the student.

Alternate Written Research Project

In keeping with the Service Learning Mission Statement, the research option to fulfill the Service Learning graduation requirement allows the student to:

- Select an issue relevant to the community.
- Gather information on the issue through interviews and background research.
- Reach a conclusion.
- Present the project both as a written report and a visual/audio presentation to a committee of high school faculty members.
- Write the findings in a report that could be presented to an official involved with the issue.
- Specific details of project requirements will be made available to interested students.

Because each step must be approved by the principal, students should allow adequate time to complete this project. When selecting the alternate written research project, the student should meet with the principal to receive additional information about the parameters of this assignment.

Service Learning Alternate Project

As community service is an important aspect of the Putnam County High School experience, all students are required to demonstrate citizenship through a willingness and ability to work well with others to benefit the community. As an alternative to providing hours of service to local organizations, students may satisfy the Service Learning Graduation

Requirement by successfully completing a Service Learning Project. The requirements of the project are as follows.

- Choose a research topic of social, historical, or environmental significance to Putnam County or its communities. Examples of acceptable topics include:
 - Examine and evaluate environmentally beneficial programs (i.e. recycling of electronics)
 - Research and report on available social services targeting specific needs (i.e. care for the elderly, teen pregnancy, suicide awareness)
 - Research the history and track the decline or growth of a specific community, social program, or local business
- Develop a research project relating to your topic. Examples of acceptable projects include:
 - a documentary film
 - an informational PowerPoint or video presentation of findings
 - an original, primary research project
- Find an individual other than a teacher or relative to supervise your project.
 - Your “mentor” should have an expertise or interest in your research topic.
 - Your mentor will
 - Sign off on your time log verifying the hours you have worked on the project
 - Monitor your progress and offer direction and assistance as needed
- Submit a written proposal describing your topic, explaining its value, outlining the research project you have developed, and introducing your mentor.
- The project should take at least 24 *non-school* hours to complete.
 - You are required to log your time and have your mentor sign off on the log.
 - Your project should never take you out of class OR interrupt classes at PCHS.
- In addition to logging your time, as you work on your project, you should take pictures and document information relative to your project.
- Prepare a presentation utilizing some form of technology (i.e. PowerPoint, Video, etc.)
- Prepare a well-written, MLA formatted research paper that documents your goal, your original research, your findings, and your conclusion.

This research paper must include internal citations and a Works Cited page documenting any sources utilized in the research process.

- Present your project and your portfolio (your portfolio includes your approved proposal; your mentor-approved log of hours; your photos and documentation of the research project; and your final, polished research paper) to a panel of judges in an 8-10 minute presentation. This presentation must include a defense of your findings; additionally, you may be asked to respond to questions about your topic, your process, and your conclusion.
- Complete this Service Learning Project BEFORE the end of 3rd Quarter of your senior year.

Once the Service Learning Project committee accepts your Service Learning Alternate Project, you will be awarded the twenty-four (24) hours necessary to satisfy the Service Learning Graduation Requirement. If, however, your project is not accepted as meeting the minimum acceptable guidelines, you will not be awarded service hours. At the discretion of the committee, you may be given the opportunity to revise and/or enhance your project and resubmit it for approval.

All Service Learning Alternate Project presentations will be videotaped.

Putnam County High School Service Learning Agreement

Students Name _____ Phone _____
Site Project Name _____ Phone _____
Site Address _____
Contact Person _____ Phone _____
Date _____ Service Hours _____

I, the above student have elected to participate in service learning at the above site.
I agree to abide by the regulations/policies of the site and Putnam County HS and to perform to the best of my abilities the tasks specified in this agreement. **I agree** to call the site in advance if I am detained or have to be absent for any reason. Failure to do so may result in removal from this site.

Student Signature _____ Date _____

We, the site agree to accept the service of the student as specified in this agreement. We agree to provide meaningful tasks for this student. In exchange for services rendered, this agency will train, supervise, and evaluate the student. We agree to not ask/expect students to participate in activities that would be considered unsafe for the age and experience of the student. This is to acknowledge that we (circle one) **do do not** provide comprehensive general liability insurance protecting the student when he/she is involved in the Service Learning Project.

Site Contact Signature _____ Date _____

I, the parent or legal guardian of the above student, approve his/her participation at this site and agree to lend support and encouragement to my child in the service learning he/she will render to the site we have chosen. I accept responsibility for my child's transportation to and from the site.

Parent/Guardian Signature _____ Date _____

Medical Release Information

If parent/guardian is unavailable, please notify the emergency contact person below:

Name: _____ Phone Number: _____

The student has my permission to be transported and treated by any doctor assigned by the service site in an emergency or accident

Parent/Guardian Signature _____ Date _____ Daytime Phone Number _____

Service Learning Program

Site Coordinators Contact Information

- Village of Granville
 - Tracy Haage (815) 339-6333

- Village of Mark
 - 815-339-2454

- Village of Standard

- Village of Hennepin
 - (815) 925-7138

- Village of McNabb
 - Clerk Patricia Harrison - (815) 488-2806

- Village of Magnolia

- Putnam County Food Pantry
 - John Shimkus (815) 339-2618

- Putnam County Achievement Services
 - Sherry (Information & Assistance) (815) 339-2711

- University of Illinois Extension
 - Main Office Princeton, IL 815-875-2878

- Marshall / Putnam Farm Bureau
 - Tiffany Moodie 309-364-2501

- Putnam County Sheriff's Office 815-925-7015

- Hennepin Volunteer Fire Department (815) 925-7225

- Putnam County Public Library (815) 925-7020
- Putnam County American Legion (815) 339-6139 (815)
488-5596
- Hazel Marie Boyle Homes Hennepin, IL
 - Diana Brandstatter at (815) 925-7138