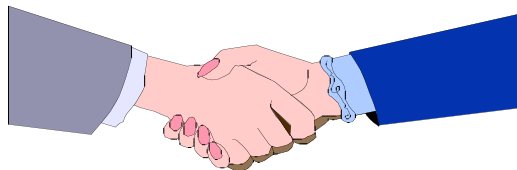


Community Service Learning For Grades 6-12

Henrico County Public Schools 2009-2010

Guidelines for Teachers, Parents, and Students



Community Service Learning For Grades 6-12

Henrico County Public Schools Fall 2009

Purpose of Community Service Learning (CSL)

To extend learning beyond the classroom and into the community, to promote civic responsibility through active participation in service experiences, to foster a sense of caring for others, and to develop a habit of volunteer service to those in need.

What is Community Service Learning?

Community Service Learning (CSL) is an educational process, which enhances the quality of life within the school and the community. Community Service Learning combines instruction, 21st Century Skills, and voluntary participation in supporting activities or obtaining contributions of goods.

What are the benefits of Community Service Learning?

- Students in the Classes of 2010 - 2012 who complete a minimum of 50 hours of community service during grades 9-12 will receive a special seal for their diplomas and a notation on their transcripts. **Because of the expanded criteria now offered for CSL activities, beginning with the Class of 2013, students must complete 80 hours of service during grades 9-12 in order to receive the CSL seal and transcript notation.**
- Students may receive credit for activities completed the summer prior to 9th grade, provided that appropriate procedures for prior approval as outlined on page 2 of this document are followed.
- Students receive an invaluable learning experience outside of the normal classroom setting.
- Service learning places curricular concepts in the context of real-world situations.
- Students analyze, evaluate, and synthesize these concepts using problem-solving skills, while at the same time helping their community.
- Students have the opportunity to explore a variety of career opportunities before exiting high school.
- Students generate positive school-community relations and relations within the school.
- Students experience a good feeling of people helping people.

**The key to determining whether or not the service meets the criteria is asking the question,
*Who benefits from the service?***

The answer should be:

Those organizations which are identified as an educational institution or those with 501(c)3 status, or an individual in need such as the poor, the sick, or those with special needs.

What types of activities constitute Community Service Learning?

- Activities which benefit the school or community provided that the community organizations benefitting from the service are non-profit/501(c)3, with the exception of hospitals and nursing homes.
- Activities which are not self-serving for a student or the student's family member.
- Activities which **are not tied to a grade** (i.e. - Musical performances with school groups to such places as nursing homes, will not count if the activity is tied to a grade in the music class.)
- Activities which render service to individuals who cannot otherwise provide for themselves.

Note: If training is required by the organization, i.e. candy striping at a hospital, the hours required for training may be included as credit for community service. Most organizations will not commit to train students unless the volunteer agrees to a substantial number of volunteer service hours.

What types of activities MEET the criteria of Community Service Learning?

- Participating in service projects as a member of a service club or community organization.
- Students who leave school to participate in an elementary or middle school, as a part of an **instructional program** approved by the principals in each school may receive service credit for the *instructional time* rendered.
- Reading to the blind.
- Volunteering one's services at a local hospital, nursing home, etc.
- Volunteering one's services to individuals, i.e. senior citizens or the disabled.
- Hosting outside groups for school festivals.
- PTSA and Booster projects (even though some boosters may not hold 501(c)3 status because of advertising regulations).
- Volunteering as a coach or instructor for 501(c)3 organizations such as Little League or the Richmond Ballet.
- Volunteering for the Board of Elections or political campaigns.
- ALL tutoring (not paid); including tutoring done before or after school, during lunch or study hall.
- Outreach programs of religious organizations and other 501(c)3 organizations, which provide nonsectarian service to the poor, sick, needy, etc.
- Participating in events, i.e., marathons, walks, races, which benefit charitable organizations. One hour of service credit will be awarded for each hour of service provided to the charity. Schools may establish criteria for school sponsored events as deemed appropriate.

Individual projects not specified in these examples may be accepted based on the criteria described on page 1. A detailed booklet or brochure will be available on the HCPS web site to help students determine some of the opportunities available.

It is intended that CSL Coordinator in each school help identify opportunities for students to be involved and to offer assistance to students when needed. Students are responsible for identifying and establishing service activities.

What types of activities DO NOT meet the criteria of Community Service Learning?

- All Virginia High School League and co-curricular activities, with the exception of service clubs.
- Religious activities including, but not limited to, Vacation Bible School, Hebrew School, choir, babysitting during religious-related activities, etc.
- Any activity for an organization which is not identified as non-profit with 501(c)3 status, unless the activity is education related.
- Any court-ordered service to the community.

How will Community Service Learning be incorporated into the curriculum?

Teaching students about service to others, and the invaluable learning experience offered through Community Service Learning, will be included in the Freshmen Transition Program of each high school. The CSL Coordinator in each school will work with school administrators to effectively provide this information to all freshmen.

Community Service Learning will be incorporated into the curriculum, including United States and Virginia Government and Advanced Placement United States Government. Each school will determine the most appropriate way to implement Community Service Learning into the school program. It is appropriate to include this project in this curriculum, as these courses open the door for discussion of participatory citizenship, the role of many governmental agencies, as well as the current involvement of local, state, and national governments in service learning.

What procedures must be followed in order to receive CSL credit?

Teachers supervising this program will receive from the CSL Coordinator a sufficient number of **Request for Approval/Verification Forms** at the beginning of first semester. The secondary Social Studies Specialist will also provide to each school principal sufficient copies of the **Request for Approval/Verification Forms** and the **Summary of Guidelines**. These items will be available to parents in the packet of forms usually provided at the school's Fee Night.

1. Each student will be expected to complete one **Request for Approval/Verification Form** for each service activity **prior to performing the service**. *Failure to receive prior approval will result in no credit for services rendered; however, in times of unexpected need for service, when the student is unable to submit this form in advance, consideration of credit may be approved. The CSL Coordinator must approve credit for these unexpected circumstances.* These forms must include the signature of the student and a parent or guardian.
2. Designated teachers will then indicate approval or non-approval, notifying the students of such status. The pink copy of the form will be kept on file by the classroom teacher.
3. Each student will provide the designated teacher with a signed **Request for Approval/Verification Form** or a certificate, or other means of valid documentation which indicates the type of project completed, the dates of the project, and the amount of hours spent to complete the project. Such documentation will require the signature of the adult responsible for coordinating the efforts of the project.
4. As each project is completed, the designated teacher will provide a signature confirming credit for service rendered. Part II of the **Request for Approval/Verification Form** must be submitted within the academic year the service is completed.
5. Any student who transfers to a high school in the Henrico County Public School system with documented hours of Community Service at a high school outside of Henrico County will be awarded credit for those hours as long as they were completed during his/her high school career.

Responsibilities of the High School CSL Coordinator

- Coordinate with the feeder MS CSL Coordinator to plan and provide an orientation for 8th graders including procedures for approval of summer projects. It is recommended that one 12-month school employee (preferably the director of school counseling or principal) be identified and trained to receive and review all requests for approval during the summer.
- Ensure that a link is provided on the school web site to the HCPS CSL web page.
- Lead an orientation of the CSL guidelines to all teachers charged with introducing and approving the CSL program to students in grades 9-12.
- Work with school administrators to provide an effective means of providing this information to all freshmen.
- Provide a school implementation plan of action to the secondary Social Studies Specialist no later than the end of September.
- Submit a mid-year report of service and an end-of year report to the secondary Social Studies Specialist by the set deadlines.
- Request the appropriate number of CSL seals from the secondary Social Studies Specialist, enter the hours of service, and take sufficient care that the seals are put on the correct diplomas.
- Be responsible for entering the hours of service for individual students into WinSchool so that student transcripts are updated in a timely manner.



Community Service Learning for Grades 6-12
Timeline of Activities
2009/2010



- July 30 - Distribution of Request for Approval/Verification Forms and Summary of Guidelines to all high school principals.
- August 13 - HCPS CSL webpage update completed.
Distribution of materials for CSL Coordinators sent to all secondary schools.
- Pre-Service Week - Introduction of Community Service Learning to teachers by CSL Coordinators..
- Aug. – Sept. - Revision of local school implementation plans.
- Formal communication to parents (Fee night packets, school newsletter & website).
- Sept. 30 - **All CSL Coordinators** submit school implementation plans to secondary Social Studies Specialist.
- Sept. – Oct. - Introduction of Community Service Learning opportunities to students in grades **6 - 12**.
- Sept. - April - Students submit **Request for Approval/Verification Forms** and complete service as described.
- Feb. 2 - 5 - **All teachers** re-emphasize Community Service Learning opportunities during class time.
- February 5 - **All schools'** mid-year report due to the secondary Social Studies Specialist.
- April 30 - Last date for **seniors** to submit **Verification of Service Forms**.
- May 7 - Supervising teachers submit **grade 12 log sheets** to the HS CSL Coordinators.
- May 12 - HS CSL Coordinators submit **grade 12 data** (WinSchool) and request seals from the secondary Social Studies Specialist.
- May 18 - Community Service Seals sent to principals for **grade 12 students**.
- May 18 - Last date for students in **grades 9 - 11** to submit **Verification Forms**. Any hours of service submitted after this date may not be included as part of the 2009/2010 end-of-year report.
- May 26 - **All schools** submit annual reports due to the secondary Social Studies Specialist for grades 6-11.



Community Service Learning for Grades 6-12
A STEP-BY-STEP GUIDE FOR STUDENTS



- Step 1** Listen to teacher's presentation about Community Service Learning and read the handouts.
- Step 2** Choose the appropriate Community Service Learning activity/activities for your interests.
- Step 3** Complete Part I of the **Request for Approval/Verification Form**. Be sure to include the name and contact information of your project supervisor and the signature of a parent or guardian. **This must be completed and submitted to your teacher prior to the commencement of any service.**
- Step 4** Submit the **Request for Approval/Verification Form** to the appropriate teacher as designated in your school.
- Step 5** Perform the service project(s).
- Step 6** Complete Part II of the **Request for Approval/Verification Form**. *This must include the signature of your project supervisor.*
- Step 7** Submit the completed **Request for Approval/Verification Form** to your teacher.
- Step 8** Receive Community Service Learning seal on your high school diploma if the minimum requirements have been met.



Community Service Learning for Grades 6-12
GETTING STARTED



**A GUIDE
for
STUDENTS WHEN CONTACTING AGENCIES**

Before Calling an Agency:

1. Decide what you would like to do. Look through the Community Service Learning Volunteer Opportunities brochure for suggested organizations and activities.
2. Decide on the time you have available (day, month, hours, etc.).
3. Have a calendar, pen, and paper with you when you place the call.
4. Be professional when talking on the phone. *(Be sure to dispose of chewing gum before placing a call.)*

TO HELP YOU WHEN YOU MAKE THE CALL, it is a good idea to know what you are going to say.

The following is a simple guide:

“Hello. I am a student at (Name of School) . May I speak to the volunteer coordinator?” (use the name of the person if available).

“Good afternoon. My name is _____ and I am a student at _____ . I am interested in volunteering my time to our community. I would like to talk to you about what I could do to help your organization. Is this a good time for you?”

From this point on, you will need to simply follow the lead of the other person. Be sure to find out:

- what services are needed,
- when the services may be performed, and
- who you should contact upon arriving at the site.





Community Service Learning for Grades 6-12
Summary of Student Guidelines for Parents
2009/2010



This summary sheet along with a **Request for Approval/Verification** form is included in the packet of information provided to all parents at the beginning of the school year. Parent approval for specific service will be indicated by the signature on the form and is required to be submitted to the appropriate teacher before any service is provided.

**Activities that qualify for service credit
MUST:**

- demonstrate volunteer, non-paid service.
- benefit an educational or a non-profit 501(c)3 and be a non-sectarian organization with the exception of hospitals and nursing homes, or an individual in need (as described in the guidelines).

**Activities that qualify for service credit
MUST NOT:**

- be self-serving for the student or the student's family member.
- be tied to a grade in any way.

**The key to determining whether or not the service meets the criteria is asking the question,
Who benefits from the service?**

The answer should be:

Those organizations which are identified as an educational institution or those with 501(c)3 status, or an individual in need such as the poor, the sick, or with special needs.

Students in the Classes of 2010 - 2012 who have completed a minimum of 50 hours of community service during grades 9-12 will receive a special seal for their diploma and a notation on their transcript. Students may receive credit for activities completed the summer prior to the 9th grade, provided that appropriate procedures for prior approval were followed. **Because of the expanded criteria now offered for Community Service Learning (CSL) activities, beginning with the Class of 2013, students must complete 80 hours of service during grades 9-12 in order to receive the CSL seal.**

BEFORE rendering any service, the student must complete and submit the **Request for Approval/Verification Form**. The student signature indicates his/her intent to perform the service as described on the form. The parent signature on the form acknowledges the parent's approval of the service described on the form. The teacher's signature on the form indicates approval that the described service meets the criteria of the CSL guidelines.

When submitting hours of service to the CSL Coordinator the student must include the:

1. date(s) of service,
2. number of service hours provided,
3. name of the person or organization benefiting from the service provided,
4. description of the service performed, and
5. name, signature, and contact information (phone or e-mail) of the adult supervisor of the service.

The adult supervisor of the service is required to sign the **Verification Form** indicating completion of the service as described on the form and the number of hours of service performed. The student is to submit this form to the school's CSL Coordinator during the academic year the service is provided.

To read the complete guidelines for the HCPS Community Service Learning program, including examples of approved service opportunities, please refer to <http://www.henrico.k12.va.us/students/volunteer.html>.



Community Service Learning
Mid-Year Report
Grades 6 - 8



Please provide the following participation in the Community Service Learning Program to the best of your ability. Middle School Coordinators are reminded that your log forms should accompany this report.

**Number of STUDENTS
Performing Community
Service**

**Number of Community
Service HOURS Performed**

_____	Grade 6	_____
_____	Grade 7	_____
_____	Grade 8	_____
_____	Total	_____

CSL Middle School Coordinator/Date

School

Deadline: February 5, 2010

Please return to Mike Hasley, Social Studies Specialist 6-12 /Central Office



Community Service Learning
End-of-the-Year Report
Grades 6 – 8



Please provide the following participation in the Community Service Learning Program to the best of your ability for the **TOTAL** participation of **first semester** and **second semester combined** for this school year. Middle school coordinators are reminded that your log forms should accompany this report.

**Number of STUDENTS
Performing Community
Service**

**Number of Community
Service HOURS Performed**

Grade 6

Grade 7

Grade 8

Total

CSL Middle School Coordinator/Date

School

Deadline: May 26, 2010

Please return to Mike Hasley, Social Studies Specialist 6-12 /Central Office



Community Service Learning
Mid-Year Report
Grades 9 - 12



Please provide the following participation in the Community Service Learning program to the best of your ability.

**Number of STUDENTS
Performing Community
Service**

**Number of Community
Service HOURS Performed**

_____	Grade 9	_____
_____	Grade 10	_____
_____	Grade 11	_____
_____	Grade 12	_____
_____	Total	_____

CSL High School Coordinator/Date

School

Deadline: February 5, 2010

Please return to Mike Hasley, Social Studies Specialist 6-12 /Central Office



Community Service Learning
End-of-the-Year Report
Grades 9 - 12



Please provide the following participation in the Community Service Learning program to the best of your ability for the **TOTAL** participation of **first semester** and **second semester combined** for this school year for **grades 9-12**.

**Number of STUDENTS
Performing Community
Service**

**Number of Community
Service HOURS Performed**

_____	Grade 9	_____
_____	Grade 10	_____
_____	Grade 11	_____
_____	Grade 12 (2009-2010 ONLY)	_____
_____	Totals	_____

Indicate below the total number of students and hours for seniors throughout their high school years.

**Number of STUDENTS
Performing Community
Service**

**Number of Community
Service HOURS Performed**

_____	Seniors receiving seals	_____
_____	Seniors who did not earn seals	_____
_____	Totals	_____

CSL High School Coordinator/Date

School

Deadline: May 26, 2010

Please return to Mike Hasley, Social Studies Specialist 6-12 /Central Office