



ADMINISTRATIVE PROCEDURE

SERVICE-LEARNING GRADUATION GUIDELINES

6151

Procedure No.

February 1, 2005

Date

- I. **PURPOSE:** To provide guidelines and procedures to school personnel for implementing the student service-learning graduation requirement.
- II. **INFORMATION:** This procedure is in accordance with Maryland State Board of Education Regulations COMAR 13A.03.02.06:
- “D. Student Service, Students shall complete one of the following:
- (1) 75 hours of student service that includes preparation, action, and reflection components and that, at the discretion of the local school system, may begin during the middle grades; or
 - (2) A locally designed program in student service that has been approved by the State Superintendent of Schools.”
- III. **BACKGROUND:** The Maryland State Board of Education determined that each school system would be able to design its own service-learning requirement that would have to be approved by the State Superintendent. This administrative procedure details the implementation of the approved Prince George's County requirement.
- IV. **DEFINITIONS:**
- A. Service-Learning - The development of responsible citizenship by engaging students in service beneficial to their communities. The service includes academic preparation, action and structured reflection.
 - B. Preparation - Provides a link between service-learning activities and specific objectives while preparing the student to perform the service.
 - C. Action - Making a difference through action of caring by personal contact in the community through three basic types of action.
 1. Direct Action - Students work face-to-face with the recipient of the service.
 2. Indirect Action - Students work behind the scenes to channel resources to meet a community need.



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3. Advocacy Action - Students make a difference through political or public education.
- D. Reflection - A thoughtful consideration of the service experience, written, verbal, or visual at any stage of the service-learning project. Evidence includes lessons learned and connections to careers.
- V. **PROCEDURES:** The state approved service-learning graduation requirement is twofold: (1) curriculum infusion in grade 7 Health Education, grade 7 and 8 Family and Consumer Sciences, grade 8 English, grade 9 Social Studies, and the high school Biology course; and (2) 36 hours of service (direct, indirect, or advocacy).
- A. Curriculum infusion requires that each instructor complete a minimum of one lesson with a service-learning component that includes preparation, action, and reflection. This lesson does not require an "outside the classroom" experience. Sample lessons are provided with the curriculum guides that may be ordered from the warehouse or may be available online. Completion and certification of these lessons are the responsibility of the school principal. Completion of these courses equals 39 hours; however, these hours are not documented on paper. If a school decides not to offer one of the required courses, the principal must select an equivalent course for inclusion of the service-learning infusion. The principal must notify the Department of Pupil Services and Guidance Office and preparations must be made to train the appropriate teachers.
- B. Between grades 7 and 12, students must complete and document 36 hours of service. Service hours must be completed in a non-profit agency, school, government office (federal, state, or local), nursing home, hospital, or licensed daycare or family care center. Students may also work political campaigns or participate in a service project with a place of worship. Students may not earn hours proselytizing.
- C. Documentation for the 36 hours of service must be made using the "Student Service Verification of Participation" form (PGIN 7540-3127). See Attachment. Students are responsible for submitting the verification form to the Data Entry Clerk or Guidance Secretary at the school. The person receiving the verification form signs the side of the form indicating receipt and returns the yellow copy to the student. Students must keep the signed yellow copy for their portfolio.

It is the responsibility of the principal to assign the individual that will record each student's hours to the Office of Technology Applications,



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Student Support. Beginning in grade 7, each student will have an indication on the report card as to the status of the service hours.

- D. It is the responsibility of the principal to designate a site-based coordinator to facilitate service-learning activities/programs. Appointment of the service-learning liaison should be made by September 15 annually and reported to the Department of Pupil Services and Guidance Office.

VI. **RELATED PROCEDURES AND DOCUMENTS:**

- A. COMAR 13A.03.02.03 D (1) and (2).
- B. Administrative Bulletin I-3-94, New Student Service Requirement and Opportunity to Receive Credit for High School Level Courses Taken during Middle School Years, as Identified in New High School Graduation Requirements.
- C. High School Graduation Requirements and Four-Year Planner (annual publication).

- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Pupil Services and Guidance will be responsible for updating these procedures as needed.

- VIII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6151, dated October 30, 2001.

- IX. **EFFECTIVE DATE:** February 1, 2005.

Approved by:
André J. Hornsby
Chief Executive Officer

Attachment

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, and 12