

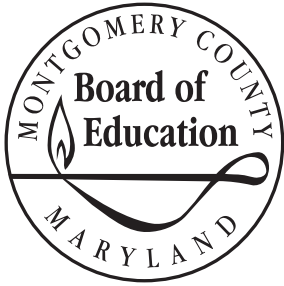
A MARYLAND GRADUATION REQUIREMENT
MONTGOMERY COUNTY PUBLIC SCHOOLS, ROCKVILLE, MARYLAND

Student Service Learning (SSL)

2018–2019 GUIDE FOR STUDENTS AND FAMILIES

*Give a little time...
make a big difference*





VISION

We inspire learning by providing the greatest public education to each and every student.

MISSION

Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.

CORE PURPOSE

Prepare all students to thrive in their future.

CORE VALUES

*Learning
Relationships
Respect
Excellence
Equity*

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850 Hungerford Drive
Rockville, Maryland 20850
www.montgomeryschoolsmd.org

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MONTGOMERY COUNTY PUBLIC SCHOOLS
www.montgomeryschoolsmd.org
MARYLAND



July 2018

Dear Middle and High School Students and Parents/Guardians:

Student Service Learning (SSL) affords students the opportunity to actively participate in our community and build the skills they need to be successful students and citizens. I am proud of the thousands of SSL hours logged each year by our students.

The 2018–2019 school year SSL guidebook provides information about the Maryland State Department of Education SSL graduation mandate. Completing 75 SSL hours is a requirement for high school graduation in Maryland. Program facts, meaningful community involvement, SSL documents, best practices, and beneficial outcomes of SSL are included in the booklet. In addition, you will find important information about the SSL approval process, SSL awards programs, the distinction between SSL and “volunteering,” tips for parent/guardian involvement, recordkeeping logs, and more. Through meaningful service-learning involvement at school and in the community, students view SSL as more than a graduation requirement; SSL is an opportunity to strengthen character, develop responsibility, learn new skills, explore careers, and develop avenues for civic engagement.

Please refer to the important information included in this brochure, on the Montgomery County Public Schools (MCPS) website at <http://www.montgomeryschoolsmd.org/departments/ssl/>, and in school newsletters, to review MCPS SSL guidelines and identify the approved opportunities to meet the requirement in meaningful ways. If you have additional questions, please contact the SSL coordinator at your student’s school.

Sincerely,

Jack R. Smith, Ph.D.
Superintendent of Schools

JRS:MVN:JTB

Office of the Superintendent of Schools

850 Hungerford Drive, Room 122 ♦ Rockville, Maryland 20850 ♦ 301-279-3381

BASICS OF STUDENT SERVICE LEARNING (SSL)

WHAT IS SSL?

- Student Service Learning (SSL) is a teaching method that combines meaningful service to the community with curriculum-based learning. www.mdservice-learning.org
- Students improve their academic skills by applying what they learn in school to the real world; they then reflect on their experience to reinforce the link between their service and their learning. (Learning in Deed)

WHO IS REQUIRED TO PERFORM SERVICE LEARNING?

- Any student in a Maryland public school earning a diploma must complete 75 hours of service, prior to graduation.
- Montgomery County Public Schools (MCPS) students may begin working on this requirement over the summer, after completing Grade 5. Hours are accrued throughout middle and high school.

WHY IS SSL A CONDITION OF GRADUATION IN MARYLAND?

- In 1992, the Maryland State Board of Education adopted a mandatory service requirement, which became effective in 1993 and has applied to every graduating class since 1997.
- This graduation requirement is intended to prepare students to be life-long contributors to the community.
- The service-learning requirement is not intended to take the place of kind actions that students perform to assist family members, neighbors, or members of their faith organizations.
- Civic engagement and political participation are key elements of service learning.

WHERE CAN I FIND INFORMATION ABOUT THE STUDENT SERVICE LEARNING (SSL) REQUIREMENT?

- The Maryland State Department of Education (MSDE) website: www.mdservice-learning.org.
- The Montgomery County Public Schools (MCPS) website: www.montgomeryschoolsmd.org/departments/ssl/.
- Local school-system publications and newsletters.

HOW CAN MCPS STUDENTS MEET THE SSL REQUIREMENT?

- Enroll and successfully complete specific middle and high school courses that use SSL activities to achieve curricular objectives during the instructional day.
Note: High school courses that achieve curricular objectives through service-learning activities are identified in the MCPS High School Course Bulletin.
- Enlist in school-sponsored clubs and organizations that have a service focus and earn SSL hours for involvement outside of the instructional day.

- Participate in opportunities with community organizations that have met MCPS Guidelines for SSL. A list can be found online at www.montgomeryserves.org of organizations that have certified compliance with MCPS Guidelines for SSL, and have attended a training and submitted the [MCPS Form 560-51A, Organization Responsibility and Assurance Certification Document](#).
- Identify a non-profit organization that is not on the webpage and submit MCPS Form 560-50 to seek MCPS review before the service begins.

HOW SHOULD STUDENTS DOCUMENT THEIR SERVICE?

- All service must be documented on [MCPS Form 560-51, Student Service Learning Activity Verification](#). All SSL forms are available on the website (www.montgomeryschoolsmd.org/departments/ssl/) and in middle and high schools.
- Documentation of all service is due to the school-based SSL coordinator according to specific timelines in order to be reflected on the student's report card each semester; students should submit MCPS Form 560-51, *Student Service Learning Activity Verification Form*, to the school SSL coordinator by the following dates:
 - Service completed during the summer—**Recommended by Last Friday in September**
 - Service completed during the summer and 1st semester—**Recommended by First Friday in January**
 - Service completed during the summer, 1st semester, and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle school)—**Recommended by First Friday in April**
 - Service completed during the summer, 1st semester, and 2nd semester—**REQUIRED by First Friday in June**
- SSL activity also is noted on myMCPS Classroom.
- **All** SSL Forms for service completed any time during the current school year, including the summer before the current school year, are **REQUIRED** to be submitted to the school SSL coordinator no later than the **First Friday in June in the school year that the service was performed**.

THE ABCS OF STUDENT SERVICE LEARNING

A

APPROVAL AND AWARDS

- Organizations and opportunities that award student service learning (SSL) hours must be reviewed by MCPS.
- Organizations that meet MCPS Guidelines for SSL are identified with a graduation cap icon.
- To work with those organizations and opportunities not identified with a cap icon, students must complete [MCPS Form 560-50, Individual SSL Request](#) (see page 9), and have it reviewed by the MCPS SSL Coordinator prior to beginning the activity.
- [MCPS Form 560-51, Student Services Learning Activity Verification](#) (see page 8), documents all SSL involvement.
- Documented hours are recorded on all report cards.
- The Superintendent's Student Service Learning Award recognizes those who meet the 75-hour graduation requirement by the first Friday in April of a middle school year.
- The Certificate of Meritorious Service recognizes those who have documented 260 SSL hours by the first Friday in April of their senior year.

B

BENEFITS AND BEST PRACTICES

- Meaningful civic engagement helps students develop workforce ethics and leadership skills
- High-quality SSL explores careers, strengthens character, and develops self-esteem and pro-social behaviors.
- Best practices of service learning
 - Meet recognized needs in the community
 - Achieve curricular objectives
 - Gain necessary knowledge and skills
 - Plan ahead
 - Work with service organizations
 - Cultivate a sense of responsibility
 - Reflect throughout the experience

C

CONDITIONS AND COORDINATION

- SSL includes phases of preparation, action, and reflection.
- The action phases may be direct, indirect, or advocacy.
- Opportunities that meet MCPS Guidelines for SSL for non-profit organizations are listed on the www.montgomeryserves.org website
- Service may be completed at a non-profit organization that is not listed on the MCVC website if it meets MCPS Guidelines for SSL service by submitting MCPS Form 560-50 before the service begins.
- Service must occur in a public place, not a private residence/home.
- One SSL hour is awarded for every hour of service performed outside of the instructional day.
- All service must be supervised by an adult representative of the organization (not a parent/guardian or relative).
- Only exception to the nonprofit rule: SSL hours may be awarded for direct service to patients/residents in assisted-living facilities and nursing homes, by completing [MCPS Form 560-50, Individual SSL Request](#).
- All SSL opportunities must be secular (nonreligious) in nature.
- Door-to-door neighborhood canvassing and telephone solicitation are not allowed.
- Students receive no financial compensation for SSL.
- Each secondary school has a SSL coordinator. The SSL coordinator promotes organizations that meet MCPS Guidelines and opportunities and maintain students' SSL records.

THE DIFFERENCE BETWEEN VOLUNTEERING/COMMUNITY SERVICE, AND SERVICE LEARNING

The Student Service Learning (SSL) program in Montgomery County Public Schools (MCPS) should not be confused with the act of “volunteering” or “performing community service,” nor should the SSL

program be confused with those in other jurisdictions. The following chart explains the MCPS SSL program. More complete information is available on the website www.montgomeryschoolsmd.org/departments/ssl/.

VOLUNTEERING OR PERFORMING COMMUNITY SERVICE	STUDENT SERVICE LEARNING
This is not a requirement.	This is a Maryland State Department of Education (MSDE) graduation requirement. It was not instituted to replace kind acts that support family and community members, neighbors, or members of their faith organizations.
There are no established guidelines.	Guidelines are established by MSDE and MCPS.
This may occur on the spur of the moment.	This requires planning in advance of the service.
Documentation of the service is not required.	Documentation of SSL secular activities is required using MCPS Form 560-51, Student Service Learning Activity Verification . Systemwide timelines support timely and accurate record keeping on semester report cards. - Service completed during the summer—Recommended by Last Friday in September - Service completed during the summer and 1st semester—Recommended by First Friday in January - Service completed during the summer, 1st semester, and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle school)—Recommended by First Friday in April - Service completed during the summer, 1st semester, and 2nd semester—REQUIRED by First Friday in June All SSL Forms for service completed any time during the current school year, including the summer before the current school year, are REQUIRED to be submitted to the school SSL coordinator no later than the First Friday in June of the current school year .
The age requirement varies.	Individuals begin work on the SSL requirement after Grade 5 and continue through high school.
This may occur in a variety of locations.	This must be done in a public place, not a private residence/home, (unless specifically approved by the MCPS SSL Coordinator).
This may be performed without adult supervision.	This must be supervised by an adult representing the organization, not a student's relative.
This may occur with a wide range of organizations.	This must be done with organizations that meet MCPS Guidelines for SSL*
There is no person affiliated with the school district and no MCPS coordinator involved.	There is a SSL coordinator at every middle and high school providing information and maintaining service-learning records for students.
This may be performed with an organization that has no general liability insurance.	Organizations identified with a graduation cap icon on the website www.montgomeryserves.org , have attended a training and submitted the MCPS Form 560-51A, Organization Responsibility and Assurance Certification Document .
There is no school district recognition of contributions.	MCPS award programs recognize the exceptional service of secondary students.
The focus is on the <i>action</i> phase only.	This focus is on three phases: <i>preparation, action, and reflection</i> .
This may serve any organization or opportunity.	Organizations and opportunities must be identified with a graduation cap icon  on the website www.montgomeryserves.org or MCPS Form 560-50, Individual SSL Request must be completed by the student and the organization in advance of any service.

*Service with organizations and opportunities not identified with a graduation cap  icon on the website www.montgomeryschoolsmd.org/departments/ssl/ require review in advance, using [MCPS Form 560-50, Individual SSL Request](#).

HOW TO FIND COMMUNITY ORGANIZATIONS AND OPPORTUNITIES FOR SSL

You do not need to create an account to search for SSL organizations or opportunities.

- Go to www.montgomeryserves.org, the Montgomery County Volunteer Center (MCVC) website
- Click MCPS SSL
- Search options:
 - All SSL opportunities that have submitted certification of compliance with MCPS Guidelines for SSL
 - Calendar
 - SSL Opportunities by geographic area
 - All Organizations
 - Advanced Search

Remember: The organization and the opportunity must be identified with a graduation cap icon to reflect that it has submitted certification of compliance with MCPS Guidelines for SSL. The graduation cap icon is not and does not indicate MCPS sponsorship, endorsement, or approval of an organization. Parents/guardians and students are expected to review the organization and opportunities offered with due care to determine if the opportunity is appropriate and safe for the students.

- If you are interested in an organization, call or e-mail the contact listed on the MCVC website. Consider using the script on page 5 when you speak to the organization contact on the phone.

WHAT YOU SHOULD KNOW ABOUT ORGANIZATIONS IDENTIFIED WITH A GRADUATION CAP ICON

ORGANIZATIONS IDENTIFIED WITH GRADUATION CAP ICON HAVE DONE THESE THINGS:	ORGANIZATIONS IDENTIFIED WITH GRADUATION CAP ICON HAVE AGREED TO DO THESE THINGS:	IMPORTANT FACTS
Registered with Montgomery County Volunteer Center (MCVC)	Provide activities that are secular in nature	MCVC and MCPS staff members do not do site visits or require background checks for identified organizations.
Sent a representative to an orientation where the MCPS SSL guidelines were explained (once every 3 years)	Advise students of the need that will be addressed, overall expectations, and safety information	Parents/guardians should contact individual organizations to verify safety and background-check information.
Signed an Organization Responsibility and Assurance Certification Document (once every 3 years)	Cover the SSL phases of preparation, action, and reflection	Parents/guardians are responsible for determining if an organization or service opportunity is appropriate and safe for their children
Obtained official tax-exempt status from the Internal Revenue Service (IRS)	Supervise all activities in public places (not private residences, unless specifically approved by the MCPS SSL Coordinator)	SSL opportunities may not be used to increase revenue for a private business
Agreed to carry a current certificate of general liability insurance.	Prohibit door-to-door neighborhood canvassing opportunities or telephone solicitation	SSL opportunities may not replace a paid staff member
	Evaluate student performance at regular intervals and share results with student	SSL organizations may not compensate students with money, goods, or services
	Maintain log and verify service on MCPS Form 560-51, Student Service Learning Activity Verification , according to program timelines	Non-profit organizations are encouraged to have adult volunteers and supervisors of the service opportunity to complete the MCPS Recognizing and Reporting Child Abuse and Neglect training that can be found online at: www.montgomeryschoolsmd.org/childabuseandneglect/
	Award 1 SSL hour for every hour of service (maximum 8 hours per day)	
	Comply with all federal, state, and local laws and Montgomery County Board of Education Policy ACA, Nondiscrimination, Equity, and Cultural Proficiency , including those that prohibit illegal discrimination.	
	Prohibit verbal abuse, threats, physical violence, or sexual harassment directed at others	

CONTACTING COMMUNITY ORGANIZATIONS THAT ARE IDENTIFIED WITH A GRADUATION CAP ICON ON THE WEBSITE

WWW.MONTGOMERYSERVES.ORG

Students should seek parent/guardian approval prior to contacting any community organization for service learning.

STUDENT SCRIPT FOR TELEPHONE OR OTHER COMMUNICATION EXCHANGE WITH A NONPROFIT ORGANIZATION REPRESENTATIVE

1. Hello, my name is _____.
(Clearly state first and last name.)
2. I am _____ years old and in the _____ grade.
(Clearly state age and grade.)
3. I go to _____ School in _____ Maryland.
(Clearly name your school and the part of the county in which the school is located.)
4. I am interested in a Student Service Learning opportunity with your organization that I saw on the website.
5. I would like to learn more about the _____.
(Clearly identify the opportunity shown on the website that was of interest.)

OR

6. I would like to come to your organization to see what I can do to support your work and earn Student Service Learning hours.
7. I am in school every day until _____.
(Clearly identify the time school is out.)
8. I cannot miss my own instructional program to earn SSL hours.
9. I am available on _____.
(Clearly identify the weekend days and holidays you are available.)
10. When would be a good time for us to meet?
11. I look forward to seeing you then. Thank you.

FAMILIES CAN HELP STUDENTS ASSUME RESPONSIBILITY FOR SSL GRADUATION REQUIREMENT

ENCOURAGE AND SUPPORT YOUR CHILD

- Help your child identify opportunities in school and in the community where a real need can be met through the SSL program.
- Keep copies of all SSL paperwork.
- Ask your child questions about the project he or she is working on. “What are you learning?” “Who are you serving?”
- Review your child’s reflection statement before it is submitted for review by MCPS.

CHOOSE AN APPROPRIATE ORGANIZATION

Parents are responsible for determining if an organization or service opportunity is appropriate and safe for their child.

Organizations are required to—

- Advise students of the purpose of the organization;
- Provide service-learning activities that are secular in nature;
- Provide information on expectations and safety;
- Address the SSL phases: preparation, action, and reflection;
- Supervise all activities in public places;
- Evaluate and share feedback on student performance at regular intervals;
- Award 1 SSL hour for every hour of service;
- Comply with all federal, state, and local laws including but not limited to those that prohibit discrimination; and
- Prohibit verbal abuse, threats, physical violence, or sexual harassment against others.

The list of organizations on the Montgomery County Volunteer Center website www.montgomeryserves.org includes organizations tagged with the cap icon (MCPS SSL) and others without the cap icon.

Organizations identified with the cap icon have met the MCPS Guidelines for SSL. Those not identified with a cap icon require that students complete [Form 560-50, Individual SSL Request](#), and have their requests reviewed first by MCPS staff.

THINGS TO KNOW

- The SSL graduation requirement is 75 student service learning hours.
- Parents/Guardians and relatives cannot serve as a child’s SSL supervisor.
- Get to know the SSL coordinator in your child’s school.
- Remember to read school and Parent/Teacher Association (PTA) communications to keep on top of local and state guidelines.
- Attend school meetings and ask questions
- Check the SSL portion of your child’s report card, and the myMCPS Classroom portal,
- *The Superintendent’s SSL Award* is given to students who meet the 75-hour graduation requirement by the first Friday in April of a middle school year.
- *The Certificate of Meritorious Service* is given to those students with 260 or more SSL hours by the first Friday in April of their senior year.

Go to the SSL website www.montgomeryschools.org/departments/ssl/ for general information and to find all the forms your child will need.

DEADLINES

Time Frame of Service	Recommended and Required Due Dates
Service completed during the summer	Recommended by Last Friday in September
Service completed during the summer and 1st semester	Recommended by First Friday in January
Service completed during the summer, 1st semester and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent’s SSL Award (middle school)	Recommended by First Friday in April
Service completed during the summer, 1st semester, and 2nd semester	REQUIRED by First Friday in June

Celebrate your child’s service and learning accomplishments!

For communications in other languages, special announcements, and frequently asked questions, visit the MCPS website, www.montgomeryschools.org/departments/ssl/, and the Maryland State Department of Education website, www.mdservice-learning.org.

STUDENT SERVICE LEARNING (SSL) RECORD

This form is provided as an option to maintain a running record of service provided with organizations that have met the MCPS Guidelines for SSL, and that meet the Maryland State Department of Education SSL graduation requirement. Make additional copies as needed. This form is for recording purposes only. It is not the official record.

Name _____ ID number _____

DATE	ORGANIZATION	SERVICE ACTIVITY	SUPERVISOR	HOURS

MCPS Form 560-51, *Student Service Learning Activity Verification*, documents all SSL activities. Systemwide timelines support timely and accurate record keeping on semester report cards. Students should submit their documents according to the following recommended and required deadlines:

- Service completed during the summer—**Recommended by Last Friday in September**
- Service completed during the summer and 1st semester—**Recommended by First Friday in January**
- Service completed during the summer, 1st semester and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle school)—**Recommended by First Friday in April**
- Service completed during the summer, 1st semester, and 2nd semester—**REQUIRED by First Friday in June**

All SSL Forms for service completed any time during the current school year, including the summer before the current school year, are **REQUIRED** to be submitted to the school SSL coordinator no later than the **First Friday in June**.



Student Service Learning Activity Verification

Office of Student and Family Support and Engagement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 560-51
August 2018

STUDENT INSTRUCTIONS: Complete Sections I and III of this form legibly in blue or black ink. The nonprofit tax exempt organization completes Section II. Documentation of all service is due to the school-based SSL coordinator according to specific timelines. In order to be reflected on the student's report card each semester, students must submit [MCPS Form 560-51, Student Service Learning Activity Verification Form](#), to the school SSL coordinator by the following recommended dates:

Service completed during the summer—**Recommended by Last Friday in September**

Service completed during the summer and 1st semester—**Recommended by First Friday in January**

Service completed during the summer, 1st semester, and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle school)—**Recommended by First Friday in April**

Service completed during the summer, 1st semester, and 2nd semester—**REQUIRED by First Friday in June**

ALL SSL Forms for service completed any time during the current school year, including the summer before the current school year, are **REQUIRED** to be submitted to the school SSL coordinator **no later than the first Friday in June**.

SECTION I. STUDENT INFORMATION—To be completed by the student prior to review from the nonprofit tax exempt organization.

Student's Name _____ MCPS ID _____ Grade _____

School _____ First Period Teacher _____

E-mail _____

Parent/Guardian Name _____ Phone: Home or Cell _____-____-____ Other _____-____-____

SECTION II. NONPROFIT, TAX EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred.

Organization _____ Federal Employer Identification # ____-____-____ Phone _____-____-____

Address _____ E-mail _____

Describe Activity (performed) _____

Service Record

Date From	Date To	# Days of Service	# Hours Per Day (8 in a 24 hour period maximum)	Total # Hours Completed (award 1 SSL hour for every hour of service)

Supervisor Name (print) _____ Title _____

Supervisor Signature _____ Date ____/____/____

SECTION III. STUDENT REFLECTION—Think about your SSL activity. Review the Maryland Seven Best Practices of Service-Learning www.montgomeryschoolsmd.org/departments/ssl/pages/bestpractices.aspx and respond to the following questions in a written paragraph below.

- **What** did you do?
 - **What** need did your service address?
 - **Who** benefitted from your service?
 - **What** did you learn about yourself?
 - **How** was this experience connected to something you learned in a class at school? (For example, English, Mathematics, Science, Social Studies, Arts, Physical Education, Health, Foreign Language, etc.)
- Note:** This reflection will be reviewed by the MCPS SSL coordinator and returned to the student if not complete.

Parent/Guardian Name (print) _____

Signature _____ Date ____/____/____

MCPS SSL COORDINATOR USE ONLY

☐ Check if automatic hours are attached to this activity as a result of course instruction.

Verification form submitted to coordinator Date ____/____/____

Hours earned previously ____ + Hours for this activity ____ = Total hours including activity ____ Date ____/____/____

Individual Student Service Learning (SSL) Request



Office of Student and Family Support and Engagement
Student Leadership Office
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 560-50
August 2018
Page 1 of 2

See Maryland Student Service-Learning Guidelines

<http://marylandpublicschools.org/programs/pages/service-learning/index.aspx>

STUDENT INSTRUCTIONS: This form is for students to pursue a Student Service Learning (SSL) opportunity that is **not** identified on the Montgomery County Volunteer Center (MCVC) website. The names of nonprofit, tax-exempt organizations that have certified compliance with MCPS Guidelines for SSL can be found on www.montgomeryserves.org. Students should be familiar with the Seven Best Practices of Student Service Learning (see page 13 of the *MCPS Student Service Learning (SSL) 2018–2019 Guide for Students and Families*) www.montgomeryschoolsmd.org/departments/ssl/pages/bestpractices.aspx. Students should complete this form by typing into this interactive form, or print legibly in blue or black ink, obtain parent/guardian approval, and submit it to their school-based SSL coordinator at least 2 weeks prior to starting the SSL activity.

STUDENT FOLLOW UP (if activity meets MCPS Guidelines for SSL after review by the MCPS SSL coordinator—see page 2 of the MCPS SSL Guide for Students and Families): Documentation of all service is due to the school-based SSL coordinator must be completed on **MCPS Form 560-51, Student Service Learning Activity Verification Form**, by the recommended or REQUIRED dates below: (please note that all SSL hours are available on the myMCPS student portal after they have been verified by the school-based SSL coordinator. In order for the SSL hours to be reflected on the student's report card, the "recommended" dates below must be met.)

Service completed during the summer—**Recommended by Last Friday in September**

Service completed during the summer and 1st semester—**Recommended by First Friday in January**

Service completed during the summer, 1st semester, and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle school)—**Recommended by First Friday in April**

Service completed during the summer, 1st semester, and 2nd semester—**REQUIRED by First Friday in June**

ALL SSL Forms for service completed any time during the current school year, including the summer before the current school year, are **REQUIRED** to be submitted to the school SSL coordinator **no later than the first Friday in June**.

STUDENT INFORMATION—To be completed by the student at least 2 weeks prior to beginning the volunteer activity.

Student's Name _____ MCPS ID _____ Grade _____

School _____ First Period Teacher _____

E-mail _____

Parent/Guardian Name _____ Phone: Home or Cell _____ - _____ - _____ Other _____ - _____ - _____

Name of nonprofit, tax-exempt organization that is NOT listed as MCPS SSL (those nonprofit organizations who have certified compliance with MCPS Guidelines for SSL) on the MCVC website, and student is requesting to volunteer with: _____

Name of nonprofit supervisor: _____

Service activities to be done include (please provide a detailed description of the volunteer service/activity you will be doing with this organization):

Proposed dates of service: From ____/____/____ To ____/____/____. (Maximum 1 school year)

Student Signature _____ Date ____/____/____

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL)

This form must be completed and submitted to the school SSL coordinator PRIOR to the student beginning a volunteer opportunity for which SSL hours are desired with an organization that is not identified on the current list of nonprofit organizations that have certified compliance with Montgomery County Public Schools (MCPS) Guidelines for SSL. This list can be found on the MCVC website at www.montgomeryserves.org. Please allow 2 weeks for the SSL Coordinator to review this request. The following guidelines must be met by the nonprofit, tax-exempt organization named on this form in order for the student noted on this form to participate in an SSL activity with this nonprofit, tax-exempt organization.

Supervision	Provide ongoing supervision for MCPS students either directly or through appropriately authorized designee(s).
Expectations	Advise students of the need that will be addressed by this service, overall expectations, and safety information.
Activities for which MCPS students MAY NOT earn SSL hours	• Door-to-door distribution or neighborhood canvassing of any kind; • Service supervised by parent or relative; • Service without sponsorship of an approved nonprofit, tax exempt organization; • Service of a religious nature where the chief purpose is to convert others to a particular religious or spiritual view and/or which denigrates the religious or spiritual views of others. • Service of a religious nature where the chief purpose is to help prepare and/or participate in the performance of a religious service or religious education activity. • Service supervised by an individual who is younger than 18 years of age; • Service performed on private property or in a private residence/home (unless specifically approved by the MCPS SSL coordinator); • Service that replaces a paid staff worker of the participating agency. • Service resulting in financial or other compensation.

DISTRIBUTION: Copy 1/School-based Student Service-Learning Coordinator; Copy 2/Student

GUIDELINES FOR STUDENT SERVICE LEARNING (SSL) (continued)

Liability	Maintain general liability insurance that covers MCPS student volunteers.
Meet the Maryland Seven Best Practices of Service-Learning	• Meet a recognized need in the community. • Achieve curricular objectives through service-learning. • Reflect throughout the service-learning experience. • Develop student responsibility. • Establish community partnerships. • Plan ahead for service-learning. • Equip students with knowledge and skills needed for service.
Logs	Maintain a log and verify student service on MCPS Form 560-51, Student Service Learning Activity Verification according to program timelines.
Awarding of Hours	Award one (1) SSL hour for every hour of service, not exceeding eight (8) hours within a 24-hour period.
Ethical Conduct with Students	Build positive relationships with MCPS students to support learning and adhere to standards of professional practice, including but not limited to Section 2 of the MCPS Employee Code of Conduct, available on the MCPS website: www.montgomeryschoolsmd.org .
Sex Offenders	Shall not knowingly employ a registered sex offender at the site where an MCPS student is placed.
Compliance with Applicable Laws	Comply with labor laws including the Fair Labor Standards Act, 29 U.S.C. Chapter 8; and all other applicable federal, state, and local laws and regulations. The Organization Supervisor shall be responsible for reviewing and assuring compliance with the following Board of Education policies and MCPS regulations, available on the MCPS website at www.montgomeryschoolsmd.org/departments/policy/: Board Policy ACA, <i>Nondiscrimination, Equity, and Cultural Proficiency</i>; MCPS Regulation ACA-RA, <i>Human Relations</i>; Board Policy ACF, <i>Sexual Harassment</i>; Board Policy JHC, <i>Child Abuse and Neglect</i>; and MCPS Regulation JHC-RA, <i>Reporting and Investigating Child Abuse and Neglect</i>, including but not limited to those that prohibit discrimination, verbal abuse, threats, physical violence, or sexual harassment directed at others. (Organizations are encouraged to complete the online training on Recognizing and Reporting Child Abuse and Neglect, available at: www.montgomeryschoolsmd.org/childabuseandneglect/)

NONPROFIT, TAX-EXEMPT ORGANIZATION INFORMATION AND CERTIFICATION—To be completed by the supervisor

Organization Name _____ Federal Employer Identification # _____ - _____ - _____

Address Street _____ City _____ State _____ Zip Code _____

Phone _____ - _____ - _____ Fax _____ - _____ - _____ E-mail _____

Secular activities (activities that have no religious or spiritual basis) to be performed by student include *(please provide a detailed description of the services/activities the student is expected to perform)*:

My signature below certifies and verifies that:

- I am 18 years old or older.
- I agree to the MCPS Guidelines for SSL noted above.
- I agree to supervise the student in the above activities in a public place.

Name (Print) _____ Title _____

Signature _____ Date ____/____/____

PARENT/GUARDIAN APPROVAL: My signature below verifies that:

- I approve and accept full responsibility for my child's participation in this SSL opportunity with this organization.
- I know this request must be submitted to, and reviewed by, the MCPS SSL coordinator prior to my child beginning the activity.
- I understand that the organization with which my child will be volunteering is not listed on the MCVC website, but has submitted certification of compliance with MCPS Guidelines for SSL.

Parent/Guardian Name (Print) _____ Signature _____ Date ____/____/____

APPLICATION REVIEW BY SSL COORDINATOR

- ☐ Organization has certified compliance with MCPS SSL Guidelines as detailed above
- ☐ Organization has not certified compliance with MCPS Guidelines for SSL

☐ Other (explain) _____

Signature, Coordinator, Student Leadership and Volunteers _____ Date ____/____/____

Organization Responsibility and Assurance Certification Document



Office of Student and Family Support and Engagement

Student Service Learning

MONTGOMERY COUNTY PUBLIC SCHOOLS

Rockville, Maryland 20850

See Maryland Student Service-Learning Guidelines

<http://marylandpublicschools.org/programs/pages/service-learning/index.aspx>

MCPS Form 560-51A

August 2018

Register	Register with the Montgomery County Volunteer Center (MCVC) at www.montgomeryserves.org and provide updates when requested
Training	Attend orientation training on SSL procedures provided by Montgomery County Public Schools (MCPS) every three years.
Supervision	Provide ongoing supervision for MCPS students either directly or through appropriately authorized designee(s).
Expectations	Advise students of the need that will be addressed by this service, overall expectations, and safety information.
Activities for which MCPS Students MAY NOT earn SSL hours	• Door-to-door distribution or neighborhood canvassing of any kind; • Service supervised by parent or relative; • Service without sponsorship of an approved nonprofit, tax exempt organization; • Service of a religious nature where the chief purpose is to convert others to a particular religious or spiritual view and/or which denigrates the religious or spiritual views of others. • Service of a religious nature where the chief purpose is to help prepare and/or participate in the performance of a religious service or religious education activity. • Service supervised by an individual younger than 18 years of age; • Service performed on private property or in a private residence/home (unless specifically approved by the MCPS SSL coordinator); • Service that replaces a paid staff worker of the participating agency. • Service resulting in money, goods, services, or other compensation.
Liability	Maintain general liability insurance that covers MCPS student volunteers.
Meet the Maryland Seven Best Practices of Service-Learning	• Meet a recognized need in the community. • Achieve curricular objectives through service-learning. • Reflect throughout the service-learning experience. • Develop student responsibility. • Establish community partnerships. • Plan ahead for service-learning. • Equip students with knowledge and skills needed for service.
Logs	Maintain a log and verify student service on MCPS Form 560-51, Student Service Learning Activity Verification according to program timelines.
Awarding of Hours	Award one (1) SSL hour for every hour of service, not exceeding eight (8) hours within a 24-hour period.
Ethical Conduct with Students	Build positive relationships with MCPS students to support learning and adhere to standards of professional practice, including but not limited to Section 2 of the MCPS Employee Code of Conduct, available on the MCPS website: www.montgomeryschoolsmd.org .
Sex Offenders	Shall not knowingly employ a registered sex offender at the site where an MCPS student is placed.
Compliance with Applicable Laws	Comply with labor laws including the Fair Labor Standards Act, 29 U.S.C. Chapter 8; and all other applicable federal, state, and local laws and regulations. The Organization Supervisor shall be responsible for reviewing and assuring compliance with the following Board of Education policies and MCPS regulations, available on the MCPS website at www.montgomeryschoolsmd.org/departments/policy/: Board Policy ACA, <i>Nondiscrimination, Equity, and Cultural Proficiency</i>; MCPS Regulation ACA-RA, <i>Human Relations</i>; Board Policy ACF, <i>Sexual Harassment</i>; Board Policy JHC, <i>Child Abuse and Neglect</i>; and MCPS Regulation JHC-RA, <i>Reporting and Investigating Child Abuse and Neglect</i>, including but not limited to those that prohibit discrimination, verbal abuse, threats, physical violence, or sexual harassment directed at others. (Organizations are encouraged to complete the online training on Recognizing and Reporting Child Abuse and Neglect, available at: www.montgomeryschoolsmd.org/childabuseandneglect/)

As a representative of the Organization listed below, my signature certifies and verifies that all individuals who supervise MCPS students participating in SSL opportunities with this Organization will be required to agree to adhere to the MCPS SSL guidelines stated above.

Print Name _____ Title _____

Signature _____ Date ____/____/____

Organization _____

Address _____

Telephone _____ - _____ - _____ Fax _____ - _____ - _____

E-Mail _____

MONTGOMERY COUNTY PUBLIC SCHOOLS

BEST PRACTICES OF STUDENT SERVICE LEARNING

1. MEET A RECOGNIZED NEED IN THE COMMUNITY:

- Students work to identify pressing community needs and devise and participate in projects that address those needs.

2. ACHIEVE CURRICULAR OBJECTIVES THROUGH SERVICE-LEARNING:

- Service-learning provides an opportunity for classroom knowledge to be applied and tested in real-life settings.

3. REFLECT THROUGHOUT THE SERVICE LEARNING EXPERIENCE:

- Through reflection activities in the form of discussions, journaling, performing, writing, etc., students come to more fully understand the connection of their schoolwork to the service work performed.

4. DEVELOP STUDENT RESPONSIBILITY:

- High quality service-learning allows students to take leadership and ownership over the projects performed.

5. ESTABLISH COMMUNITY PARTNERSHIPS:

- Service-learning experiences provide opportunities for students to learn about their communities, explore career possibilities, and work with diverse groups of individuals.

6. THE STUDENT DEVELOPS A SENSE OF RESPONSIBILITY.

- As with all effective instruction, an action plan must be created which features specific objectives to be achieved through the activity.

7. EQUIP STUDENTS WITH KNOWLEDGE & SKILLS NEEDED FOR SERVICE:

- To effectively engage in a project, students must understand the issue they will be addressing. As part of preparing to engage in service-learning, Students also need to learn project specific skills, as well as explore issues related to citizenship and civic engagement.

11-05 Adapted from *Maryland's Seven Best Practices of Service Learning*

FREQUENTLY ASKED QUESTIONS

HOW CAN MCPS STUDENTS EARN SSL HOURS?

- Full participation in service-learning aspects and successful completion of specific middle and high school courses
- Participation in service-learning activities outside of the instructional school day promoted by school-sponsored clubs or organizations. The advisor verifies the SSL hours
- Participation with MCPS SSL organizations and opportunities outside of the instructional school day; both the organization and the opportunity must certify compliance with MCPS Guidelines for SSL
- Submission of the [MCPS Form 560-51, *Student Service Learning Activity Verification*](#), to the SSL coordinator, according to systemwide deadlines

WHAT ARE THE FORMS USED TO DOCUMENT SSL AND WHERE CAN THEY BE FOUND?

- [MCPS Form 560-51, *Student Service Learning Activity Verification*](#), is required to document every SSL activity.
- [MCPS Form 560-50, *Individual Student Service Learning Request*](#), is required to be completed and reviewed by the SSL coordinator in advance of participation in any opportunity with an organization that is not identified with the MCPS SSL graduation cap icon  on the Montgomery County Volunteer Center website www.montgomeryserves.org.
- [MCPS Form 560-51A, *Organization Responsibility and Assurance Certification Document*](#) is required by every organization that has certified compliance with the MCPS Guidelines for SSL and to be listed on the website www.montgomeryserves.org.
- SSL forms are available in all middle and high schools and can be downloaded from the MCPS SSL home page at www.montgomeryschoolsmd.org/departments/SSL/. Students should keep copies of all SSL documents.

WHAT CRITERIA IS USED TO DETERMINE IF AN OPPORTUNITY IS ELIGIBLE TO EARN SSL HOURS?

All MCPS SSL activities are—

- Listed on the MCPS SSL opportunities MCVC website at www.montgomeryserves.org, or has been identified by an Individual SSL Request (MCPS Form 560-50), and reviewed by the MCPS SSL Coordinator.
- Have certified compliance with the MCPS Guidelines for SSL on the [MCPS Form 560-51A, *Organization Responsibility and Assurance Certification Document*](#).
- Provided through specific MCPS courses; school-sponsored activities; or official tax-exempt, nonprofit organizations (assisted-living and nursing homes are the only exception);
- Secular (nonreligious) in nature;
- Provided in a public location not in a private residence/home (unless specifically approved by the MCPS SSL Coordinator);
- Supervised by an adult representing the nonprofit organization;
- Eligible to earn 1 SSL hour for every hour of service outside of the school day (maximum of 8 hours in a 24-hour period); and
- Focused on the three phases of service learning: preparation, action, and reflection.

Are there activities that DO NOT result in SSL hours?

Yes. Some activities for which students may not earn SSL hours include service that—

- involves door-to-door distribution or neighborhood canvassing of any kind;
- involves supervision by parent/guardian or relative or by an individual younger than 18 years of age;
- is not sponsored and supervised by an MCPS SSL tax-exempt nonprofit organization;
- is religious in nature;
- is performed in a private residence or on private property (unless specifically approved by the MCPS SSL Coordinator); or
- results in financial or other compensation.

How are student records toward the SSL diploma requirement maintained?

The SSL coordinator is available in every middle and high school to provide information about the SSL requirement, opportunities, timelines, and forms. The hours documented on the *Student Service Learning Activity Verification* forms are entered into each student record from Grade 6 through Grade 12. The SSL hours “required,” “completed,” and “remaining” are reflected on the report card every nine weeks, and on the myMCPS Classroom portal. Students should keep copies of all SSL documents.

Is there a list of SSL organizations and SSL opportunities?

Yes. Click on MCPS SSL that connects to www.montgomeryserves.org, the Montgomery County Volunteer Center website. Organizations and opportunities that are identified with MCPS SSL graduation cap icon . Both the organization and the opportunity must be identified with the MCPS SSL icon.

Can students participate in SSL activities with nonprofit organizations that are located outside of Montgomery County?

Yes. MCPS students may participate in SSL opportunities with a wide geographic range of nonprofit organizations. Opportunities with nonprofit organizations that are not identified with the graduation cap icon on the MCVC website require prior review by the MCPS SSL Coordinator of [MCPS Form 560-50, *Individual Student Service Learning Request*](#).

Additional information is available on the MCPS SSL home page at www.montgomeryschoolsmd.org/departments/ssl/. Go to the “Frequently Asked Questions” section.

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. Some examples of discrimination include acts of hate, violence, insensitivity, harassment, bullying, disrespect, or retaliation. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities.

For inquiries or complaints about discrimination against MCPS staff *	For inquiries or complaints about discrimination against MCPS students *
Office of Employee Engagement and Labor Relations Department of Compliance and Investigations 850 Hungerford Drive, Room 55 Rockville, MD 20850 240-740-2888 OCOO-EmployeeEngagement@mcpsmd.org	Office of School Administration Compliance Unit 850 Hungerford Drive, Room 162 Rockville, MD 20850 240-740-3215 COS-SchoolAdministration@mcpsmd.org

**Inquiries, complaints, or requests for accommodations for students with disabilities also may be directed to the supervisor of the Office of Special Education, Resolution and Compliance Unit, at 240-740-3230. Inquiries regarding accommodations or modifications for staff may be directed to the Office of Employee Engagement and Labor Relations, Department of Compliance and Investigations, at 240-740-2888. In addition, discrimination complaints may be filed with other agencies, such as: the U.S. Equal Employment Opportunity Commission, Baltimore Field Office, City Crescent Bldg., 10 S. Howard Street, Third Floor, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); or U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Dept. of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Department of Public Information and Web Services at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) or MCPSInterpretingServices@mcpsmd.org. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.



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