

Service Learning for High School Students

Point of contact at Marjory Stoneman Douglas HS

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The purpose of the Service Learning Graduation Requirement and the Student Volunteer Service Program is to acquaint high school students with the need to become participating agents of change by providing service to both their school and community.

Service Learning is defined as:

An educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning is coordinated with a school or community service program and with the community. It is integrated into and influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience.

Service learning teaches the skills of civil participation and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school campus.

Service Learning and Volunteer Service Program is divided into three tiers.

Tier I Service Learning Hours required for graduation.

Tier II Service Learning and Volunteer Service Hours required to qualify for the Florida Academic Scholars Program (one of the Bright Futures Scholarships).

Tier III Volunteer Service Hours required earn a silver cord at graduation.

Community Service Application and Approval Forms

This form is available from the Student Volunteer Service Program Coordinator and must be filled out completely and submitted prior to undertaking any service that is not connected with a school recognized club or organization. A student does not need this form if he/she is participating in a service activity undertaken by a school-sponsored club, class or organization of which he/she is a member. Please note, however that not all projects undertaken by school clubs and organizations count for service hours. The community service Application and Approval Form must be turned in ten days prior to undertaking the project.

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Tier I

The Service Learning Graduation Requirement

Community involvement is critical to success in education. Student participation in community service activities build an awareness of society and a connection between classroom and real world issues. Service Learning is a method through which students learn about and develop a commitment to addressing needs in their communities.

Service Learning hours, as a graduation requirement, provide students with the opportunity to develop a long lasting sense of responsibility to society.

Students, who wish to earn a Standard Diploma, must meet the graduation requirement of 40 service learning hours plus a written reflection. Students should be encouraged to use their service learning experiences as discussion or written topics whenever appropriate as a part of class assignments.

Tier 1-40 Hours

Guidelines Specific to the 40 Hour Service Learning Requirement

1. All high school students seeking a Standard Diploma are required to participate in the program.
2. Service performed over the summer or performed as part of an organization that is not a school sponsored club or organization must meet Service Learning Guidelines to earn Service Learning hours.
3. All Service Learning Hours must be documented on the Service Learning Record-Graduation Requirement Tier 1 Log Sheet. Tier 1 Log Sheets must be returned to the Service Learning Coordinator. Students must retain a copy of this form for their records. Students may start earning Service Learning Hours as soon as they are promoted to ninth grade.

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Tier II – 75 Hours

Florida Academic Scholars (part of the Florida Bright Futures Scholarships)

Seventy-five (75) documented hours of service is one of the qualifications for the Florida Academic Scholars Program (Florida Bright Futures Scholarship Program). These hours could include a combination of the Service Learning required hours and hours earned for the Student Volunteer Service Program.

1. Hours earned as part of the Student Volunteer Service Program must be documented on the Volunteer Service Record Tier II/III Log Sheet and must comply with rules of that program.
2. The Florida Academic Scholars Program requirements listed on the reverse side of Tier II/III Log Sheet must be completed.
3. The student must give copies of the log sheets required to verify service hours for the Florida Academic Scholars Program Scholarship to his/her guidance counselor.

Tier III

The Student Volunteer Service Program

All students who have earned a total of 250 Volunteer Service Hours will receive a silver cord to wear at commencement. An adjustment to the 250 total hours required to receive a silver cord should be made for students who enter the Broward County Public Schools after their freshmen year.

Student Volunteer Service Program Forms

The Tier II/III Log Sheet

(The Volunteer Service Record)

Hours earned as part of the Student Volunteer Service Program must be documented on the Tier II/III Log Sheet. These forms must be submitted to the Student Volunteer Service Program Coordinator. Students should turn in Service Records regularly and should keep a duplicate copy of all forms for their records.

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Tier III-250 Hours

Guidelines specific to the
Silver Cord Program

Services performed over the summer or performed as part of an organization that is not sponsored by the school must be approved in advance (See Community Service Application and Approval Form.)

General Guidelines for Tiers I, II, & III

1. All services must comply with the policies of the School Board of Broward County, Florida.
2. Student volunteer service hours may be earned in both the school and or the community.
3. Services for which a student or an organization that a student belongs to receives financial/or other substantial compensation will not be counted. This would include revenues from ticket sales or donations. For example, participation in a car wash sponsored by a club would not count as community service. An exception to this guideline would be if the organization is donating the profits (less expenses) to a bonafide charity. Another example, the school chorus puts on a performance at which admission is charged and all of the proceeds less the cost of cleaning their uniforms is donated to a charitable organization.
4. Participation in and travel to theatrical musical performances, festivals or community events will count as service hours if both (a) and (b) below are met:
 - A. The performance meets an identified community service need.
 - B. The performance is not a fundraiser for the organization nor the student is paid, or receives academic credit. For example, students participating in the Florida Youth Orchestra or school bands/orchestras may receive hours for performing at a retirement home, charitable and civic events or for a non-profit agency.
5. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. For example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a drama club production and earn service learning hours.
6. Rehearsal and practice time will count for volunteer service projects to be performed or conducted specifically to meet a community service need.

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7. Service learning hours documented for community service as part of non-credit granting workshops, programs or conferences will count as volunteer service.
8. Fundraising activities for non-profit charities will count as volunteer service hours as long as the activity complies with Broward County School Board Policies 6206 and 6208 and providing the student is not volunteering for an organization that benefits the school (i.e. a booster club fundraiser). For example, a high school student government may hold a candy sale and donate all of the profits to the Miami Project to Cure Paralysis. However, the conduct of the project including depositing the money in the school account must be in accordance with School Board policies. Service hours may not be earned based on the amount of funds raised or products sold.
9. Volunteering at events or programs sponsored by governmental agencies will count. For example, students serving as an usher at public institutions such as the Broward Center for the Performing Arts or Coral Springs City Center are eligible to receive service learning hours.
10. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
11. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a doctor, lawyer or dentist only when “pro bono” work is being performed. For example, if a doctor volunteers to give physical examinations to school athletes, a student may assist and earn service hours.
12. Service performed on staff at non-profit athletic or music camps for no financial compensation will count as volunteer services hours.
13. Time out of class may not be used for hours, however a maximum of five (5) volunteer hours per week can be earned by participation in an organized, supervised and approved peer tutoring program in which the tutoring takes place when school is in session. However, the tutoring sessions cannot take place during any of the tutor’s academic classes.

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14. Service hours will be awarded for students volunteering on political and issue campaigns. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service learning hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive service learning hours for campaigning or being engaged in political activities during the school day and on school campuses.

15. Students may receive volunteer hours for helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing. For example, a student is not eligible for service learning teaching Sunday school, singing in the choir or serving as an altar server. However a student may receive service hours for assisting in landscaping, clean up days or volunteering in the day care center. In addition, students serving as teen aides (i.e. copying materials, walking kids to bathrooms, assisting with supervision) are eligible for service learning credit as long as the student is not teaching religious studies.

16. In general, service rendered directly to a for profit institution or organization will not count. Volunteering at a “For Profit” summer camp does not qualify for service learning. Please note that the collection of a fee does not determine the “Not For Profit” status. The State of Florida issues a 501(c)(3) certificate to “Non Profit” organizations.

17. Service Learning Hours shall not be granted to students who volunteer at for profit summer camps (i.e. Sagemont, American Heritage, Pine Crest). Students who volunteer at governmental sponsored or non-profit summer camps shall be eligible to receive Service Learning Hours for their work.

18. Service for a student’s family or family business will not count.

19. Service performed as the result of disciplinary action taken by the school or the courts will not count.

20. Participation in campus or competitive activities such as athletics, plays, debate meets, etc. will not count.

21. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses will not count.

22. Babysitting, or similar services, performed for an individual family, will not count. Babysitting services for school related activities will count.

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23. Volunteer hours may not be certified by a family member or fellow student
24. Service hours will not be awarded for any in kind or monetary donations of any kind including canned food collections, toy collections, etc. For example, a service hour value cannot be established for the donation of a specific number of cans of food. The time spent collecting the cans of food (as long as it does not occur during the school day) can count.
25. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.
26. Participation in self-improvement workshops, clinics, conferences or conventions will not count for volunteer hours. If workshops, clinics, etc. have a specific service component, the hours spent on that activity can count.
27. Hours spent helping others (not family members) in disaster preparations or clean up may count. In this instance the Prior Approval form may be waived. A letter from the parent or guardian indicating that the volunteer service was performed with their permission must be submitted with the log sheet. For example, students volunteering their time to assist neighbors in putting up and taking down hurricane shutters will count towards service learning.
28. A student may receive service hours credit for the time donating blood at an off-campus facility or after school. Donation of blood during the student's school day does not qualify for service learning. However, a student who donates blood at a church/synagogue blood drive is eligible for service learning credit.

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Appeals Process

If a student's volunteer hours have been denied by the school based Student Volunteer Service Coordinator the student may appeal that decision to the Department of Student Activities and Athletics. The appeal must be in writing and a copy of the Log Sheet referencing the hours in question must be attached. The letter must contain a telephone number and address at which the party initiating the appeal can be reached.

Extrapolated from: http://www.browardschools.com/schools/service_learning.htm

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Summary

Service Learning Requirements/ Student Volunteer Service Program

- Students are REQUIRED to complete 40 services hours to graduate.
- The purpose of the Service Learning Graduation Requirement and the Student Volunteer Service Program is to acquaint high school students with the need to become a participant of change by providing service to both their school and community.
- Service Learning is defined as: An educational method which allows students to learn skills of civil participation and develops an ethic of service and civic responsibility through active participation in service that is conducted in and meets the needs of the community.
- Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school campus.

Community Service Application and Approval Forms

- Students should see the Student Volunteer Service Program Coordinator at their school for the appropriate service hour forms. Student should not just go to a site and work for hours. The service site or organization must be approved and specific paperwork must be submitted. Not all projects undertaken by school clubs and organizations count for service hours and could be rejected.
- It is recommended that students speak with the appropriate person at their individual school for approval of community sites/organization and service hour forms BEFORE completing the hours.
- Student hours submitted that have not been previously approved could be denied. If a student's volunteer hours have been denied by the school based Student Volunteer Service Coordinator then the student may appeal that decision to the Department of Student Activities and Athletics.
- The appeal must be in writing and a copy of the Log Sheet referencing the hours in question must be attached. The letter must contain a telephone number and address at which the party initiating the appeal can be reached.

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Service Learning and Volunteer Service Program is divided into three tiers:

Tier I

40 hours or more

Service Learning Hours are **required** for graduation. Students may start earning hours as soon as they are promoted to 9th grade

- Students must complete the full 40 hours.
- Students must submit a written reflection of the experience.
- Service hours must be documented on the Service Learning Record -Graduation Requirement Tier 1 Log Sheet.
- Log sheets must be returned to the Service Learning Coordinator.
- Students must keep a copy of the service hours for their own records.

Tier II

75 hours or more

Service Learning and Volunteer Service Hours required to qualify for the Florida Academic Scholars Program (one of the Bright Futures Scholarships).

- These hours are a combination of the Service Learning Requirement to graduate and the Volunteer Service Program.
- Hours earned as a part of Student Volunteer Service Program must be documented on the Volunteer Service Record (Tier II and III) Log sheet and comply with the rules of that program.
- The Florida Academic Scholars Program requirements listed on the reverse side of the Tier II and III Log Sheet must be completed.
- The student must give copies of the log sheets required to verify service hours for the Florida Academic Scholars Program Scholarship to his/her guidance counselor.

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Tier III

250 hours or more

Volunteer Service Hours required to earn a **silver cord** at graduation.

- See guidelines for Tiers II.
- Remember to keep copies of log sheets.
- Remember to turn in Service Record regularly.

Extrapolated from: http://003a668.netsolhost.com/parents/academic_info/high/service_hours.htm

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Approved community sites/organization matrix

Topic	Action	Interpretation
<p>Service Learning Definition</p>	<p>New: An educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning is coordinated with a school or community service program and with the community. It is integrated into and influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience.</p> <p>Service learning teaches the skills of civil participation and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic charitable and governmental organizations and school campus.</p>	<p>School Board requested clear definition of Service Learning hours. In summary, service performed by students must meet the needs of the community. Students can provide service in the community on a voluntary (non-pay basis) to public, nonprofit agencies, civic, charitable and governmental organizations and school campus.</p>

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Topic	Action	Interpretation
<p>Political participation as credit for Service Learning</p>	<p>New: Service hours will be awarded for students volunteering on political campaigns and issues. To receive service hours a student cannot be paid for working on the political campaign. A student may not distribute campaign materials, display campaign posters or other political campaign paraphernalia on the school campus. A student is not eligible to receive service-learning hours for volunteering on the political campaign of a school board employee or school board elections.</p>	<p>Students are entitled to earn service hours for volunteering on political campaigns and issues that are conducted off campus and during non-school hours. Students are not eligible for service learning under the following conditions:</p> <p>A student is receiving compensation or payment for working on a political campaign/issue. A student is volunteering on the political campaign of a school board employee or in school board elections. A student is campaigning on a political campaign or issue during school hours or on the school campus.</p> <p>The restrictions to a student’s involvement in political campaigns/issues only apply to the earning of service learning hours. For example, nothing restricts a student from wearing t-shirts and buttons with political messages in school unless school officials articulate a reasonable expectation that the student’s expression would cause substantial disruption or would invade the rights of others. However, a student could not receive service learning credit by wearing a campaign t-shirt on campus under the guise that he/she is involved in campaigning. Rules governing students freedom to communicate political views and distribute literature is set forth in the Code of Student Conduct. The Code of Student Conduct addresses the First Amendment rights of students and guides their conduct.</p>

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Topic	Action	Interpretation
<i>Religious Institutions</i>	<i>Revised:</i> <i>Students may receive volunteer hours for helping at religious institutions as long as these hours do not include participation in a religious service, teaching religion or proselytizing. For example, a student is not eligible for service learning teaching Sunday School, singing in the choir or serving as an altar server. However, a student may receive service hours for assisting in landscaping, clean up days or day care for no fee. In addition, students serving as teen aides in Sunday school (i.e. copying materials, walking kids to bathrooms, assisting with supervision) are eligible for service learning credit as long as the student is not teaching religious studies.</i>	<i>Activities at religious institutions that do not qualify for service learning include proselytizing. Proselytizing is defined as inducing someone to convert to ones faith. In addition, services including singing in the choir, teaching Sunday School, participating in the religious service and serving as an altar server do not qualify for service learning. Students serving as teen aides in Sunday School classes are eligible to earn service-learning hours. Teen aides are not involved in the teaching of religious activities. The teen aides assist in supervising the students, walking students to bathrooms, copying materials etc.</i>
<i>Reflection Paper</i>	<i>Revised:</i> <i>The one page reflection paper is no longer required for students as a condition of graduation.</i>	<i>Student should be encouraged to use their service learning experiences as discussion or written topics whenever appropriate as part of class assignments.</i>

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Topic	Action	Interpretation
Appeal Process	New: If a student's volunteer hours have been denied by the school based Student Volunteer Service Coordinator the student may appeal that decision to the Department of Student Activities and Athletics. The appeal must be in writing and a copy of the log sheet referencing the hours in question must be attached. The letter must contain a telephone number and address. A response to the appeal shall be made in writing.	Students who are denied service learning hours may submit a written appeal to the Student Activities Liaison. The Student Activities Liaison working with the Director of Student Activities and Athletics shall investigate the student's claim and issue a final decision in writing. The investigation will include discussion with the school based volunteer service coordinator and the applicable outside agency or business.
Review by School Board of Broward County	New: Policy 6000.1 is brought before the School Board twice a year. At that time the Service Learning hours program will be reviewed for any changes that may be implemented or issues to be discussed.	The Director of Student Activities and Athletics will coordinate with Leah Kelly, Director, Student Support Services to ensure that Service Learning is a component of the School Board bi-annual Policy 6000.1 review
Deletion of Rule on admission charges and donations	New: In rule 4(b) the term "profit" is removed and substituted with the word "fundraising". In rule 4(c) the following requirement was deleted: Community service hours for theatrical musical performances will count if: (c) Admission is not charged nor donations solicited.	Service Learning credit for theatrical and musical performances will be evaluated on a case-by-case basis. The essential issue is whether the performance meets the needs of the community and the student organization does not utilize the event for fundraising or financial compensation. A group performing a volunteer musical performance that addresses a community need may receive honorarium expenses (i.e. transportation, uniform cleaning).

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Topic	Action	Interpretation
Disaster Assistance	<p>New: Hours spent helping others (not family members) in disaster preparations or clean up may count. In this instance the Prior Approval form may be waived. A letter from the parent or guardian indicating that the volunteer service was performed with their permission must be submitted with the log sheet. For example, students volunteering their time to assist neighbors in putting up and taking down hurricane shutters will count towards service learning</p>	<p>Students shall be eligible for service learning hours when assisting neighbors and fellow community members with disaster preparation and clean up. Students may act individually or as an organized group. It is recognized that students should be acknowledged for assisting individuals (not family members) with the impact of hurricanes and other national disasters that affect South Florida.</p>
Donating Blood	<p>Revised: A student may receive service hours credit for the time donating blood at an off campus facility or after school. Donation of blood at a blood drive during school time does not qualify for service learning. For example, a student who donates blood at a church/synagogue blood drive is eligible for service learning credit.</p>	<p>Service learning hours shall not be awarded to students who donate blood during their school day. Students who donate blood after school, at blood donor facilities or at community facilities are eligible for service learning hours. Service hour credit is limited to the time the student donates blood.</p>

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Topic	Action	Interpretation
Volunteering at School Functions	<p>New: A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. For example, a student who is not a member of the Drama Club, may volunteer to usher, collect tickets, etc. at a drama or club production and earn hours.</p>	<p>A student who is not a member of a club may receive service learning hours for providing a service that benefits the club activities. For example, a student who is not a member of the drama club but volunteers to operate the stage lighting shall receive service learning hours.</p>
Guidelines attached to Policy 6000.1	<p>New: The volunteer service guidelines will be placed right behind Policy 6000.1. The new guidelines will be disseminated to all high school principals, volunteer service coordinators and all high school students.</p>	<p>School Board Policy 6000.1 requires students who wish to earn a standard diploma must meet the graduation requirement of 40 service learning hours.</p>

Extrapolated from: http://www.browardschools.com/schools/service_learning_matrix.htm