Student Service Learning (SSL) in MCPS
Activator –
Type what comes to mind in the chat box.

Middle School Student

High School Student
Developmental Characteristics

Middle School
- Physically active
- Shorter attention span
- Peer driven
- Easily motivated with explicit directions

High School
- Active with additional abstract thinking skills
- Longer attention span
- Personal philosophy
- Independence and responsibility

*Adapted from The Training Toolbox: A Guide to Service-Learning Training -- Maryland State Department of Education*
The ABCs of Student Service Learning
What is Student Service Learning (SSL)?

Curriculum-based learning and academic study

Practical experience addressing real community needs

Civic knowledge and engagement
Character and social development

BeWell365 Essential: Character Education and Empathy
What Sets Student Service Learning Apart?

Community Service – Improving the Community

Internships – Academic Learning

Volunteerism – Civic Engagement

Student Service Learning is an instructional strategy that combines meaningful service to the community with curriculum-based learning, providing students with opportunities to apply what they learn in school to the real world as active, engaged citizens.
Student Requirements for SSL

 ✓ SSL is a **state graduation requirement**
 ✓ MCPS students must complete **75 SSL hours** for graduation
 ✓ MCPS students may begin to work on this graduation requirement the **summer after completing grade 5**
 ✓ Students continue to accrue hours throughout **middle and high school**
**How Can Students Earn SSL Hours?**

<table>
<thead>
<tr>
<th>Specific Academic Courses</th>
<th>Non-Profit Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Grade 6 Science (10 hours)</td>
<td>• Approved SSL opportunities with <strong>MCPS SSL Organizations</strong> through the Montgomery County Volunteer Center (MCVC) website</td>
</tr>
<tr>
<td>• Grade 7 English (10 hours)</td>
<td>• Complete <strong>MCPS Form 560-50</strong> for approval to serve with a non-profit agency that is not an MCPS SSL Organization</td>
</tr>
<tr>
<td>• Grade 8 Social Studies (10 hours)</td>
<td></td>
</tr>
<tr>
<td>• High School Social Studies Course – National, State, and Local (NSL) (15 hours)</td>
<td></td>
</tr>
<tr>
<td>• High School Health (5 hours)</td>
<td></td>
</tr>
<tr>
<td>• High School Electives (5+ hours)</td>
<td></td>
</tr>
</tbody>
</table>
The Role of Community Organizations
Participation with Community Organizations

• All SSL must be completed under the supervision of a registered non-profit community organization.

• For-profit nursing homes and assisted living facilities are the only exceptions to the non-profit rule. All SSL activities must directly support the patients/residents of these facilities.
Facilitating High-Quality Student Service Learning

**Preparation**
- Gain knowledge and skills needed for service
- Learn about the community and the importance of active citizenry
- Plan ahead for service-learning, and frame the experience

**Action**
- Meet a recognized need in the community
- Develop student responsibility
- Teach real-world, transferable skills

**Reflection**
- Reflect throughout the service learning experience
- Engage in thoughtful contemplation and evaluation
- Provide authentic feedback about impact
Considerations for SSL Opportunities

Post service opportunities for MCPS school staff members to complete with their student groups and/or classes – all the benefit without the extra paperwork!
MCPS SSL Organizations
The Volunteer Center website links to all of the Organizations that meet MCPS guidelines. Organizations and opportunities that meet MCPS guidelines are identified with an MCPS SSL graduation cap icon.
Organizations identified as MCPS SSL have done the following:

- Obtained official tax-exempt status from the IRS or registered nonprofit status
- Registered with MCVC/Updated MCVC Account at least once per year
- Attended an orientation at the Volunteer Center where the MCPS SSL guidelines were explained (every three years)
- Signed MCPS Form 560-51A: Organization Responsibility and Assurance Certification Document
- Provided a description of the work of student volunteers for review and approval by MCPS
Business Relationships

SSL opportunities **may not**

- be used to increase the revenue for a private, for-profit business
- replace a paid staff worker of the participating organization
- compensate students with money, goods, or services, such that the service learning opportunity is performed in expectation of both the SSL credit and compensation
## Service with Religious Organizations

<table>
<thead>
<tr>
<th>Approved for SSL</th>
<th>Not approved for SSL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address a recognized need in the greater community</td>
<td>Prepare for or participate in a religious service</td>
</tr>
<tr>
<td>Serve the wider public beyond organization membership</td>
<td>Membership mailings, congregation websites, or any activity that does not include the general public</td>
</tr>
<tr>
<td>Provide secular curriculum and programming</td>
<td>Tutor or classroom assistance in a congregationally-based program</td>
</tr>
<tr>
<td>Provide childcare for meetings that meet the above requirements</td>
<td>Provide childcare for a religious service</td>
</tr>
</tbody>
</table>
Organization Responsibility and Assurance Certification Document
MCPS Form 560-51A: 
Organization Responsibility and Assurance Certification Document
MCPS SSL Organizations agree to:

1. Provide activities that are **secular** in nature

2. Advise students of the **need** that will be addressed, overall **expectations**, and **safety** information

3. Cover the SSL phases of **preparation**, **action**, and **reflection**

4. Supervise all activities in **public spaces**, not at private residences, in vehicles, or with a parent or relative

5. **Prohibit door-to-door** neighborhood canvassing opportunities or telephone solicitation
MCPS SSL Organizations agree to:

6. Evaluate student performance at regular intervals and share results with the student

7. Maintain log and verify service on MCPS Form 560-51: Student Service Learning Activity Verification

8. Award 1 SSL hour for every hour of service, no longer than 8 hours in a 24-hour period

9. Comply with all federal, state and local laws that forbid discrimination based on race, creed, sex, age, disability or natural origin

10. Prohibit verbal abuse, threats, physical violence, or sexual harassment directed at others
For Organizations that are MCPS SSL:

- No site visits or background check by MCPS or MCVC personnel
- Parents and guardians may contact individual organizations to verify safety and background check information
- Parents and guardians are responsible for determining if an organization’s opportunity is appropriate and safe for their child(ren)
Please note the conditions you and your organization are agreeing to upon signing.

Make special note of the liability line that states that you are responsible for maintaining general liability insurance that covers MCPS student volunteers.
MCPS Form 560-51: Student Service Learning Activity Verification

Please complete Section II in full.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Federal Employer Identification #</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe Activity (performed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Service Record**

<table>
<thead>
<tr>
<th>Date From</th>
<th>Date To</th>
<th># Days of Service</th>
<th># Hours Per Day (8 in a 24 hour period maximum)</th>
<th>Total # Hours Completed (award 1 SSL hour for every hour of service)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: You may choose to pre-fill some of these boxes if you are hosting a large event with many volunteers.*
MCPS Form 560-51: Student Service Learning Activity Verification

Please build in opportunities for students to reflect.

• 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?

Note: You do not need to review or evaluate a student’s written reflection on this form.
Next Steps

✓ Sign the MCPS Form 560-51A: *Organization Responsibility and Assurance Certification Document* and email to Donna Kleffman as soon as possible

✓ Ensure “What We Do” on organization page generally describes activities for student volunteers

✓ Post Opportunities with specific details when recruiting volunteers

✓ Communicate any questions or concerns to Donna Kleffman at 240-740-4691 OR SSL@mcpsmd.org
MCPS SSL Status on MCVC Website
Organizations on the MCVC Website

• Must include a general description of possible activities for student volunteers in the “What We Do” section

Opportunities on the MCVC Website

• Must include a specific description of tasks assigned to volunteers in the “Description” section
"There are many student volunteer opportunities at the fire station. We host an annual Open House, Santa Runs, various parades…"
…helping to groom, feed, and clean up after them. Note that kennel work can be completed by student volunteers…”
Epworth United Methodist Church is a multi-cultural congregation offering multiple varied worship opportunities each week in both English and Spanish. Outreach and community service are important parts of the church's character, with service opportunities each month for adults, youth, and children. To that end, Epworth provides community service opportunities for Epworth youth and their friends to enable Epworth's teens to enjoy Christian fellowship and to serve God by addressing community needs. Epworth's goal is to allow youth to learn about needs in the community while actively addressing those needs and having fun in the process.

What We Do

Outreach and community service are important parts of Epworth's character, with service opportunities each month for adults, youth, and children. Student volunteers assist in Epworth's partnership with Manna Food Center to provide weekly "Smart Sacks" to a local elementary school, and with Gaithersburg HELP by collecting non-perishable food and raising money to help hungry families in our community.

“Student volunteers assist in providing weekly ‘Smart Sacks’ to a local elementary school and...collecting non-perishable food and raising money to help hungry families in our community.”
Anacostia Adopt-a-Block Cleanup

Sep 7, 2019  10:00 am - 12:00 pm

Description
Registration is required!! Register to volunteer by clicking HERE

Note: This event is weather dependent.

Date: Saturday, September 7, 2019
Time: 10:00 am - 12:00 pm
Meeting Location: We will meet outside Journey Anacostia, an art museum, located at: 1201 Good Hope Rd SE, Washington, DC 20020 (Map)

Description: Volunteers will help AWS with a trash cleanup at our Historical Anacostia Adopt-a-Block site! By participating in this event, volunteers will help us to cleanup the community and prevent trash from going into the Anacostia River.

Physical Requirements: This event will likely involve lifting, bending, and walking. Participants will be expected to wear closed-toed shoes for the duration of the event. If you think any of the physical requirements will be problematic, please let us know.

Sample “Description” on Opportunities page

Possible details to add:
- Hours/shifts
- Specific tasks
- Lunch options
- Proper attire
Peer Buddies Needed for Sports Program for Children with Special Needs at Judith A. Resnik Elementary in Gaithersburg

Description

Open Door Sports provides after-school sports programs to children with special needs and is looking for middle and high school aged peer buddies to volunteer their time to work with a player and help them find success on the field while enjoying the benefits of sports. The program is run by two coaches and the role of their peer buddy is to assist the players, allowing them to get the most out of their time playing. The program at Judith A. Resnik Elementary in Gaithersburg runs from 3:30 - 4:30pm every Thursday afternoon for a 7 week period beginning on September 12. The session ends on October 24. We prefer for peer buddies to commit to the entire 7 week session but are open to having them come for alternative schedules.

Shifts

<table>
<thead>
<tr>
<th>BEGINS</th>
<th>DURATION</th>
<th>OPEN SPOTS</th>
<th>RESPOND</th>
</tr>
</thead>
</table>

[RESPOND TO MULTIPLE]
Requesting SSL Approval for an Opportunity
MCPS SSL Guidelines for Virtual/Remote Service
Process for Offering Virtual/Remote SSL until the end of the 2021-2022 School Year:

Opportunity posted on the MCVC website and tagged as MCPS SSL – address service, expectations, and safety information

Determine and post reasonable equivalency approved by MCPS SSL office (X number of items = X number of SSL hours)

Review student evidence, determine hours, maintain log, and verify student service on student’s SSL form
Examples of Virtual/Remote Service

<table>
<thead>
<tr>
<th>Direct (for community in need)</th>
<th>Indirect (for your organization)</th>
<th>Advocacy (for a cause/need)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Letters, cards, artwork for senior citizens</td>
<td>• Creating materials for organization</td>
<td>• Research-based</td>
</tr>
<tr>
<td>• Masks, PPE, gratitude for healthcare workers</td>
<td>• Administrative/clerical work</td>
<td>• Flyers</td>
</tr>
<tr>
<td>• Sandwiches, bagged lunches</td>
<td>• Agency’s website</td>
<td>• Social media posts</td>
</tr>
<tr>
<td></td>
<td>• Providing student input</td>
<td>• Raising awareness about a cause or issue</td>
</tr>
</tbody>
</table>
## MCPS Guidance for Virtual/Remote SSL

<table>
<thead>
<tr>
<th>Guidelines for Student Safety</th>
<th>Not Approved for SSL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students <strong>may only engage in virtual platforms with parent permission</strong></td>
<td>Individual service <strong>not sponsored by nonprofit or MCPS staff member</strong></td>
</tr>
<tr>
<td>Students <strong>may not directly communicate with anyone outside of the nonprofit organization</strong></td>
<td>Service supervised solely by a student’s parent/guardian or individual younger than 18</td>
</tr>
<tr>
<td>Students <strong>may not share videos, pictures, or images of themselves</strong></td>
<td>Service that involves <strong>neighborhood canvassing or telephone solicitation</strong></td>
</tr>
<tr>
<td>Students’ personal information <strong>must be protected and not shared</strong></td>
<td>Service that involves <strong>collection drives, donating items, fundraising, or fostering an animal from home</strong></td>
</tr>
</tbody>
</table>
MCPS Guidance for SSL on Virtual Platforms

Nonprofit organizations must submit written agreement to adhere to the following:

• Parent/guardian provides **written approval** of the student’s participation

• Nonprofit organizations accept **full responsibility and any liability** for a student’s participation in any virtual platforms

• Students use **personal/private accounts** (not MCPS student accounts) to engage in virtual platforms

• Students may ONLY engage with others under the **direct supervision** of a nonprofit supervisor (including breakout rooms)

• Virtual sessions will **not be recorded**
Virtual/Remote and In-Person SSL

- Nonprofit-hosted virtual/remote MCPS SSL opportunities must be posted on the MCVC website and tagged with the blue MCPS SSL banner
  - Until the end of the 2021-2022 School Year
- Students may also continue to engage in traditional MCPS SSL opportunities offered in a public space under the direct supervision of a nonprofit representative, at the discretion of the student’s parent/guardian
- Post virtual/remote group opportunities for MCPS school staff members to complete with student groups or classes (products, advocacy, awareness)
  - Mark as virtual, allow group registration, and request SSL approval
**Sample Virtual/Remote SSL Opportunity**

**Write Letters and Create Art for Isolated Older Adults**

If you are interested in earning SSL hours for this activity, please let us know. Link Generations will review your letters and artwork and deliver them to isolated older adults. Please only include your first name in the letters and artwork and do not reveal any personal information such as your email address or home address in your letters or artwork. Also, please do not include any real-life pictures or images of yourself.

Once we have reviewed your letters and artwork for quality submissions, we will award SSL hours according to the following equivalency:

- Two 1-page letters = 1 SSL hour
- 2 drawings = 1 SSL hour

Contact Lori@linkgenerations.org for more details.

**Student participation in this service project is at the discretion of the student's parent/guardian. The nonprofit organization is responsible for maintaining student safety and privacy. The nonprofit organization will determine the number of SSL hours awarded based on the evidence submitted. Parents/guardians should contact the nonprofit directly with any questions and/or concerns. This service activity is designed to be completed within the safety of the student's home until schools resume normal status.**
Sample Virtual Platform SSL Opportunity

KID Museum High School Apprenticeship Program

Specific duties for KID Museum apprentices will include: (In-Person) supplies and materials maintenance, (virtually) workshop facilitation and programming development. On-going training for apprentices will be held in a variety of contexts with museum personnel involved in programming, education, exhibits and

- Describe student expectations
- Supervised live service in virtual or public space – hour-for-hour
- Remote service from home requires reasonable equivalency
- Select “Runs Until”
- Enter Hours Description
- Add Waiver

Please note the following guidelines for student service through live virtual platforms:

- A student’s parent/guardian must provide the nonprofit with written approval of the student’s participation in the virtual platform prior to the student serving/volunteering.
- Students must use personal/private accounts (not MCPS student accounts) to engage in the virtual platform.
- Students will only engage with others under the direct supervision of a nonprofit supervisor. The nonprofit supervisor will be directly present in the virtual space (including any breakout sessions) at all times.
- The nonprofit supervisor will initiate and host all virtual sessions. If the nonprofit supervisor is not available to initiate and host the virtual session, the session will not occur.
- Virtual sessions will not be recorded.
School Art Club/Class Project: Handmade Art Journals for Cancer Patients

**Kits to Heart** is a 501(c)(3) nonprofit that gives curated cancer care kits to patients and their loved ones. All are welcome, including cancer survivors.

Craft beautiful journals that recipients would be able to use as appointment planners, symptom trackers, or simply coloring books. Your journals will be included in our cancer care kits that are distributed to patients throughout Maryland and the U.S.

MCPS staff hosting SSL opportunities are responsible for ensuring that any virtual/remote service during this time maintains the safety and privacy of our students and adheres to the proper supervision and monitoring needed for SSL as a state graduation requirement. The MCPS staff member will determine the number of SSL hours awarded based on the evidence submitted. Parents/guardians should contact the MCPS staff member directly with any questions and/or concerns. This service activity is designed to be completed within the safety of the student’s home until schools resume normal status.
Unity Through Community

Please feel free to email us at ssl@mcpsmd.org with any questions regarding the MCPS SSL program.

The virtual/remote service guidelines can be found at: https://bit.ly/VirtualSSLGuidelines