



North Fork

SERVICE LEARNING

Board Policy 2575

“The Board of Education believes that participating actively in community service will enhance students’ interpersonal skills and self-esteem, enable them to connect their academic learning to the real world, and make them aware of the wide range of opportunities for service that exist in any community. The Board further believes that devoting time during a student’s school years to serve others or the community as a whole may engender a life-long commitment to service, and, thereby, make this community or, any community where our graduates make a life, a better place.”

The Service Learning Program has been initiated to provide the student with a unique and active avenue to help develop a better sense of self and community while also providing meaningful career exploration experience.

*“No time is better spent than that spent in the
service of your fellow man.”*

Bryant H. McGill



North Fork

Easy Step-by-Step Instructions

1. Students may not begin to accrue service learning hours until the first day of school their freshman year.
2. Parents and student read, sign, and turn in the following 2 forms by November 29:
 - a. Service Learning Requirement Form
 - b. Service Learning Parent Agreement Form
3. If student plans to complete their hours in a site not listed in the pre-approved section of this paperwork, or if student/parent have questions regarding a service learning placement, they should also complete the pre-approval form. It will be reviewed and the student will receive or be notified that the placement has been approved or not approved.
4. While completing hours, student must use the Service Learning timesheet to keep track of hours, activity, and site supervisor signature. The site supervisor is the adult who is in charge of your volunteering.
5. Once 30 hours have been completed, student should use the essay and rubric guidelines to complete their two page typed reflection paper. Reflection paper and time sheet, stapled together, should be turned into the Service Learning box in the office. Students must score at least a 24 on the rubric to receive credit. Students do NOT have to wait until their senior year to submit, but can at any time after completing the 30 required hours.
6. After student has submitted their time sheet and their reflection paper, they will either receive an email notifying them that they have met all of the requirements or if needed, what may need to be done to satisfy the requirements, (i.e. paper needs to be rewritten and/or time sheet needs to be submitted).



North Fork

DUE NOVEMBER 29 Graduating Class _____ (year)

Service Learning Requirements

1. Complete 30 documented hours at site/sites of your choice, verified by the attached time sheet. Please note activity on the time sheet.
2. Complete a two (2) page, typed, double spaced paper reflecting on the service learning experience. (See page three (3) for additional information).
3. Submit your time sheet and reflection paper to the Service Learning Box in the office upon completion. These may be submitted at any point in your high school career but will be accepted no later than May 1st of the year of your graduation.
4. Credit will be given after approved by the review committee.

Student:

I have read the above service learning program requirements and understand that these components are necessary for successful completion of the course.

Student Signature _____ Date: _____

Parent:

In addition to reading the above requirements, I give permission for _____
to participate in all phases for the service learning program. (Student Name)

Parent Signature _____ Date: _____

Credit Information:

.25 credits (30 hours) are required for graduation starting with the graduating class of 2019. Additional elective credits may be earned on the following scale:

- .25 credit = 30 hours (required)
- .50 credit = 60 hours
- .75 credit = 90 hours
- 1.00 credit = 120 hours

Requirements:

1. Permission form signed by parent/guardian _____
2. Service learning parent agreement form _____
3. Service learning school/student/agency agreement _____
4. 2-page reflection essay with a score of at least 24 (60%) _____
5. Completed time sheet(s) _____

The following activities are NOT permitted:

- Basic Training
- Family Benefit
- Court Ordered hours
- Class Aide
- Accruing hours while in a class which awards credit



North Fork

DUE NOVEMBER 29 **Graduating Class _____(year)**

Service Learning Parent Agreement

On behalf of myself (my child), my heirs, next of kin, personal representatives, successors, and assignees, and in consideration for my (child's) participating in the described service learning, I agree to:

1. Release the company, its successors, and assignees from any and all liability for claims, causes or actions, or damages arising from, resulting from or in any way related to the experience;
2. Waive any such claims that might arise, whether occurring now or in the future and whether now known;
3. Assume any and all risks associated with the experience as between them and the company.

I understand that participation in this experience does not entitle me (my child) to wages and that I (my child) will not be entitled to employment with the company at the conclusion of the experience.

The business/organization will not be in any way held liable for a student's removal. All decisions for removal will be the responsibility of the school district.

The business/organization is subject to and is operating under various state workers' compensation laws and in case of injury, the student will accept all compensation as provided by said laws.

The student agrees to submit to a drug screening and criminal background check, if required.

If, for any reason, the student is unable to keep their scheduled appointment, the student must contact the business/organization at least one (1) hour in advance of their start time. Failure to do so may result in termination from the program.

The student will conform to all rules and regulations of the business/organization, including, but not limited to, all policies and procedures.

The student shall conform to those standards of dress and appearance set up by the school and those expected of workers of the particular place of business.

If injured on the job, no matter how slight, the student will report said injury to the site coordinator and the school program coordinator.

The business partner has the right to discontinue the service experience with cause.

The student may not withdraw early from the program site without approval from the school program coordinator and without proper notice to the service-learning site coordinator.

The student is not covered by or eligible for unemployment benefits.

Student Name: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____



North Fork

Pre-Approval Sites

All of the sites/organizations listed below are pre-approved for a student to complete their service learning hours and many have been used by students in the past. ONLY if a site/organization is not listed, should a student complete the pre-approval form and submit it to the Service Learning mailbox in the office. Please note that political parties and interest groups are not listed as pre-approved sites and are approved on a case-by-case basis.

4-H, Jr. Fairboard, Car teens
American Legion
America's Freedom Lodge
Basketball Concession Stand – UHS Athletic Boosters
Biddy basketball, football, cheerleader type programs
Blood drives
Boy Scouts
Camp counselors
Churches
Dog Shelters/Humane Society
Elementary Schools
Football concession stand – UHS Music Boosters
Food for the Hungry Drive – Mount Vernon
Food pantry – Utica and surrounding areas
Goodwill
Kevin's House
LAPP – golf outing
Licking County Aging Center
LICO Inc.
Local Fire Departments
Lookup Center
Morgan Grange
Newton/Utica PTO
Outdoor Education
Rent-a-Wrestler
River Round-up
Senior Citizen Facilities
St. Louisville Athletic Association – Utica Athletic Association - Ball fields and concessions
The Works
Tutoring through the library/guidance program at UHS
Utica Merchants – Homecoming, Christmas Walk
Utica Parks & Recreation – Fall festival
Wounded Warriors

When wondering if someplace would be approved as a site or project for service learning, the best thing a student should ask themselves is this: Will I personally be compensated for my service learning work? Will I personally benefit from this service learning? If the answer is no to both questions, chances are the site/organization/project would be approved.



North Fork

Service Learning Pre-Approval Form

A Pre-Approved list of acceptable sites has been developed and is attached. A copy can also be located on the Service Learning Board by the cafeteria. Please realize this is an ongoing list and students should check it periodically. Students must complete this form and submit it to the Service Learning Box in the office prior to accruing hours at a given site **if the student is unsure if the site will be approved**. The review committee will then discuss your application and return a decision to you.

Students may accrue hours at more than one site if so desired.

Please Note: You must receive this form back “approved” for any hours to count toward your Service Learning requirement to graduate. You may begin accruing hours prior to approval, however, if the site is not approved, these hours will not be accepted.

Date: _____

Student Name: _____

Student Email Address: _____

Graduating Class _____ (year)

Information of Site to be Approved:

Site Name: _____

Site Contact Name: _____

Phone Number: _____

Email address: _____

Brief description of duties at site: _____

Decision:

APPROVED

DENIED

Additional Comments:

Supervisor signature: _____ Date: _____



North Fork

Service Learning School/Student/Agency Agreement

The Service Learning Program has been initiated to provide the student with a unique and active avenue to help develop a better sense of self and community while also providing meaningful career exploration experience. To achieve this, it is imperative that the school-student-agency relationship be realistic and understood by all parties involved. Thus, to maximize the opportunities for the student's success and to best meet the agency's needs, the program has established the following expectations:

THE STUDENT AND PARENT/GUARDIAN UNDERSTAND AND AGREE THAT THE STUDENT:

1. Will attend his/her selected service site in a punctual and regular manner.
2. Will notify in advance the Agency Coordinator of any absences from his/her service learning site activity.
3. Will receive credit from only those hours that have been documented on the site-log, initialed by the Agency Coordinator, and are hours for which he/she is not paid.
4. Will fulfill his/her selected service site for the entire time designated unless given permission to change by the Program Coordinator.
5. Will be considered a representative of Utica High School and follow all rules and regulations of North Fork and the agency.
6. Will maintain a neat appearance and dress appropriately in accordance with the school and agency policies.
7. Will accept supervision graciously and work with enthusiasm and dedication to fulfill all assigned responsibilities.
8. Will consider confidential ALL information learned concerning other people, students, patients, clients, employees, and other agencies.
9. Will exercise complete integrity and honesty regarding all activities associated with the Program.
10. Will immediately notify the Program Coordinator and Site Coordinator of any problems, concerns, or suggestions related to this program.
11. Will conform to all legal statutes and health safety rules as they are known by or taught to the student by either the Program Coordinator or the agency representatives.
12. Will provide his/her own transportation to and from his/her assigned site.
13. Will sign below to confirm acceptance of these terms and expectations of this agreement, and acknowledge that any violation of these terms and expectations may jeopardize continued participation in the Program and/or credit for the Service Learning class.



North Fork

THE AGENCY AND ITS DESIGNATED STUDENT UNDERTAND THAT IT:

1. Will accept and deal with the student as a “learner”.
2. Will expose the student to a variety of experiences and permit the student to work with and meet human needs as much as possible.
3. Will help the student gain a perspective of the overall work site and help the student explore career choices as part of the service learning experience.
4. Will designate a qualified person to supervise the student’s time, activities, and evaluation.
5. Will introduce the student to the appropriate staff and clearly explain the role he/she is to assume at the work site so that the student feels comfortable with the placement and can proceed with appropriate independence.
6. Will provide assistance on matters for which the student has questions or lacks knowledge.
7. Will provide (as appropriate), opportunities for the student to develop and exercise critical thinking and decision making skills.
8. Will adhere to all local, state, and federal regulations and implement all safety, health, and working standards in dealing with the student.
9. Will immediately report any student injury or illness to the Program Coordinator and/or parent (depending on the situation and the time of the activity) and complete any appropriate accident/illness forms.
10. Will contact the Program Coordinator should any problem arise.
11. Will permit the Program Coordinator to periodically visit the student at his/her site, observe his/her activities, and discuss his/her performance and experience with the designated Site Coordinator.
12. Will understand the Utica High School’s affiliation in the relationship between the student and work site terminates at the completion of the student’s enrollment in the Service Program. In any further relationship, the student will be acting as an independent agent.

THE UNDERSIGNED, ALL PARTICIPANTS OF THE SERVICE LEARNING PROGRAM, DO HEREBY AGREE TO COMPLY WITH THE INTENT OF THE ABOVE TERMS AND EXPECTATIONS.

Student: _____ Date: _____

Site Coordinator: _____ Date: _____

Agency Name: _____

Parent/Guardian _____ Date: _____

Program Coordinator _____ Date: _____
(If different from site coordinator)

This agreement may be copied as needed or desired.



North Fork

Service Learning Essay Guidelines

A two-page, typed and printed reflection paper must be submitted upon completion of required hours.

Please include the following information in your paper:

1. When and where did the service learning take place? With whom did you work?*
2. What did you do? Please describe what you did. Be sure to be specific and give examples.*
3. How did your experience benefit the community?*
4. What did you learn from the experience? What personal benefits do you feel like you have gained by performing this service?*
5. What did you like about the experience and why?
6. What didn't you like about the experience and why?
7. What recommendations would you give for improving the service learning program/experience?

Students are required to address prompts followed by a (*). Additional listed prompts are optional.

Typing requirements:

Times New Roman Font
12 point font
Double-spaced
1-inch margins
Proper MLA heading
Title
Must be 2 full pages

A complete rubric for the paper may be found on the following page.



North Fork

Service Learning Essay Guidelines Cont'd

In order to receive credit for your community service essay, you must receive a score of *24 or higher (60%)* on the following rubric:

| | 5 | 2.5 | 0 | |
|--------------------------|--|---|---|--|
| Service Learning Basics | Student has fully addressed when and where the service learning took place, as well as the people with whom they worked. | The questions regarding when/where/with whom the service took place have been partially answered in the paper. | Student has not addressed when, where, or with whom the service learning took place. | |
| Responsibilities | Student has given detailed information about his or her responsibilities at the site. And in-depth explanation of what the student did at the site has been given. | Student has given some information about site responsibilities, but has not gone into adequate detail. | Student did not explain what he or she did at the site. | |
| Benefit to the Community | Student has addressed fully how his or her service learning has benefitted the community. | Student has given some information about the benefit to the community, but has not gone into adequate detail. | Student has not addressed how his or her service learning has benefitted the community. | |
| Personal Benefit | Student has discussed in detail what he or she has personally gained by performing this service to the community. | Student has given some information about what he or she has personally gained, but has not gone into adequate detail. | Student has not discussed what he or she gained by performing this service. | |
| Organization | Paper remains focused on the site experience. All paragraphs are supporting the main ideas. The paper flows in a logical direction. | Paper often strays from the focus of the paper. The paper does not always flow in a logical direction. | Lack of organization. Ideas are scattered and difficult to follow. | |
| Style/Readability | Voice is formal. Interesting sentence structure and length has been used. Paper is interesting to read. | Voice may be informal at times. Sentence structure may be boring or repetitive. | Voice is informal. Paper is difficult to read and lacks sentence structure and variety. | |
| Writing Conventions | Strong spelling, grammar, punctuation, and capitalization. | Some spelling, grammar, punctuation, and capitalization errors. | Numerous errors in these categories. | |
| Formatting | Paper is written in MLA format. This includes 12-point, Times New Roman font, double-spacing, proper heading, and a title. Paper is two full pages long. | Some aspects of MLA formatting are incorrect. Paper is not two full pages. | Formatting is largely incorrect. Paper is less than a page in length. | |



North Fork

Service Learning Time Sheet

Name: _____ Graduating Class _____ (year)

| Date | Hours | Activity | Site Supervisor |
|------|-------|----------|-----------------|
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Hours completed _____ Supervisor's Signature _____



North Fork

Contact Information

Please contact our program supervisor with any questions or concerns about the program.

Supervisors:

Ms. Carolyn Clippinger
cclippinger@northfork.k12.oh.us

Ms. Susan Fairbanks
sfairbanks@northfork.k12.oh.us

Mr. Mark Weber
Maweber@northfork.k12.oh.us

Utica High School Telephone Number:
(740) 892-2855