

What is Service Learning?

Service learning is an instructional model which supplements classroom learning with community service or volunteer work and reflection to support the community while enhancing the learning experience.

Participating in service learning provides students with the following opportunities:

- Learn skills and gain knowledge nontraditional learning environment
- Learn effective problem solving, critical thinking, and project management skills.
- Strengthen social skills.
- Make academic content more relevant and practical. You get to use what you're learning!
- Investigate areas of interest and potential college majors and careers by collaborating with community organizations.
- Meet amazing people that you wouldn't ordinarily get to meet. They'll stretch the way you think about the world.
- Gain a sense of accomplishment. You too can help change the world!
- Do something good for your community.

What are the Requirements?

- Every Clear Horizons Early College High School student must complete 20 hours of Service Learning/Community Service between the months of September and May every year.
- Hours must be documented on company letterhead (if the company is small and does not have letterhead, documentation may be in the form of official written communication* from the supervisor) and must include the following:
 - Name of student
 - Number of community hours served
 - Name, signature, and contact information of on-site supervisor
- All hours must be submitted to the Clear Horizons ECHS front office on or before the following dates:
 - Summer Hours due by August 31, 2015
 - Summer hours may only contribute toward earning a letter jacket (up to 50 hours per Policy FMF) and senior service learning totals
 - Fall Hours due by December 11, 2015
 - Spring Hours due by March 31, 2016 (Total of 20 due by this date)
- For hours to contribute toward the 20 hours required for Clear Horizons Early College High School they must be completed within the school year (September to May). *Summer Hours will not contribute toward the annual campus requirement of 20 hours.*
- Students who are unable to complete the required 20 hours by the March 31 deadline will be placed on the "Not Clear" list and therefore be unable to participate in celebratory activities (prom, dances, etc.) and will not be exempt from exams.

*Official communication may be either an email or typewritten letter with legible contact information (email, signature, and phone number). We will contact the supervisor to confirm in these cases.

What Types of Service are Acceptable?

- All Clear Horizons students will go on a Service Learning trip with their grade-level.
- There are many service clubs at Clear Horizons. This is a way for you to get involved at school and to earn service hours. Examples would be the Medical Club and National Honor Society. However, please note, that you cannot apply your hours for **both** service learning **and** affiliated club.
- Opportunities will be posted on the school website where volunteers are needed. Fun Runs, the Rotary Club Shrimporee, and Beach Clean-Ups are examples.
- When opportunities arise, our web site will list the agency, what type of service is needed, the location of the service and how many students can be placed. It will also state if any training is required and contact information. Training hours do count toward the requirement (see below).
- Some of you may identify a need in the community and want to design your own service project. This is an opportunity for you to create and write a service proposal. All student-designed Service Learning project proposals must be approved by Mrs. Nylén or other authorized personnel. These projects require parental knowledge and permission. This is a great chance for you and/or your family to partner to make a difference in the community. Examples might be to gather blankets for the homeless or advocate for a community garden, etc. Look under the 'student forms' section on our website under Service Learning 'Student Independent Service Learning Proposal' form.
- If you are already involved with a community group that performs service, like scouting projects in the community, or religious organizations conducting community projects, you can use these hours towards the 20 required hours. Examples would be an Eagle Scout Project, or working in a soup kitchen or helping Habitat-for-Humanity.

Training Hours

- Training hours do count towards your 20 hour requirement.
- As a guideline no more than 20% of the hours on your log should be taken up by the training hours. (For example, 8 of the 40 hours could be in training unless you are going to serve more hours than 40.).
- The training you undergo and the service you perform should be for the same thing. Some agencies require more training hours but usually want a commitment of a semester or even a year if they are going to do extensive training. Ask questions! For example, if you want to volunteer at a local hospital, and they require 40 hours of training and a one year commitment, then all of the training hours will count, if after the year you will serve, it is still about 20% of the total hours.
- **There will always be exceptions.** Be sure to talk to Mrs. Nylén if you have a unique opportunity!

Letter Jacket

- Policy FMF (Regulation) states, "Students must complete one hundred fifty hours (150) or more documented hours of service learning under the direction of a Clear Creek ISD teacher/advisor. Hours must span four (4) consecutive semesters with no less than fifty (50) hours of service per academic year."
- If a summer Service Learning opportunity presents itself, and the service follows the guidelines of the district, be sure to follow this criteria:
 1. Be sure to keep track of the hours you served with the organizations documentation on their letterhead. You will need some verification of the experience.
 2. Be sure you submit these summer hours by August 31, 2015. It would be best to give it to Mrs. Nylén in person. **These summer hours must be submitted before the end of the**

first quarter so they can be verified. Remember – summer hours do not count toward the 20-hour requirement for Clear Horizons ECHS.

Example: Students must have no fewer than 50 hours per academic year (we interpret that to mean the dates between August 24 and June 2 for the 2015-2016 school year) and they must span 4 consecutive semesters. Summer hours can count if they are within the span of the 4 semesters. For example, if we had a freshman get 50 hours in 2013-2014, then go and get 100 hours over the summer, they would still have to get 50 more during 2014-2015 to qualify for the jacket. IF the same student only got 20 hours in 2013-2014 the summer hours would not be among the consecutive semesters because the student did not meet the 50 hour per academic year minimum and therefore could not begin the process.

What are the Restrictions?

- You may NOT work for profit-making businesses, such as Randall's, Marshall's, Dillard's, or other stores/companies even if you do not receive any pay.
- You may NOT work in private homes or single-proprietor businesses.
- Your relatives may NOT sign for your service learning hours (Even if they own or work for a non-profit organization).
- You may NOT work with religious organizations if it involves recruiting people for the religion, or if it only involves attendance at regular services.
- You may NOT count participation in school sports or other extra-curricular activities unless one of these school groups designs and implements a service learning project.
- You may NOT receive credit for artistic performances unless you perform at a convalescent home, hospital, or other community function as certified by that organization (Then only the performance hours count).
- Family-operated day care homes are not allowed. Licensed child-care facilities that have volunteer programs in place are allowed.

What do I Need to Turn in to Document My Hours?

- For your records you will enter the hours that you serve on your Student Service Learning Log. This log can be downloaded from our website under the tab "Service Learning" and be kept as a record of the hours you submit.
- You must turn in the letter documentation to the office on or before the following dates:
 - Summer Hours due by August 31, 2015
 - Fall Hours due by December 11, 2015
 - Spring Hours due by March 31, 2016 (Total of 20 due by this date)
- Any hours completed after March 31 must be turned in by June 1 of the school year. All hours must be verified through the criteria stated above.
- Round all times worked to the nearest half-hour. This will be reported as a decimal. (1/2 hour = .5). Be sure to total the hours at the bottom of the log.

What is a Reflection?

In order for your required 20 Service Learning hours to be registered, you will need to complete a typed reflection essay of 1-2 pages in length. Due dates will be discussed in the fall of 2015.

The prompts below are to help serve as a guide for your essay. Students should select one prompt to address in the reflection paper.

1. Choose three words that best describe your Service Learning experience, and develop an essay around these words.
2. Think back to your attitude about Service Learning prior to your experience. Did your experience change or confirm your attitude? Describe your experiences as you answer this question.
3. Based on your Service Learning experience, discuss the problems that your project/placement site addressed. What do you think might be a good way to solve the problems that your service organization addresses? How did you address these issues during your project? Did your project address a symptom or a root cause?
4. How is your service organization important to the people it serves? What changes would you suggest to the director or the Board of Directors? What was your role in the agency's delivery of services?
5. Do you have more or less sympathy/understanding for the problem you addressed than you did before your Service Learning experience?
6. Did you take risks or did you play it safe during this experience? Were you challenged? Did you grow in any way? Did this experience impact the way that you see yourself or the world?
7. What was the best experience during your Service Learning project? What was the worst experience? How would you approach this project or another project differently next time?
8. Did the Service Learning experience impact the way that you are thinking about potential careers? If so, how?

Describe what you did during your experience, to what issues you were exposed, the skills you gained, and/or the discussions you had that impacted your thinking about careers.

Important Information to Consider:

- Remember you want to try to be involved in the preparation (if possible), the action or service and the reflection of the deed. These are important components of Service Learning.
- If the Service Learning project is off-campus, the student is responsible for arranging transportation. If you do not have transportation please choose a project that can be completed at your school site.
- If you complete service hours with a non-profit agency, city office or with another outside group (through a church or hospital etc.), be sure to follow up your experience with a thank you note. Keeping a good relationship with district partners is important and sending a thank you note is a skill you will need to practice before you interview with college representatives or during the job/career interview process.

Letter Jacket Graphic

	2015-2016		2016	2016-2017		
	Fall	Spring	Summer	Fall	Spring	
Scenario #1	20	30	50	20	30	Letter Jacket!!
Scenario #2	49	1	0	50	50	Letter Jacket!!
Scenario #3	25	25	100	20	0	NO Letter Jacket
Scenario #4	20	0	150	50	30	NO Letter Jacket
Scenario #5	10	40	200	20	30	Letter Jacket!!

