

**Student Service Learning (SSL) Application**

Oakdale High School

**Directions:** Complete this application and submit it with a SSL Student-Parent-Service Learning Site Agreement and Student-Teacher Contract for Student Service Learning. You can work assisting a teacher with student achievement and instruction at OHS or working in a feeder school off campus.

Please print all information:

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade (for upcoming yr) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student E-mail Address: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Parent E-mail Address: \_\_\_\_\_

**Read and sign the agreement below:**

1. If accepted for enrollment as an SSL, I understand the program policies and regulations attached (SSL paperwork).
2. I will NOT be able to begin duties as an SSL until all approvals and signatures are received and a schedule change takes place.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Requirements:**

1) 3.0 or higher cumulative GPA: \_\_\_\_\_  
( weighted or unweighted) **Counselor signature/Date**

2) No more than 10 absences for last semester: \_\_\_\_\_  
**Attendance Secretary signature/Date**

3) No referrals from last semester: \_\_\_\_\_  
**Administrator signature/Date**

**\*Students may only be an SSL once per semester**

**\*Teacher requesting placement with:** \_\_\_\_\_

**\*Circle which Semester/block SSL is being requested for:**

<b>Semester I</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>
<b>Semester II</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>

**FREDERICK COUNTY PUBLIC SCHOOLS  
STUDENT SERVICE LEARNING  
STUDENT-PARENT-SERVICE LEARNING SITE AGREEMENT**

Student \_\_\_\_\_ Agreement Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
DOB \_\_\_\_\_ Home Phone \_\_\_\_\_  
Agency/Site Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Agency/Site Address \_\_\_\_\_  
Student Volunteer's Task/Job Title \_\_\_\_\_

**RESPONSIBILITIES**

**The Parent/Guardian:**

1. Must grant permission for the student to be excused from school to perform service learning during the traditional school day.
2. Will be responsible for assuring the student's transportation to and from the service learning site.
3. Will be responsible for the conduct of the student while at the service learning site.
4. Acknowledges that when the student leaves the school site to travel to the service learning site the student is considered dismissed from the custody of the school.

**The Student:**

1. Will provide his/her own transportation to the service learning site.
2. Will maintain regular attendance in school and at the service learning site.
3. Will telephone the service learning site supervisor in the event of absence (by a time agreed upon by both parties) so as to not disrupt the service learning site.
4. Will perform assigned duties to the best of his/her ability and will display a positive attitude, courtesy, and adherence to the rules pertaining to the service learning site. Problems should be discussed with the service learning site supervisor of the school Service Learning Coordinator (or both).
5. Will have his/her service learning site approved by the Service Learning Coordinator prior to enrollment in the program.
6. Will maintain time keeping records required by the Service Learning Coordinator. In addition, the student will participate in, or complete any reflective activity assigned by the Service Learning Coordinator.
7. Acknowledges that he/she may be removed from the service learning program (and may forfeit credit) if the above conditions are not satisfied.
8. Acknowledges that he/she is dismissed from the custody of the school when leaving the school site to report to the service learning site.

**The Service Learning Site Supervisor:**

1. Will discuss student expectations, objectives, and evaluation standards prior to the student beginning service.
2. Will assist the student in maintaining time keeping records that may be required by the Service Learning Coordinator.
3. Will provide the Service Learning Coordinator with written and oral evaluations of student progress.
4. Will insure a healthful and safe working/service environment and comply with all applicable health and safety laws.
5. Will consult with the Service Learning Coordinator as soon as possible if an unsatisfactory situation arises.
6. Will not discriminate on the basis of disability, race, color, gender, religion, age, or national origin; and will comply with Title VI, Title IX, Section 504 of the civil rights laws, and Maryland discrimination laws.
7. Certifies that a worker's compensation insurance policy is in force that provides coverage for the student; will, if requested by the Service Learning Coordinator, provide a current certificate of the insurance when the student is employed and a renewal certificate (if applicable) during the school year.

\_\_\_\_\_  
Supervisor's Signature and Date

\_\_\_\_\_  
Parent's Signature and Date

\_\_\_\_\_  
Coordinator's Signature and Date

\_\_\_\_\_  
Student's Signature and Date

Oakdale High School Student Service Learning Program  
Student-Teacher Contract and Grading Guidelines

Student Name: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_

Room Number/Location: \_\_\_\_\_

Semester: \_\_\_\_\_

Block: \_\_\_\_\_

**Responsibilities:**

**The STUDENT will:**

- Maintain regular attendance and be punctual—attendance standards must be followed;
- Always obtain a written pass from the supervising teacher if he/she needs to leave the assigned area for any reason;
- Assist supervising teacher in appropriate classroom and/or office responsibilities;
- Student service learners are required to work with students at least 80% of the time;
- Display a positive attitude, courteous manner, and obey requests pertaining to school activities;
- Maintain a record of service activities in the form of a calendar that will be given to you each month starting in September
- Inform the service learning coordinator of any problems;
- Need to check Google Classroom, HAC, and their emails regularly!

**The TEACHER will:**

- Keep official attendance of the SSL student during assigned time and file appropriate cut slips with attendance if needed;
- Provide a written pass for the SSL student to leave the teacher's area for any reason;
- Sign and return the SSL student calendar to student before the due date;
- Evaluate the student at each midterm and term's end and as requested by the coordinator;
- Provide the SSL student with the necessary materials and information to complete tasks;
- Discipline SSL students as any other student in your class;
- Provide appropriate feedback to the SSL student on tasks completed;
- Notify Mrs. Welty of any problems or concerns with a student;

Please list any unique expectations for the SSL student beyond those listed above:

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**Grading:**

SSL is a one credit class therefore a grade will be given on the work you do. You will be graded according to the following:

Teacher Evaluations (60%)

Teachers will evaluate you on things such as responsibility, attendance, attitude, and quality of work. Evaluations will be completed by your SSL teacher at mid-term and end of term

Student Assignments (40%)

- 1) Calendars (20 pts per month): To be completed daily and turned in monthly. Records need to be kept on daily activities, and contain detail such as # of students worked with, assigned tasks, etc. Calendars are due by the 5<sup>th</sup> day of the new month (i.e. September calendars are due by October 5<sup>th</sup>)

10 pts: Calendar turned in on time AND signed by teacher (calendars turned in late will be worth half credit of total score)

10 pts: Detailed records kept (Highly detailed with # of students, what did, time spent, what learned, etc.) and well documented. Average amount of detail (more details needed, # students, etc.) = 5pts. Calendar submitted with little to no detail = 0.

- 2) Other assignments (check Pinnacle for assignments, points, and due dates)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_