

# FREDERICK COUNTY PUBLIC SCHOOLS

## ADDENDUM ADDRESSING THE COVID-19 PANDEMIC

Student, Parent/guardian, and Employer acknowledge that this addendum addresses COVID-19 related protocol requirements in the workplace today.

Student and Parent/guardian acknowledge reviewing and understanding The Centers for Disease Control and Prevention (CDC) basic guidelines for safe practices in the workforce including:

- Conducting a daily health check
- Wearing cloth face coverings, if appropriate
- Hand washing, along with cleaning and disinfecting surfaces
- Adhering to social distancing recommendations
- Other recommendations which an Employer may require

More information regarding COVID-19 and steps to reduce workers' risk of exposure and contamination is available at [cdc.gov](https://www.cdc.gov) and the Student and family members are encouraged to review it for additional information.

Under the Occupational Safety and Health Act of 1970 (OSHA), employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance.\*

As Employers take steps to reduce workers' risk of exposure and contamination, Employer acknowledges following OSHA and CDC ongoing updated strategies and recommendations responding to COVID-19, and will review these practices with Student.

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***All signatures must be affixed to this agreement before the student is allowed to participate in the program.***

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Employer Mentor's Signature

Date

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Parent's Signature

Date

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WBL Coordinator's Signature

Date

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Student's Signature

Date

Information regarding OSHA/HHS Guidance can be found at

<https://www.osha.gov/Publications/OSHA3990.pdf>\*

Information regarding CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#more-changes>

\*For more information, visit [www.osha.gov](https://www.osha.gov) or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.

**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. Return completed application to **Mrs. Pyles**, the WBL Coordinator, at [amy.pyles@fcps.org](mailto:amy.pyles@fcps.org).

*Please print all information:*

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

Address \_\_\_\_\_

Student phone: \_\_\_\_\_ Student Email \_\_\_\_\_

Parent Cell Phone \_\_\_\_\_ Parent Email \_\_\_\_\_

**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) Administrative Approval: \_\_\_\_\_  
**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**

*Please print all information below*

Student Name \_\_\_\_\_ Agreement Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Student Cell Phone \_\_\_\_\_ Student Email \_\_\_\_\_

Parent Cell Phone \_\_\_\_\_ Parent Email \_\_\_\_\_

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Agency/Site Name \_\_\_\_\_ Phone \_\_\_\_\_

Agency/Site Address \_\_\_\_\_

Student Volunteers 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 ensuring 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 or her own transportation to the service learning site.
2. Will maintain regular attendance in the home school and at the service learning site.
3. Will telephone the services learning site supervisor in the event of absences (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 supervised by the school 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 timekeeping 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 when he/she leaves the school site to travel to the service learning site, he/she is considered as dismissed from the custody of the school.

**The Sponsor:**

1. Will discuss student expectations, objectives, and evaluation standards prior to the student being 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 ensure a healthful and safe working/service environment and comply with all application health and safety laws.
5. Will not discriminate on the basis of disability, race, color, sex, marital status, religion, age, or national origin and complies with Title VI, Title IX, Section 504 of the civil rights laws, and Maryland discrimination laws.
6. Certifies that a worker's compensation insurance policy is in force that provides coverage for the student; will, if requested by the coordinator, provide a current certificate of the insurance and a renewal certificate (if applicable) during the school year.

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

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

\_\_\_\_\_  
(WBL 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 Schoology 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:

\_\_\_\_\_

**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 (100%)**

1. Mid-term and Final Evaluations - Teachers will evaluate you on things such as responsibility, attendance, and quality of work. Formal evaluations will be completed by your SSL teacher at mid-term and end of term. Each evaluation will be worth 40 points.
2. Weekly Performance Grade - Students will be given a weekly performance grade. Each cooperating teacher will be evaluating students on attendance performance of assignment duties, following directions and overall contribution. The weekly performance grade will be worth 20 points.

**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:** \_\_\_\_\_

**Cooperating Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_