

Program Guidelines and Rules

BUSD Service-Learning

Program Background & Design

Service-Learning began in Burbank Unified in the 1998-1999 academic year. Participation is required in 9th grade Health/Careers classes. Failure to participate in Service-Learning **will lower a student's final grade in Health/Careers a minimum of one full letter grade**, as this is **part of the grading criteria in this class**. All ninth grade students should complete 10 hours of Service-Learning and **write a reflective essay on their Service-Learning experience**. A total of 10 hours must be completed by all students by the end of the first semester of their senior year, as this is a **graduation requirement**. Students completing 100 hours or more will receive special recognition upon high school graduation.

Service-Learning is **not** volunteering to do work at a "business for profit" or doing volunteer work for a family member or other individual, such as babysitting, cleaning, or mowing neighbor's yards.

Definition of Terms

Service-Learning requires students to volunteer their time to help others or to perform tasks that will benefit the community. The concept of Service-Learning is designed to further reinforce a School-to-Career connection with the high school educational experience. Technically, the term "Service-Learning" refers to volunteer service (no pay) that is directly or indirectly linked to the school's curriculum. In some cases, the tie-in is a subtle one, based on a student forming his or her own conclusions. A student volunteering in a nursing home, for example, may recall a short story whose theme stresses the importance of companionship: or a student working in a hospital may recognize terminology studied in a science class. In other cases, a teacher may encourage Service-Learning that incorporates an assignment related to a specific unit of study.

Selection of Service-Learning Sites

- Students selecting volunteer sites not on the Service-Learning Resource List must first submit a **Form B**, or check with their Health Teacher, or the College/Career Center Technician, for approval **before** performing service for credit. Pre-approved volunteer sites are placed on a frequently updated Service-Learning Resource List.
- Students are encouraged to work for non-profit organizations, where most volunteer work is acceptable.
Examples of acceptable activities at non-profit organizations include:
Stuffing envelopes, fund raising days like AIDS Walk, working in a nursery while congregation members attend church services.
Examples of not acceptable activities at non-profit organizations:
Teaching in a class of religious instruction, or doing fundraisers that benefit the volunteer.
- Students volunteering at a for-profit organization will generally find this work will **not** be accepted for credit:
Examples of acceptable activities at for-profit organizations:
Helping collect food at an office Thanksgiving basket drive, working with a legal firm at an abused women's shelter that does it as *pro-bono* work.
Examples of not acceptable activities at for-profit organizations:
Xeroxing, filing, answering phones in an office, taking care of animals in a retail pet store.

Program Rules

- Students must submit **Parent Permission Form (Form A)** before beginning their service.
- A maximum of 8 hours of service (for credit) per day is allowed.
- Students must maintain and submit a **Record of Service (Form C)**
- Credit will be given only upon the recommendation of the site and BUSD program coordinators

Record Keeping

- The College/Career Center Technician will record all service hours in the BUSD student record system.
- Ninth grade Health teachers will collect completed **Forms B and C** and turn them into the College/Career Center in May, where they will be kept on file through graduation.
- Tenth, Eleventh and Twelfth grade students are to turn in their forms directly to the College/Career Center Technician, where they will also be kept on file through graduation.

Awards

- Seniors who have volunteered a total of 100 hours or more will earn Service-Learning recognition (the initial 10 hours will count toward the 100). All awards must be claimed before the student graduates.
- The College/Career Center Technicians will monitor additional hours accumulated beyond the required 10 hours.
- To receive recognition for completing 100+ hours, the deadline to turn in the hours will be **the end of the third week in April of the student’s senior year. Credit will not be given for hours turned in after this date.**

On-Campus Service Clubs

- Students are permitted to submit Service-Learning volunteer hours that have already been counted toward requirements for a specific school service club. These hours must be submitted to the College/Career Center Technicians.

Service-Learning Class Projects

- Individual and class Service-Learning are acceptable in all Health/Careers, Math, Science, English, Social Science and other classes where teachers are interested in participating. Each student participating in individual and class projects must submit Forms A, B, and C. Hours submitted must be for hours outside of the regular school day. All ninth grade students must still complete the required 2-4 page, *Reflective Essay* (including coversheet).

Approximate Time Tables for Ninth Grade Students

<i>Regular School Year</i>	<i>Summer School Enrichment—Health Class</i>
<p>By or before 2nd week of 1st semester Parent permission Form A due on</p> <p>_____ (due date)</p>	<p style="text-align: center;">(6 weeks)</p> <p>_____ (due date)</p>
<p>On or before End of 1st Semester Minimum of 5 hours completed (Form C)</p> <p>_____ (due date)</p>	<p>_____ (due date)</p>
<p>Four weeks prior to the end of 2nd semester Minimum of 10 hours total completed (Form C)</p> <p>_____ (due date)</p>	<p>_____ (due date)</p>
<p>Two weeks prior to Final Exams 2nd Semester Reflective Essay (2-4 pages with coversheet; typewritten only)</p> <p>_____ (due date)</p>	<p>_____ (due date)</p>

Note

These due dates are important for Service-Learning to be effective. Progress report cards and final grades in the Health/Safety/Careers class are based on course requirements including the successful completion of the Service-Learning component.

Due Date for Completion of Full 10 Hours Requirement

All supporting documentation for the required 10 hours of service must be turned in to the College/Career Center **before the end of the first semester of the senior year.** Failure to meet this deadline will result in the student having to file an appeal in a timely manner. Check with the Guidance Office for appeal deadlines, forms and information.