

**MONTGOMERY COUNTY PUBLIC SCHOOLS****School Hosted Student Service Learning (SSL)  
Opportunity—During the School Day or Virtual/Remote**

Office of Student and Family Support and Engagement  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
Rockville, Maryland 20850

**STAFF DIRECTIONS:**

This form is for school staff to provide a Student Service Learning (SSL) opportunity to middle or high school students during the school day or virtually/remotely. The school must follow the guidelines outlined on page 2 of this form. The school must ensure that the service is for a non-profit organization and meets the [Maryland Seven Best Practices of Student Service Learning](#). The school is expected to provide explicit instruction on the mission of the non-profit organization and the impact the students' service would have on the community served by the non-profit organization.

**SCHOOL INFORMATION—To be completed by the school at least 2 weeks prior to beginning the service learning activity.**

School Name \_\_\_\_\_

Staff Member Completing Form: Name \_\_\_\_\_ Position \_\_\_\_\_

Grade Level(s)/Class(es) that will be participating \_\_\_\_\_

Number of students expected to participate \_\_\_\_\_

Name of Non-Profit organization(s) \_\_\_\_\_

Corresponding Non-Profit organization(s) Federal Employer Identification # \_\_\_\_\_

Community need that the non-profit serves \_\_\_\_\_

**Describe the instruction provided to students to highlight the non-profit organization and the purpose of their service:**
**Description of the event:**
**When/How will student reflection occur:**
**School/Administrator Approval: My signature below verifies that:**

- I have verified that this opportunity meets the guidelines outlined on page 2 of this form.
- The school is responsible for obtaining the materials necessary for students to complete the SSL project and for delivering any items created as a result of the SSL project to the rightful non-profit organizations, e.g. making sure that items made for residents in a nursing home are delivered to the nursing home.
- The school will coordinate a process with the SSL Coordinator to document and to add the SSL hours earned to the appropriate student records.
- I know that this request must be submitted to (no later than 2 weeks prior), reviewed by, and approved by the MCPS SSL coordinator prior to the beginning of the SSL activity.

Name of Staff Member (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Principal (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Student Service Learning Guidelines for School-Hosted SSL Opportunities During the School Day Or Virtually/Remotely

*For step-by-step directions for creating a School-Hosted SSL Opportunity, please visit <https://bit.ly/SchoolHostedSSLInstructions>*

There is a difference between class participation and opportunities that qualify for Student Service Learning (SSL). SSL is a Maryland State Department of Education (MSDE) graduation requirement governed by State and local guidelines. The following are key for school staff members to consider when awarding SSL hours for school-hosted SSL opportunities that occur during instructional time (including homeroom/advisory periods):

- **SSL OPPORTUNITIES** must address and/or serve issues and populations beyond the set expectations and requirements of the class itself
- **SSL OPPORTUNITIES** must serve and/or impact the wider community (generally an underserved population: poor, elderly, infirmed, disabled, youth, etc) and address a specific community need or issue through direct, indirect, or advocacy service
- **SSL OPPORTUNITIES** must address curriculum objectives and be directly connected to a curriculum-related task
- **SSL OPPORTUNITIES** must contain explicit instruction in service-learning; cover the SSL phases of Preparation, Action, and Reflection; and meet the [Maryland Seven Best Practices of Student Service Learning](#).
- **SSL OPPORTUNITIES** must be supervised and consistently monitored by MCPS staff to provide students with feedback and to assess the quality of students' service.

### Examples of key points:

- Students **MAY** earn SSL hours for explicit service provided to support the wider school community and to address a specific need or issue within a school
- Students **MAY** earn SSL hours for participating in advocacy action to raise awareness about a specific community need or issue
- Students **MAY** earn SSL hours for creating materials or handmade items that will be used by the school or a nonprofit to support a community in need
- Students **MAY NOT** earn SSL hours for tutoring or assisting other students during instructional time (including homeroom/advisory periods)
- Students **MAY NOT** earn SSL hours for performing routine classroom tasks or activities (including homeroom/advisory periods)
- Students **MAY NOT** earn SSL hours for assisting staff members with traditional classroom tasks during instructional time (including homeroom/advisory periods)
- Students **MAY NOT** miss instructional time to perform service activities that are not curriculum-related and do not meet curriculum objectives
- Students **MAY NOT** be awarded SSL hours based on attendance at school on a particular day – school staff must verify successful and quality completion of a service activity for each individual student who participates

**Virtual/remote service** must adhere to the MCPS SSL guidelines (<https://bit.ly/VirtualSSLGuidelines>) and include the following:

- a list of criteria or expectations that students will need to meet to demonstrate quality completion of the service project
- a process by which MCPS staff will review all student submissions for quality completion based on the set/established criteria or expectations
- a reasonable equivalency for number of SSL hours (X number of items = X number of hours) that will be equitably awarded upon successful completion of the service project
  - » hours awarded **MAY NOT** be based on a student report/log
  - » reasonable equivalencies **MUST BE APPROVED BY THE MCPS SSL OFFICE**
- a process for tracking students' active participation in service during any virtual sessions, which must be initiated, hosted, and directly supervised by MCPS staff