

# Oak Lawn Community High School District 229

## “Serving Spartans” Service Learning Manual



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# District 229 Oak Lawn Community High School

## Mission Statement

As a diverse and inclusive 21st-Century school, our mission is to graduate students prepared for future success through a safe, supportive, and intellectually challenging environment committed to the values of **Spartan PRIDE**.

## Vision Statement

We envision a school that develops future-ready citizens who

- respect and embrace high standards of learning,
- strive to be responsible, engaged individuals of strong character,
- partner with our diverse communities,
- possess the skills and knowledge to innovate in the global economy.

## Statement of Values – **SPARTAN PRIDE**

- Personal Responsibility
- Respect
- Integrity
- Dedication
- Excellence

## Purpose of the Service Learning Requirement

The purpose of the service learning graduation requirement is to prepare our students to play a vital role by actively participating in our community. Students must complete 24 hours of service learning for District 229 Oak Lawn Community High School as a graduation requirement.

## Standards for School-Based and Community-Based Service Learning<sup>1</sup>

1. Effective service learning efforts strengthen service and academic learning.
2. Model service learning provides concrete opportunities for youth to learn new skills, to think critically, and to test new roles in an environment that encourages risk-taking and rewards competence.
3. Preparation and reflection are essential elements in service learning.
4. Youths' efforts are recognized by those served, including their peers, the school, and the community.
5. Youth are involved in the planning.
6. The service students perform makes a meaningful contribution to the community.
7. Effective service learning integrates systemic formative and summative evaluation.
8. Service learning connects the school or sponsoring organization and its community in new and positive ways.
9. Service learning is understood and supported as an integral element in the life of the school or sponsoring organization and its community.
10. Skilled adult guidance and supervision are essential to the success of service learning.

## What is Service Learning?

Service learning is a method by which young people learn and develop through active participation in thoughtfully organized experiences that...

- Meet actual community needs
- Coordinate in collaboration with the school and community
- Integrate into each young person's academic curriculum
- Provide structured time for a young person to think, talk, and write about what he/she did and saw during the actual service activity
- Provide young people with opportunities to use newly acquired skills and knowledge in real life situations in their own communities
- Are a practical application of what is taught in school
- Help to foster the development of a sense of caring for others.

**Definition:** Service learning is service without pay to a non-profit organization or an individual or group in need of assistance; the service must be for the benefit of others either outside the school community or for a school-based parent group; academic based service learning enhances learning by connecting a service learning project to a specific objective of the curriculum.

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<sup>1</sup>Alliance for Service Learning in Education Reform

<http://www.closeup.org/servlern.htm>

## What is the Value of Service Learning?

### Service Learning helps students:

- Acquire life skills
- Understand their responsibilities as citizens in the community
- Improve their self-esteem
- Take and accept new challenges
- Apply classroom learning to “real life” learning experiences

### SEL Standards Addressed<sup>2</sup>

II  
VI  
IV  
II  
I, II

### Service learning provides students with:

- Opportunities for higher level thinking
- Opportunities to assume responsibilities
- The positive experience of helping others
- A chance to explore new roles
- An experience to enrich their learning
- Opportunities for career exploration

### SEL Standards Addressed<sup>2</sup>

II  
I, II, III, V  
IV  
II  
I, II  
II

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<sup>2</sup>ISBE Social Emotional Learning Standards

[http://www.isbe.net/ils/social\\_emotional/standards.htm](http://www.isbe.net/ils/social_emotional/standards.htm)

These standards have been developed in accordance with Section 15(a) of Public Act 93-0495. This Act calls upon the Illinois State Board of Education to “develop and implement a plan to incorporate social and emotional development standards as part of the Illinois Learning Standards.”

## **Program Overview**

Twenty-four (24) hours of service learning is a graduation requirement for all Oak Lawn Community High School students beginning with the class of 2011. Students are eligible to receive credit for service performed on or after the completion of a class as an OLCHS student. **(Cross Reference: p.7-8, Procedure for Completing the Service Learning Requirement)** Students transferring to OLCHS will be eligible for a reduced amount of hours if the previous school did not also have a Service Learning requirement.

## **Freshman In-Service**

All students will be provided information and training during their freshman year regarding the service learning graduation requirement, specifically during Freshmen Seminar.

## **Parent Communication**

Information pertaining to the service learning requirement will be shared with parents of all freshmen during Freshmen Parent Night and through the sharing of handbook, forms and written procedures. Parents will also be given updates via the OLCHS website, the Oak Leaflet and Skyward.

Parents needing additional information or with questions /concerns should contact the Service Learning Coordinator to schedule an appointment.

## **Transfer Students**

Upon transfer to OLCHS from another school, the Service Learning Coordinator will determine how many hours the transfer student is responsible for completing based on the following criteria:

If a student transferred from a school that required service learning for graduation:

1. The student shall be held responsible for completing all 24 hours of the OLCHS service learning requirement.
2. The student shall receive credit for any approved service learning from previous school(s).

If a student transferred from a school that *did not* require service learning for graduation:

1. The Service Learning Coordinator will meet and advise the transfer student on the OLCHS Service Learning requirement.
2. The student shall be responsible for completing hours on a prorated system:
  - a. Transfer as a sophomore – 18 hours
  - b. Transfer as a junior – 12 hours
  - c. Transfer as a senior – 6 hours

Students needing additional information or with questions /concerns should contact the Service Learning Coordinator to schedule an appointment.

## Exempt Students

Some students with severe developmental handicaps may be exempt from this requirement. These cases will be discussed individually with the Special Education Department Chairperson and the Service Learning Coordinator. The opportunity for these students to participate in classroom-based School Activity Projects will be allowed during the school day.

Students going to out of district special education schools will be exempt from the requirement as decided by the Special Education Department Chairperson. However, if the student returns OLCCHS, the service learning requirement will be reviewed for that student.

## Summer Hours

Students wishing to complete their Service Learning hours over the summer will be eligible to do so only after the completion of their first class at OLCCHS and before graduation. Sites must be approved before service is performed, and summer hours must be turned in within two weeks of the start of the fall semester.

## Option I – Service Projects

### 1. Community Based:

Community based service learning projects shall be performed outside the school day, shall not benefit the high school or their ancillary organizations, and shall not earn the student any academic credit or extracurricular remuneration or credit in any other organization. Students will arrange for own service learning hours OR may participate in OLCCHS sponsored field trips for community-based activities. Opportunities for community-based projects will be regularly advertised through student announcements and on the Service Learning bulletin board outside of the Student Services Office.

### 2. School Based:

- A. Academic Projects: Students may also earn service learning hours through academic based service learning projects. Students may earn all hours through academic based service learning projects, which supplement and enhance learning by connecting academic concepts to practical application. Academic based service learning projects must be facilitated through a classroom teacher. An example of a project that would count for this area would be a class creating care baskets for military personnel, organizing a drive to collect materials, etc. Students cannot earn both class credit and service learning for the same project/work. (Appendix A: Academic Project Proposal)
- B. School Activity Projects: Students may earn hours through pre-approved school activity service learning projects. A maximum of 1/3 of the total required hours may be earned through school projects. To qualify, projects must be pre-approved by the Service Learning Coordinator. Students may meet the requirement through a group project sponsored by a team, club, or class with Coordinator's approval. These hours may not count for other school activity requirements, such as club membership, National Honor Society, etc. Examples of projects that would count in this area are

tutoring before and after school, environmental projects, special projects for the school, projects sponsored by Parent/Booster organizations and possible projects with special need students. Except for the last activity, these hours cannot be completed within the school day and cannot earn credit for a class nor fulfill a club or activity responsibility. **(Cross Reference: p.6, Exempt Students)**

## Approved Service Projects

To qualify for approval, a service project must meet the following criteria:

1. It must contribute to the completion of a task, which will benefit the community, needy individuals, groups in the community and/or school based parent groups. These groups should be non-profit organizations, 501(c)(3) charities, and/or be able to demonstrate their services as FREE to community members in need.
2. It must provide students with a worthwhile learning experience.
3. It must not involve direct solicitation of funds for non-profit agencies nor generate profits for any private company. Furthermore, students may not handle monetary transactions nor collect pledges.
4. It must not cause a reduction in the number of employees at a site.
5. It must not place students in any situation which would pose a risk to their health or safety.
6. It must not place students in a situation that would be inappropriate for their age, background or level of maturity.
7. It must not be for any political party, lobbying or special interest group, or family member.
8. Any neighbor-in-need community based service learning project must be channeled through an approved service learning site.
9. Although service learning through religiously affiliated organizations is permitted, the service rendered shall not be religious in nature. Participation in forms of worship or religious instruction shall not be counted toward the fulfillment of the service learning requirement.
10. Students must turn in their paperwork within 2 weeks of their last date of service at an approved site for hours to be credited.

A list of pre-approved sites for Service Learning is available in the Student Services office, on the Student Services department webpage and/or the Service Learning iTunes U and/or Canvas courses on the student iPad. If a student wishes to perform service hours at a site not listed, the student should seek approval from the Service Learning Coordinator before service is performed.

## Procedure for Completing a Service Project

1. Each student will receive service learning information at the freshmen orientation program. Students are eligible to receive credit for service performed on or after the completion of a class as an OLCBS student. **(Cross Reference: p.5, Program Overview)**

2. If a student has arranged his or her own project, he or she will meet with the Service Learning Coordinator for approval of both project and site, assuming that site is not on the provided list of pre-approved sites. **(Cross Reference: p.7, Approved Projects)** Once projects and sites are approved, students will receive the appropriate paperwork for project verification. Projects must meet guidelines as set forth in this handbook and be pre-approved by the Service Learning Coordinator or no credit will be given toward completion.

**-OR-**

If a student needs help selecting a project or a site, the student should meet with the Service Learning Coordinator to see what projects are available. A list of pre-approved sites for Service Learning is available in the Student Services office. **(Appendix A: List of Pre-Approved Service Learning Sites)**

3. The student must present the verification paperwork to the event or site coordinator, who will sign the paperwork and return it to the student. The student is responsible for completion of all paperwork, as well as returning the paperwork to the Service Learning Coordinator. **(Appendix B: Service Learning Student Agreement)** All documentation must be turned in to the Service Learning Coordinator within 2 weeks of project completion in order to receive credit. Paperwork older than 2 weeks will not be accepted.
4. The number of service learning hours the student has earned toward the service learning requirement will be reported periodically to the student and parent/guardian via Skyward.
5. The deadline for completion of the service learning requirement is as follows:
  - a. For students graduating early (January Grads), the deadline to turn in service hours will be the start of Semester One Senior Exams.
  - b. For students graduating in May (May Grads), the deadline to turn in service hours will be the start of Semester Two Senior Exams.

## **Option II – Research Project**

An alternative option for completing the service-learning requirement is the alternate written research project. In keeping with the service learning mission statement, the research option to fulfill the graduation requirement allows the student to:

1. Select an issue relevant to his/her community;
2. Gather information on the issue through interviews and background research;
3. Reach a conclusion; and
4. Write up the findings in a report that could be presented to an official involved with the issue.



As each step must be approved by the Service Learning Coordinator, students should allow adequate time to complete this project.

### Procedure

1. The student must select a community-related problem that he/she has an interest in or select an issue from the list of suggestions that are available. The proposed topic must be approved by the Service Learning Coordinator. When the topic (thesis statement) is approved, the student will receive an interviewing technique guideline sheet and scoring rubric.
2. The student must do background reading on the topic. The student will develop his/her expertise through extensive background reading of 7-10 sources which may include books, research materials, local and metropolitan newspapers, magazines, pamphlets, etc.
3. The student will then identify the experts he/she will want to interview and create a list of probing interview questions in preparation for the actual interviews. These questions must be approved by the Service Learning Coordinator prior to the interviews.  
*\*\* An expert is not a friend or relative who has an opinion on something, but a person with in-depth knowledge on the topic resulting from direct experience.*
4. The student will schedule and conduct a *minimum* of four interviews about the pros and cons of the topic.
5. The student will process all the information he gathered and present it to the Service Learning Coordinator in a well-written research report.

### Content and Form

1. The student will prepare a report, which identifies and explains the issue, the current and/or recommended policies/actions on that issue, the student's own position on what ought to be done and why he/she is taking that position.
2. The paper must be typed and double-spaced. All correct forms for a research paper, as outlined by OLCHS English curriculum, must be followed. A bibliography and endnotes must be included. The minimum length to fully explore the topic must be ten typed pages produced using Times New Roman font, size 12 and one-inch margins throughout.
3. Revisions may be necessary, therefore it is suggested that the paper be submitted no later than 30 days prior to the end of the third quarter senior year. Final acceptance of the research project will be given by the Service Learning Coordinator.
4. When the written research project is accepted, the student's transcript will reflect completion of the service learning requirement.
5. Students electing to complete their service learning requirement through the alternate written research project must complete this project by the last day of the third quarter of their senior year.

## **Student Integrity**

Students are expected to approach service learning with the same integrity as they do their other academic endeavors. Students shall not receive remuneration or credit in any other organization, including court ordered service learning hours, for those projects, which are approved and then completed for the service learning graduation requirement.

## **Student Completion Incentives and Recognition**

### **National Honor Society**

The Spartan chapter of the National Honor Society is a student organization that “serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, and character” ([www.nhs.us](http://www.nhs.us), 2008). As one requirement for recognition and participation in NHS is service hours, it is the policy of OLCHS District 229 and the Spartan chapter of NHS that:

“to be eligible to apply for membership to the Spartan chapter of National Honor Society, a student must have completed the Service Learning graduation requirement by September immediately following the end of their sophomore year.”

### **Outstanding Service Award**

Students earning 100 or more hours by the end of their senior year will be recognized during Senior Awards Night for exceptional service to their community. The students will be honored at the Senior Awards Night with a certificate in recognition of this honor.

### **Distinguished Service Graduate**

The student from each graduating class with the most hours of service documented with the Service Learning Coordinator will be recognized during Senior Awards Night as the Distinguished Service Graduate for their class. The students will be honored at the Senior Awards Night with a certificate in recognition of exceptional service to their community above and beyond their peers.

## Student Supervision and Safety

Student safety and supervision are of the utmost importance. The following guidelines have been established to provide students with a safe and proper environment for their service learning experience.

1. It is required that the site provides adult supervision and guidance for the student at all times.
2. Students should be clear as to their responsibilities, and to whom at the site they are to report.
3. Students may not handle monetary transactions nor collect pledges.
4. Students may not participate in any activity involving the use of dangerous or potentially dangerous tools and/or equipment. Hazardous areas are dangerous and unsuitable for student learners. Under no circumstances will students perform their service learning in an area that involves dangerous activities.
5. Each student will be assigned responsibilities and activities consistent with his/her age, experience and maturity level.
6. Students may not operate a motor vehicle while performing service learning. The site will not assign and/or allow students to drive while engaged in the service learning experience. Students may not transport individuals in a motor vehicle as part of their service learning experience.  
*\*\* This does not include transportation to and from the service learning site.*
7. Students will not be expected to participate in service learning activities at either unreasonably early or late hours of the day or evening.
8. Students engaged in clinical, medical, hospital or related settings will not attend to any duties resulting in exposure to fluids, excretions, or contaminations known to be harmful, contagious, or injurious.
9. The site may not allow students to participate in service without the expressed written consent of both the parent/guardian and the school Service Learning Coordinator.
10. In case of injury or illness, the site will notify, as per the medical release information on the Service Learning Agreement. **(Cross Reference: p. 12, Medical Release Information)**

## Liability

If a student is injured at a service site, the service site shall be responsible. In reviewing the service site prior to approving it for any student in the service learning program, District 229 shall determine whether the service site has appropriate liability insurance (or an appropriated self-insurance program) at the time of the review. The service site shall be responsible for maintaining such insurance or a self-insurance program (or its equivalent). District 229 shall

not be liable for any injuries unless directly caused by the District and unless the District would otherwise be liable under applicable law.

## **Medical Release Information**

Each parent must complete the Emergency Medical Release Information on the bottom of the Service Learning Agreement. In case of emergency, the parent or their designee must be contacted. If the parent or designee cannot be reached, the Medical Release information allows for the transportation and treatment of the student. (Cross Reference: p.11, Student Supervision and Safety #9)

## **Transportation**

Transportation to and from a service site will be the responsibility of the student. Some school-based group projects may allow for the district bus transportation with the approval of the Service Learning Coordinator and Principal.

## **Discipline**

Students are to maintain the high level of behavior that is expected of all Oak Lawn Community High School students. Students come under the jurisdiction of all OLCHS discipline policies. Service Learning is a school sponsored program, and all school rules apply.

A student who fails to meet his obligations, including absences and tardiness, or who fails to perform in an acceptable manner may be removed from the service learning experience. Dismissal from a service learning site for inappropriate behavior may warrant a referral to the Dean's Office. In the event of dismissal, the service learning site and/or Service Learning Coordinator may elect to withhold hours. Students with continual behavior difficulties at service learning sites may be required to meet the requirement through the alternate written research project.

## **Falsifying Documents**

Falsifying service learning documents will result in a Dean's referral and appropriate discipline as per OLCHS policy.

## Service Learning Due Process

Students have the right to express concerns regarding their fair treatment while participating in the service learning experience. The following procedure should be followed to appeal a community service decision:

1. The student shall express the concerns initially to the Service Learning Coordinator in an informal manner.
2. If the student and the coordinator cannot reach consensus on the matter, the coordinator will then schedule a parent conference. The student must attend the parent conference.
3. If the student and parent are not satisfied, after this initial review, they may then appeal in writing to the Student Services Director. The written complaint must specify:
  - a. The nature of the complaint;
  - b. The facts on which it is based;
  - c. The solution requested.
4. If the student and parent are still not satisfied with the results of the meeting, they then may appeal in writing to the principal.

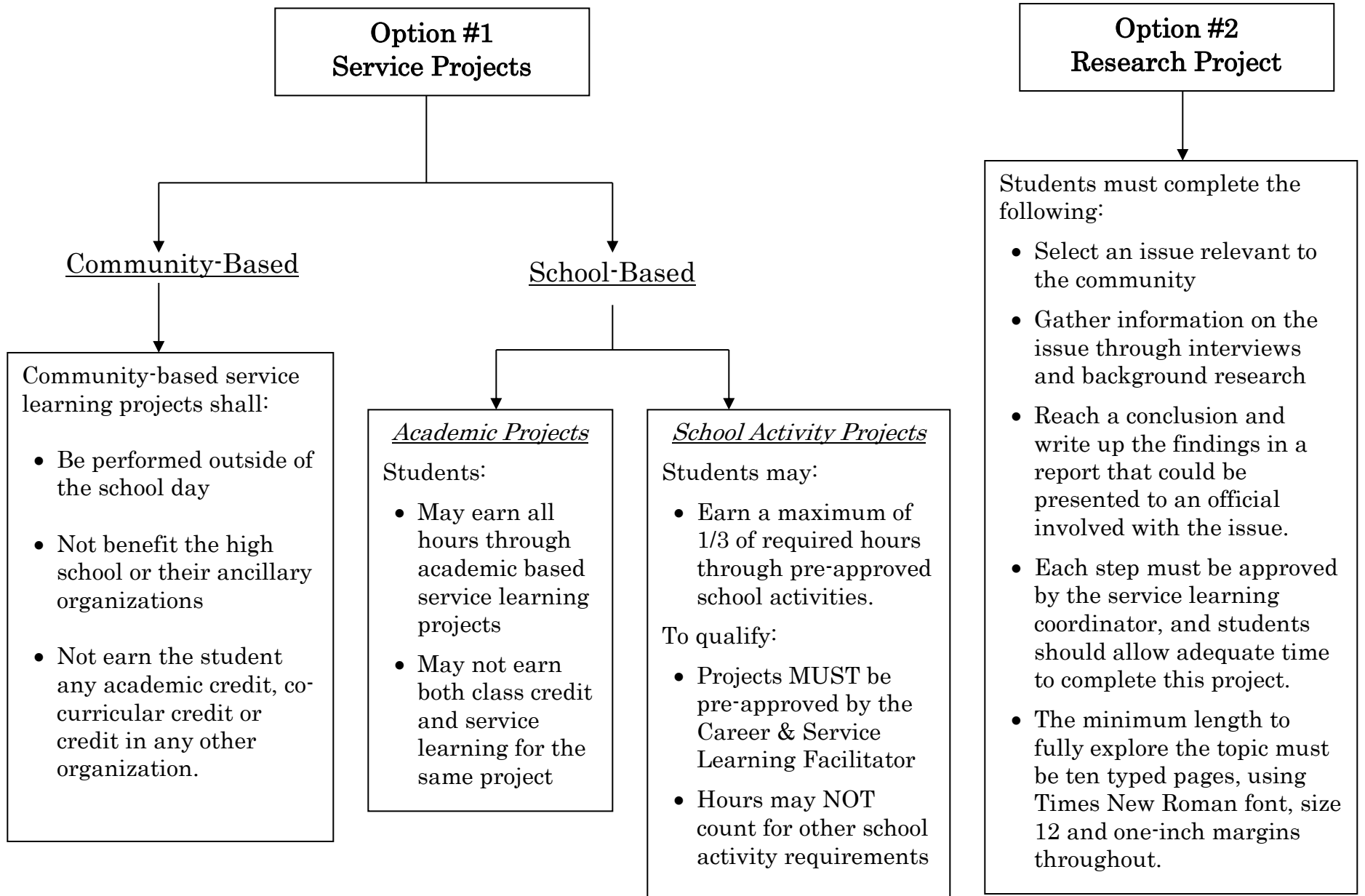
## Service Learning Questions

All questions related to fulfillment of the service learning graduation requirement shall be directed to the Service Learning Coordinator:

Kelly Kenny  
Career & College Counselor  
Service Learning Coordinator  
Oak Lawn Community High School  
9400 Southwest Highway  
Oak Lawn, IL 60453  
708-741-5853  
[kkenny@olchs.org](mailto:kkenny@olchs.org)

# Oak Lawn Community High School District 229

## Service Learning Fulfillment Options



## List of Appendices

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# Appendix A: Academic Project Proposal



Oak Lawn Community High School  
District 229

Service Learning Program  
9400 Southwest Highway  
Oak Lawn, IL 60453

## Academic Project Proposal

Approved  Denied (please see attachment)

\_\_\_\_\_  
Division Chairperson

\_\_\_\_\_  
Service Learning Coordinator

### ***PLEASE ALLOW TIME FOR APPROVAL***

The purpose of any service learning activity done through the classroom should be to help students master subject matter while providing a service to the school and/or surrounding community.

**Teacher** \_\_\_\_\_

**Department** \_\_\_\_\_ **Class** \_\_\_\_\_

What is the curricular unit or lesson in which the service learning will be taught?

### **Project Description**

What is your project? Imagine the individual reading this proposal knows nothing about your project. Include what is most important.

When would you like to do this project?

### **Hours**

Please estimate the number of hours that you believe students should receive service learning credit for. Please remember that if students are receiving class credit, then they cannot also receive service learning credit.

Estimated hours of in-class preparation (if any) \_\_\_\_\_

Estimated hours of supervised out-of-class preparation (if any) \_\_\_\_\_

Total estimated hours for this service learning project \_\_\_\_\_



**Curricular Link**

Please explain how this service learning project will support/enhance the curricular unit that you are teaching.

**Need**

What will students learn/gain by participating in this project? Why is this project needed? For whom will it be valuable?

**Evaluation/Student Reflection**

Explain how students will process their experience (both positive *and* negative) in this service learning endeavor.

**Final Results**

What will be the results of all your hard work? What changes will take place in the community as a result of this project?

## Appendix B: List of Pre-Approved Service Learning Sites

A full, updated list of pre-approved sites for service learning and a calendar of upcoming volunteer opportunities are both available the following ways:

1. On the OLCBS Student Services department webpage:  
<http://www.olchs.org/students/service-learning/>
2. In the iTunesU Seminar course on the student iPad  
Course codes available online: <http://www.olchs.org/parents/student-servicescholarships/>





## Appendix D: Explanation of Service Hours & NHS Application Process

### National Honor Society

The Spartan chapter of the National Honor Society is a student organization that “serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, and character” ([www.nhs.us](http://www.nhs.us), 2008). As one requirement for recognition and participation in NHS is service hours, it is the policy of OLCCHS District 229 and the Spartan chapter of NHS that:

“to be eligible to apply for membership to the Spartan chapter of National Honor Society, a student must have completed the Service Learning graduation requirement by September 1 of the year of intended application.”

### Process for NHS Application:

1. The following are criteria for eligibility to apply for induction into National Honor Society:
  - a. Student must be classified Grade 11 or Grade 12
  - b. Student must have a minimum 3.5000 cumulative GPA (effective with Class of 2020)
  - c. Student must have active involvement in at least two different and unrelated extracurricular activities
  - d. Student must not have any serious disciplinary infractions
  - e. Student must have completed the Service Learning graduation requirement by September of the year of intended application.
2. The Service Learning Coordinator will send a letter to all students who qualify based on GPA to notify them of the requirement to complete the Service Learning requirement in order to apply for NHS.
3. After the September deadline:
  - a. The Service Learning Coordinator will notify students of completion of the Services Learning graduation requirement
  - b. The Service Learning Coordinator will compile a list of students who have met the Service Learning requirement and submit to the National Honor Society sponsor.

NOTE – students may continue to volunteer if they choose, but know that hours accumulated will not count for NHS membership unless performed after induction.
4. The National Honor Society sponsor will send an invitation to apply to National Honor Society to all students who meet the GPA and Service Learning criteria.
5. Students will complete application and turn in to National Honor Society sponsor by set deadline.
6. Selection for membership is made by a five-member Faculty Council appointed by the Principal. Selection is based on the above criteria.
7. Students will be notified of acceptance and induction from the National Honor Society sponsor by set date.
8. Once inducted, students will be informed of procedures for maintaining membership.

Students and parents with questions about NHS application and induction process should contact the NHS sponsor. Contact information for all activity sponsors can be found on the district website.