

FCPS Student Service Learning Procedures

Graduation Requirement:

COMAR 13A.03.02.06 Student Service.

Students shall complete one of the following:

- A. 75 hours of student service that includes preparation, action, and reflection components and that, at the discretion of the local school system, may begin during the middle grades; or
- B. A locally designed program in student service that has been approved by the State Superintendent of Schools.

Frederick County Public School students meet the graduation requirement for Student Service Learning (SSL) through a state approved locally designed program. That program includes infused curricular activities within 20 middle and high school courses. Every student enrolled in the Frederick County Public Schools from grades 6-12 takes a minimum of 17 of these 20 courses that include infused Service Learning. To ensure comparability between school systems and satisfy the 75 hour graduation requirement, each course is credited with 4.5 hours of Service Learning.

Middle School Students:

Infusion

Student Service Learning is infused into the mathematics, language arts, science and social studies curriculum. Students who attend an FCPS middle school for grades six through eight will have earned 45 service learning hours by the end of their eighth grade year. These hours are transferred to the high school and are applied toward the 75 hours required for graduation.

Subject	Grade 6	Grade 7	Grade 8
Math	1	1	1
Science	1		
Language Arts	1	1	1
Social Studies	1	1	1
Totals	4	3	3

Transfer Hours

The SSL graduation requirement is adjusted for high school students who transfer into Frederick County Public Schools from another county or state and the SSL hours required for graduation are pro-rated for students new to FCPS. Pro-rated hours also apply to middle school students who enroll in an FCPS middle school from another county or state. At the end of each year, the counselor should run a report to check the number of hours for each student. At the end of the 8th grade year, no student should have more than 45 SSL hours.

Grade entered	Pro-rated Hours
6	18
7	31.5 (13.5)
8	45 (13.5)

If a student enters your school during the school year, the hours will automatically be calculated by eschool. The only time you will need to pro-rate hours for middle school students is when you enroll a new 7th or 8th grade student. When you enroll a student in 7th grade you will enter 18 transfer hours. The 13.5 infused hours the student earns throughout the 7th grade year will be calculated by eschool. When you enroll an 8th grade student, you will enter 31.5 transfer hours (18 for 6th grade and 13.5 for 7th grade). The remaining 13.5 infused hours the student earns throughout the 8th grade year will be calculated by eschool and the student will have a total of 45 middle school SSL hours.

Volunteer/Community Service

Middle school students who practice service learning after school, on weekends and during the summer with the objective to instill a spirit of community activism and involvement for life-long service can earn additional Community Service hours. Activities completed outside of school must be documented on the **Volunteer Hours and Community Service Form**.

The hours that students earn independently are categorized as Volunteer/Community Service hours. One hour of Volunteer/Community Service may be awarded for one hour of a student's service. No more than **25 Volunteer/Community Service hours earned while a student is in middle school will be transferred to the high school**. All hours must be documented and shared with the High School.

Record Keeping

The principal's designee at each middle school will be responsible for filing the **Record of Volunteer Hours and Community Service Form** that is completed and submitted by students. Information regarding Volunteer/Community Service hours earned at the middle school level is **not entered** into the student information system. All middle school hours are calculated by the software. **Volunteer/Community Service** documentation paperwork must be forwarded to the appropriate high school.

High School Students

Infusion

Student Service Learning is infused into the mathematics, language arts, science and social studies curriculum. Students who attend an FCPS middle school for grades nine through twelve and successfully complete courses with infused service learning activities have the opportunity to earn 45 service learning hours. Service Learning hours are infused in the following high school courses:

Math	Algebra I Geometry Statistics and Probability
Social Studies	Modern World History American Studies II Government
Science	Biology
Language Arts	English 9 English 10 English 11
Transition Education	Student Service Learning

Students who are not enrolled in the SSL infused courses must still meet the graduation requirement of 75 hours. The student is responsible for completing and providing documentation for additional hours to be applied to the requirement. The hours will be entered into eschool as transfer hours.

Transfer Students:

The SSL graduation requirement is adjusted for high school students who transfer into Frederick County Public Schools from another county or state. The SSL hours required for graduation are pro-rated for students new to FCPS.

Grade	Pro-rated Hours
9	30
10	43
11	55
12 (1 st Semester)	65
12 (2 nd Semester)	70

The permanent record for all students graduating should reflect **75** hours of Student Service Learning. Students who have documented transfer hours are limited in the number of pro-rated and transfer hours they can apply toward the graduation requirement.

Volunteer/Community Service

High school students who practice service learning after school, on weekends and during the summer with the objective to instill a spirit of community activism and involvement for life-long service can earn additional Community Service hours. Activities completed outside of school must be documented on the **Volunteer Hours and Community Service Form**.

The hours that students earn independently are categorized as Volunteer/Community Service hours. One hour of Volunteer/Community Service may be awarded for one hour of a student’s service. If the student completes **Volunteer/Community Service** hours while in middle school, no more than **25 Volunteer/Community Service hours earned while a student is in middle school will be transferred to the high school**. All hours must be documented and shared with the High School.

High school students who are enrolled in courses that are not infused with service learning activities will be expected to earn additional hours through Volunteer/Community Service. The hours earned will be applied as transfer hours to the student’s required 75 hours for graduation purposes. Any remaining hours will be applied to hours earned for a Volunteer/Community Service Award. Each FCPS high school has a Service Learning Coordinator who is responsible for Volunteer/Community Service for their school and the feeder pattern middle and elementary schools. The Service Learning Coordinator is responsible for assisting students in satisfying the state mandate for service learning. This includes assisting transfer students and students who did not enroll in courses with infused service learning activities.

Record Keeping

Infused service learning hours are calculated by the student information system software. **The only service learning information to be entered manually is transfer hours**. For record keeping purposes, transfer hours apply to those hours documented by a high school student enrolling in a FCPS school from another county or state or a specified number of Volunteer/Community Service hours that need to be transferred to reflect the total number required for graduation.

The principal’s designee at each high school will be responsible for filing the **Record of Student Service Learning Activities** forms completed and submitted by students. The **Volunteer/Community Service** documentation is not recorded in the student information system.

Transfer hours for students who enroll in a FCPS high school must be manually entered into the student information system. The school counselor will identify the number of transfer hours to be entered into the student information system as outlined by MSDE and FCPS. Middle School counselors are responsible for entering transfer hours into eschool for students who enroll in a FCPS middle school from another state or county.

Grade	Pro-rated/Transfer Hours Maximum Permitted
9	45
10	58
11	70
12 (1st Semester)	70
12 (2nd Semester)	70