

**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
**Student Service Learning (SSL)**

Give a Little Time....Make a Big Difference



**SSL WITH SCHOOL CLUBS, ORGANIZATIONS, AND DEPARTMENTS**

**OVERALL GUIDELINES:**

- Includes phases of preparation, action, and reflection.
- Addresses a real need in the community.
- Occurs in a public place (school, synagogue, library, not a private residence).
- Is supervised by an adult representing an approved organization (MCPS).
- Is recorded on MCPS Form 560-51, *Student Service Learning Activity Verification*.
- Reflects one (1) SSL hour for every one (1) hour of service outside of a student's instructional day.

**SPECIFIC GUIDELINES:**

Child Care Provider: outside of one's instructional day; cares for children while their parents attend school-related meetings or functions.

High School Student Aide: part of one's daily schedule; supports the instructional program in a high school department, office, or classroom; must not include grading papers, entering grades or any activity that reveals the achievement record of another student is not appropriate for SSL.; maximum award of 10 SSL hours per semester.

Instructional Aide: outside of one's instructional day; supports the instructional program of a teacher, department, or office; **MUST NOT INCLUDE GRADING PAPERS, ENTERING GRADES OR ANYTHING THAT WOULD REVEAL TO ONE STUDENT THE ACHIEVEMENT RECORD OF ANOTHER.**

Program Participant: outside of the one's instructional day; involvement in school-sponsored programs that promote cultural awareness and diversity appreciation.

Roles Associated with MCPS Athletics:

High School: outside of one's instructional day a maximum of 30 hours per student per sport-season may be awarded by staff serving as MCPS coaches to students who serve as managers or statisticians for team sports. SSL hours are awarded under adult supervision for tasks such as setting up practice, tracking equipment inventory, and keeping statistical data.

Middle School: outside of one's instructional day a maximum of 15 hours per student per sport-season may be awarded by staff serving as MCPS coaches to students who serve as managers or statisticians for team sports. SSL hours are awarded under adult supervision for tasks such as setting up practice, tracking equipment inventory, and keeping statistical data.

Roles associated with school-sponsored entertainment event: (musicals, concerts, plays); in connection with the entertainment event the supervising department must donate a portion of the proceeds to a charitable organization, invite a special audience (nursing home residents, military families etc.) **or** take a collection of needed items for later donation to a charitable organization (Manna Food Bank, Interfaith Clothing Center, Montgomery Coalition for the Homeless, American Cancer Society etc.); 1 SSL hour awarded for every hour of the public performance.

Student Representative: outside of the instructional day provides the "student voice" on committees/boards associated with the Parent, Teacher, Student Association (PTSA), Booster Club, Guidance Department, etc.

Student Representative: outside of the instructional day provides support and "student voice" to school-sponsored informational events that have a direct link to the school (PTSA meeting, Back to School Night, College Fair, 5<sup>th</sup> Grade Parent Night, etc.)

Student Representative: during the instructional day provides the "student voice" or support for elections involving the MCPS Student Member of the Board, Maryland State Department of Education advisory committees, MCPS instructional council, etc. One (1) SSL hour awarded for every one (1) hour of service during the instructional day.

Tutor: outside of one's instructional day; assists same-school students or students at another school.