

SERVICE LEARNING AGREEMENT

Chicago Public Schools

Name: _____ Home Phone: _____

School: _____ Division # _____

Home Address: _____ Zip Code: _____

Site/Project Name: _____

Site Address: _____ Zip Code: _____

Site Contact Name: _____ Title: _____

Site Phone: _____ Project Date(s): _____

Basic responsibilities: _____

I, the above student, have elected to provide service at the above site. I agree to abide by the regulations/ policies of this site and the Chicago Public Schools and to provide to the best of my ability the tasks specified in this agreement. I agree to call the site in advance if I am detained for any reason. **Failure to do so may result in termination of this agreement.**

Student signature

Date

This site agrees to accept the services of the student as specified and to provide meaningful tasks for this student. In exchange for services rendered, this agency will train, supervise and evaluate the student. We will not expect the student to participate in activities that would be considered unsafe for the age and experience of the student. This is to acknowledge that we ___ do ___ do not (check one) provide general liability insurance protecting the student when he/she is involved in this service project.

Site contact signature

Date

I, the parent/legal guardian of the above student, approve his/her participation at this site and agree to lend support and encouragement to my child in the service he/she will render to the site we have chosen. I accept responsibility for my child's transportation to and from the site.

Parent/guardian signature

Date

MEDICAL RELEASE INFORMATION

If the parent/guardian is unavailable, please notify the emergency contact person below:

Name: _____ Phone: _____

The student has my permission to be transported and treated by any doctor assigned by the service site in an emergency or accident.

Parent/guardian signature

Date

Please return this form to your Service Learning Coach.

Brief Summary of Reflection Activities:

Materials/Resources:

<p>For More Information, Contact:</p> <p>School: _____</p> <p>Contact Person: _____</p> <p>Address/Tel: _____</p> <p>_____</p> <p>URL: _____</p>

Please keep a copy, share it with a colleague and fax or send a copy to
CPS, Office of High School Development, Service Learning Initiative, Mail Run #125, 773/553-2148

Service Learning

Service Learning Graduation Requirements

1. Students must complete a minimum of 40 hours of service between 9th and 12th grade in order to graduate.
2. Students must spend time preparing and reflecting on the service-learning experience. The forms can be found in the main office or in the service learning office. They can also be found at (www.servicelearning.cps.k12.il.us/Forms.html). Students participating in classroom-projects must participate in classroom preparation and reflection activities. **Students also must write an essay explaining what they have learned through the process.**
3. All service-learning projects must be pre-approved by the school's Service-learning Coach. Service-learning hours will not be granted for projects that have not been pre-approved.
4. Service-learning hours will be verified by the coach so phone numbers and contacts will be verified.

Students May Not Earn Service Learning Hours Through The Following:

1. Work with for-profit businesses and corporations. Students are not allowed to get paid for the service-learning activities.
2. Religious organizations if the service involves proselytizing
3. Volunteer work with a political campaign.
4. Participation in a sports team or extra-curricular activity unless that group designs a Service Learning project.
5. Assisting a teacher (correcting papers, cleaning the classroom)
6. Attending a training or other educational event unless the training leads directly to a service project.

Teachers who are willing to initiate a Service-Learning project must see Ms. Gargas before the project has been implemented to fill out a two page report that can be found on the <http://www.servicelearning.cps.k.12.il.us/Guidelines.html> website. These forms must be submitted since service-learning will be audited and records must be in place.

Any questions, please see Ms. Gargas in the Service Learning Office.