

**Jefferson County High School  
Course Syllabus**

**A. Service Learning**

**B.** Service Learning is a form of experiential learning where students develop knowledge and critical thinking skills while addressing genuine community needs. Through direct service activities, students gain an understanding of human psychology, life skills, community needs and resources, civic responsibility, career options, and human diversity. Placements in this class are off-campus. It is the responsibility of the parent/guardian to provide transportation.

**C. Grade Term- Semester**

**D. Grading Scale**

<u>Range</u>	<u>Honors/ Regular</u>	<u>College-Level</u>	<u>A.P.</u>
93-100 A	4.0	4.5	5.0
85-92 B	3.0	3.5	4.0
75-84 C	2.0	2.5	3.0
70-74 D	1.0	1.5	2.0

**E. Term Dates**

- a. 1<sup>st</sup> 9 Weeks August 5, 2016 – October 7, 2016
- b. 2<sup>nd</sup> 9 Weeks October 8, 2016 – December 16, 2016
- c. 3<sup>rd</sup> 9 Weeks January 5, 2017 – March 15, 2017
- d. 4<sup>th</sup> 9 Weeks March 16, 2017 – May 25, 2017

**F. Required Forms-**

Parent Permission Slip, Authorization for News Media Contact, License and Insurance Forms, Proof of Safety Training, Learning Agreement and Time Log.

**G. Class Requirements**

- a. Students must complete a minimum of 30 service hours to receive credit for the course.
- b. Students must sign in and out through the front office every day they go to a placement.
- c. Students must sign in at their placement to keep a log of their service hours. These hours must be signed weekly by your supervisor to receive credit.
- d. Students must have a driver's license and keep up-to-date auto insurance.
- e. Students must attend class meetings and follow our class schedule. If a student misses due to an unexcused absence, tardy, or failure to look at the schedule, they will lose participation points.

**H. Rules:** Our school rules should be applied to every placement site.

- a. There are NO cell phones allowed at a placement site. They must be left in your car at all times.
- b. Attendance Policy: See Student Handbook. Some placements will have a stricter policy than our school and you will need to go by their attendance policy because they are counting on you to show up every day you are scheduled. If you are going to be absent, you will need to contact your placement immediately before the time you are scheduled to arrive. If you fail to do this, you will lose professionalism points. If you miss this class more than 8 times, you will not receive credit.
- c. Tardy Policy: You will be in a professional environment, where it is NOT ok to be late. You need to sign out and go directly to your placement. If you are going to be late for some reason, you need to call your placement and let them know what time you will be there and why you are late. Students must be signed out by the time the bell rings. Failure to do so may result in a tardy.
- d. Expectations: The students are expected to be at their site on time every day they are scheduled. Students are expected to dress and act in accordance to our school policies and the policies of their placement site.
- e. Discipline Policy: This class refers to the Student Handbook for discipline; however, depending on the discipline issue, the student may be removed from the class permanently by the instructor or an administrator. If caught skipping your placement or being disrespectful to a community partner, you may be sent directly to In-School Suspension.
- f. When students leave for a placement, they must go straight to the site without making other stops or hanging around the parking lot. The only exception is 3<sup>rd</sup> period, which will be able to do lunch on, or off campus. Students need to work out the best time for lunch with their placement supervisor. (2<sup>nd</sup> period students with 1<sup>st</sup> lunch and 4<sup>th</sup> period students with 4<sup>th</sup> lunch may eat off campus, but are not permitted to bring food back into school. You must also have your parent write a note giving you permission to be off campus at that time).
- g. When you are at a placement with other students, make sure you are not standing together and talking. You should be engaged in the activity the placement has assigned you.

**I. Major Assignments**

- a. Students are responsible for creating a personal portfolio that illustrates each phase of the service experience.
- b. Students taking the class for a 2<sup>nd</sup> time are required to complete a Capstone Project.

## **J. Procedures for Parental Access to Instructional Materials**

- a. Aspen Parent Portal
- b. Instructor's Website
- c. Email Instructor- lo'connor@jcboe.net
- d. Parent Teacher Conference
  - a. There are two designated conference dates during the school year. Parents who would like to request additional meetings may make appointments for conferences with the teachers (during their planning periods), counselors, or a principal by telephoning the school office.

## **K. Driving**

- a. Students will be leaving campus to serve the community at their placement site.
- b. Students are not permitted to ride together.
- c. Students must have their own transportation, a current driver's license, and insurance.
- d. Several of our classes will meet at off-campus locations to listen to speakers or participate in service projects.

## **L. Standards & Objectives**

- a. I Can Demonstrate Initiative and Self-Direction.
- b. I Can Demonstrate Adaptability and Flexibility.
- c. I Can Demonstrate Interpersonal and Social Skills Using Cultural/Global Competence.
- d. I Can Demonstrate Productivity and Accountability.
- e. I Can Understand and Demonstrate Appropriate Leadership Skills.
- f. I Can Collaborate and Work Productively as a Team Member.
- g. I Can Understand and Demonstrate Appropriate Safety Standards.
- h. I Can Explore Education and Career Paths Aligned with Personal Goals.
- i. I Can Develop and Implement a Personalized Learning Plan.
- j. I Can Reflect on Experiences Through the Creation of a Personal Portfolio.
- k. I Can Demonstrate Critical Thinking and Problem Solving.
- l. I Can Demonstrate Creativity and Innovation.
- m. I Can Communicate Clearly and Effectively, Verbally and in Writing.
- n. I Can Demonstrate Information Literacy.
- o. I Can Use Technology Effectively and Appropriately.
- p. I Can Demonstrate Professionalism and Ethical Behavior.