

**FERN RIDGE HIGH SCHOOL
SERVICE LEARNING / COMMUNITY SERVICE
TRAINING AGREEMENT**

Student Name _____

Location and Address _____

Supervisor Name _____

Phone # _____ E-Mail _____

The Student-Learner Agrees To:

1. Render their best efforts at all times.
2. Check their school e-mail daily.
3. Do service at a location that is not supervised by a family member.
4. Accumulate 180 service hours for one-half credit or 360 service hours to receive a full credit by the end of each semester. (This goes for seniors as well.) Each semester is 18 weeks long. (Two quarters.) No more than two credits can be earned in a school year.
5. **Make service location changes only with prior approval of the coordinator; the coordinator reserves the right to change the student's service location if necessary. A service learning location change without prior approval of the coordinator will result in loss of credit for the program during the current semester.**
6. Provide his/her own transportation to and from the service location.
7. Be present and on time each day-both in school and at the service location. **If absent from school, hours counted toward your work credit will be adjusted accordingly.** (See the course syllabus for details.)
8. **Submit the service hours through the Google Classroom. Failure to submit accurate documentation will result in loss of credit.**
9. Keep track and document hours worked through Google Classroom.
10. Keep matters of business in strict confidence if told to do so by your service location.
11. Keep the coordinator (teacher) informed of any problems, changes in schedules, or problems that may arise either at the service location or in school.

12. Be honest with your service learning supervisor and coordinator (teacher).
13. Properly represent the school and service location by showing honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
14. Refrain from socializing with friends and family and from telephoning/e-mailing/texting while helping.
15. *****Understand if dismissed from service learning due to negligence, misconduct, or unsatisfactory performance the student will be dropped from the program and will not receive school credit for the current grading period.*****

The Parents of the Student-Learner Agree:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. That the student-learner must attend school regularly and not go to the service learning location without going to school, nor go to school without going to the service learning location, unless previously discussed with the teacher/coordinator. Failure to adhere to this part of the agreement may result in the student-learner's receiving appropriate academic and/or disciplinary action.

The Service Learning Location Agrees To:

1. Provide varied of experiences throughout the school year.
2. Contact the teacher/coordinator in the event it becomes necessary to discharge the student, or if other major problems arise.
3. Consider the average number of hours per week necessary for the student to receive credit for the program when scheduling.
4. Not to discriminate against the student based on race, color, national origin, gender identity, or disabilities in making available opportunities in the service learning internship program.

LOCATION SIGNATURE

PARENT SIGNATURE

STUDENT SIGNATURE

COORDINATOR SIGNATURE
