

Millis High School Service Learning Program

Millis High School Service Learning is a program whereby students in Grades 11 and 12, who have established themselves as responsible, trustworthy, and committed to giving back by serving in the community, may utilize their directed study hall time for independent off campus time.

Juniors are eligible for Service Learning beginning term two after completing fifteen (15) service hours during term one of their junior year.

Seniors must complete their fifteen (15) hours during term four of their junior year in order to be eligible for term one of their senior year. Hours done over the summer by seniors must be approved by the principal, in advance, and will count toward Service Learning for term two.

Students who meet the necessary criteria will be able to leave school during lunch, VHS/TEC classes and during their directed study block.

Achieving and maintaining eligibility are based on the following criteria:

1. GRADES

- Students must maintain an acceptable scholastic record commensurate with their ability and level
- Students must have no term grade less than a C-
- Students may not fail any mid-year or final exam
- Students may not have any incomplete grade

Virtual High School (VHS) Students

VHS students must maintain a weekly progress report grade of C- or higher in each online course. If a student's weekly progress report grade falls below a C-, they must report to their assigned study until the next weekly progress report shows a grade of C- or higher. Students will continue reporting to study if subsequent weekly progress reports remain below a C-.

TEC Students

TEC students must maintain a grade of C- or higher in each course, as measured on the 1st and 15th of each month, and be current on all assignments as designated by their planner. If a student's grade falls below a C- or they are not current on their assigned work, they must report to their assigned study until the next grade check confirms they have a C- or higher and are up to date on all assignments. Students will continue reporting to study until both requirements are met.

2. COMMENTS

- Comments are to be indicative of a generally positive and responsible student
- Some specific comments that are unacceptable are:
 - Missing many homework assignments
 - Talkative
 - Absences hinder progress
 - Poor test grades

- Lab report(s) not submitted
- Should seek extra help
- Major project not submitted
- Make-up responsibility unfulfilled
- Any negative behavior comment
- The principal has the discretion to deem other comments unacceptable.

3. BEHAVIOR

- If a student who has received service learning violates the cell-phone policy during the school day, their service learning privilege will be removed for the remainder of the day. If there is a second violation, the student will lose their service learning for ten days. If there is a third violation, service learning will be suspended.
- Students must demonstrate appropriate behavior toward fellow students, faculty and staff
- Student may eat and drink ONLY in the cafeteria, or designated outdoor dining space
- All trash must be disposed of properly. Eating and drinking anything (except water) in non-designated areas will result in removal from Service Learning.
- Students choosing to be in the library must sign in and out at the desk. Library guidelines for behavior must be followed.
- Students must not loiter in the halls
- Students may not disturb classes in any way
- Students must attend class if there is a substitute
- Students must attend all assemblies
- Students must attend Advisory/Flex Block periods
- Behavior, which causes students to be subjected to discipline may result in removal from Service Learning at the discretion of the principal

4. ATTENDANCE

- Students must maintain an acceptable attendance record by being present and punctual each day
- Three (3) unexcused tardies in a term will result in removal
- Any unexcused absences will result in removal
- Any combination of absences, tardies, and/or dismissals, which add up to five (5) in a term will result in removal whether they are excused or not
- The principal may use his/her own discretion in extenuating circumstances

5. OTHER

- Students must sign out in the main office prior to leaving school grounds and sign in upon their return. NO EXCEPTIONS will be made to this rule. You may not sign anyone else in or out.
- All obligations to the school, including money, class dues, books or equipment owed, must be satisfied prior to eligibility
- Transfer students must have attended the school for one (1) term prior to being eligible to participate and have done their 15 hours during that term
- In the event of a LOCKDOWN or SHELTER-IN-PLACE, Service Learning students who are not in a class must go to the nearest classroom immediately. Students at the tables outside the library would obviously go to the library.
- In the event of a FIRE DRILL, Service Learning students who are not in a class must exit the building and check in with any high school teacher

Students removed from or denied Service Learning privileges will have a period of one (1) term to reestablish their eligibility.

The following is a list of some services that are NOT accepted as school or community service:

- “Work Study” hours spent helping a teacher for class credit cannot be used for Service Learning.

You can help out a teacher for Service Learning as long as you are not getting credit for those hours

- Walking dogs
- Babysitting for no charge
- Yard work
- Volunteering for various campaigns
- Volunteering on Senior Projects
- Helping cater/waitress functions at money making establishments
- Volunteering at private money making companies

This list is not all-inclusive. It is important that the service you plan to do be approved by the principal.

PROCEDURE FOR ENROLLMENT

Students wishing to be considered for Service Learning must:

- Check your eligibility status in the principal's office
- Read and complete the contract form and return it to the main office with the required service hours. Contract must be signed by a parent or guardian
- Parents will be notified once a student is approved for Service Learning. A response to the email is required before a student can participate. Students will be notified when they can begin
- Check the current list to ensure that you are indeed on it
- If you have lost Service Learning for a period of time, you must regain eligibility and go through all the previous steps
- Service Learning is approved for one term only and new service hours must be submitted and approved to continue
- **No one is to assume that they have Service Learning unless their name is on the posted list**

SERVICE LEARNING CONTRACT FOR STUDENT

I, the undersigned, have read and understand the procedures and responsibilities governing the Service Learning Program, and I agree to abide by them. I also agree that if I choose to leave the school building and grounds, I will do so promptly. I understand and agree that all of the Service Learning privileges will be revoked for an infraction of the stated terms and conditions.

_____ Junior

Student Signature

Date

_____ Senior

Print Name

PARENTAL PERMISSION FOR SERVICE LEARNING PROGRAM

I, the undersigned, understand and agree that when my student leaves the school grounds under the Service Learning program, the school staff, administration, School Committee, and the Town of Millis will not be responsible for their supervision nor for any injuries that occur to them during their movements to and from the school grounds. I have read and understand the procedures and responsibilities in this brochure and agree to them.

_____ I do authorize my student to participate in the Service Learning Program and I assume responsibility for my student when my student is off school property.

Print name of student

Date

Print name of parent/guardian

Signature of parent/guardian