Service Learning Course Overview
2019-2020

Course Facilitator:
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Please join the following means of communication:

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General Description:
Classes offered through the Service Learning Program at QECHS enrich the academic course of study offered to students through a structured program of community service, internships, and/or student leadership. Through service to others, students are provided opportunities to experience personal and interpersonal growth in the areas of self-awareness, decision-making, social awareness, and relationship skills.

Learning Outcomes:
Students will:
- reflect on their emotions, thoughts, strengths, and limitations in working with others;
- empathize with others from diverse backgrounds and cultures;
- communicate clearly, listen actively, and negotiate conflict constructively;
- make constructive and respectful choices about personal behavior and social interactions with peers, supervisors, and community partners.
**Grading Policy:**
Students will receive a grade of Pass or Fail based on attendance and the completion of reflection assignments. Students can have no more than 3 absences (excused or unexcused) at their service sites each semester.

In order to receive a Pass, students must meet the following requirements:
1. Have a completed evaluation form from your volunteer site coordinator or supervisor (can be completed online or hand-delivered by your service learning leader to the SL office);
2. Have no more than 3 absences (excused or unexcused) from the service site on Fridays (for the semester);
3. Have a semester reflection assignment on file.

**Service Site and Lunch Site Expectations:**

Students are expected to follow and adhere to the following:
1. Be on time Friday mornings and report directly to family.
2. Be in Service Learning dress code - Quest Service Learning t-shirt, blue/black/khaki jeans or pants, closed toe shoes, and Quest ID.
3. Service sites are no phone zones, including earbuds and headphones.
4. Be on time for bus pick up at service site and lunch site.
5. Be respectful to site supervisors, assigned faculty or staff, bus driver partners, bus leaders, and Service Learning leaders.
6. Use appropriate language and behavior when at service sites and lunch sites.
7. Ride the bus to service sites, lunch sites, and back to Quest. Special circumstances require permission from the SL Coordinator, AP, and notification to the attendance clerk.

**Class Expectations and Procedures:**

- **Finding Announcements & Assignments**
  1. Enroll in Google Classroom using the code for your grade level
  2. Check the stream in Google Classroom
  3. Download the Google Classroom app on your mobile device to receive notifications about assignments or announcements (recommended)

- **Turning in Assignments**
  1. The reflection assignment will be submitted electronically in Google Classroom.
Finding out Grade Status

1. Check Google Classroom once a week for feedback, questions, or reminders from the facilitator.
2. Post questions for Mrs. Burke in the class stream or send a private message.
3. Check attendance and submitted work in Home Access Center (HAC) as deadlines approach.

Service Learning Frequently Asked Questions:

- Can students walk home or be picked up from service sites?
  - No. Students must board the buses from their service sites to go to lunch. Any student who leaves a service site on foot or by car without a note from the attendance office will be marked truant and receive disciplinary action.

- Can a student change service sites?
  - No, students cannot change their assigned service site during the current semester. Students who wish to change service sites for the spring semester must fill out a Transfer Request Form and follow the guidelines established on that form by the established deadlines. Transfers are based on availability and need.

- How are service sites chosen?
  - Sophomores, juniors, and seniors fill out an online registration form listing their top 10 preferences for service sites. Requests are filled by grade levels - seniors, then juniors, etc. Once the number of student requests exceeds the number of available spots at a site, students are placed according to the remaining choices on their list of site preferences. Freshmen are placed in available sites, typically elementary schools.

- Can I record volunteer and service hours outside of the Service Learning program?
  - Yes. Students can visit the Service Learning webpage on the Quest ECHS website to record their hours outside of the traditional program. Students who would like a record of their hours can email Mrs. Burke at mkburke@humbleisd.net. 3 school days will be approximate return time on requested hours.