



# Arkansas Connections Academy District Plan Community Service Learning (CSL)

## **Background:**

Students may receive 1 unit of credit for completing 75 hours of *certified* CSL during a student's 9-12<sup>th</sup> grade years. Evidence of preparation, action and reflection must be documented in order to receive the CSL credit. Completed plans must be submitted through the Course Approval System (CAS).

Local schools may certify CSL projects if staff personnel are in attendance while students are completing the CSL. If the school does not provide a staff person to be in attendance, then the CSL sponsoring organization must be approved by the State Board of Education and local school board to certify hours for CSL credit.

## **High School:**

Arkansas Connections Academy High

## **LEA#:**

0444703

## **CSL Coordinators at Arkansas Connections Academy:**

Jeremy Hoback - Manager of Counseling

## **Expectations:**

Service Learning is more than completing community service hours. It is connecting a real-world service experience to a learning experience based on preparation and reflection. Students who participate in service benefit by having the opportunity to apply their learning in their community and gain valuable skills in the areas of leadership, volunteerism and professionalism. The following describes ARCA's plan for implementing a CSL program including the following components of preparation, action and reflection.

### 1. Preparation

- Before completing an approved service activity, the student will meet with the appropriate CSL Coordinator and develop a plan for the intended activity, which organization(s) they will be working with, and what they will be doing to meet the needs of the organization.

## 2. Action

- The student will coordinate with the appropriate CSL Coordinator, who will assist the student in developing an appropriate plan and will approve the activity.
- While completing the activity, the student will work with an event supervisor to document all hours completed with an approved community organization.
  - [ARCA CSL Verification Document](#)

## 3. Reflection

- Students will reflect on the service they provided approximately every twenty-five hours. Student reflections should be unique from any other student's reflection even if the same work was completed.
- After completing the activity, the student will submit a reflection about their service. This reflection should have a minimum of 250 words (more is acceptable) and will cover the areas of Academic Achievement, Personal and Social Development, Citizenship, and Career Awareness. Students can use the following to help guide writing their reflections:
  - What activity did you complete?
  - How did this activity improve the community?
  - How did this activity further your education as a student?
  - How did this activity further your education as a citizen in the community?

### **Completion:**

1. The CSL requirements will be considered complete after:
  - Completion of the 75 hours of service
  - Submission of at least three (3) Reflection and Documentation Summaries to the appropriate CSL Coordinator.
    - [ARCA CSL Submission Form](#)
  - Review and approval of the three (3) Reflection and Documentation Summaries by the Manager of Counseling Services.
2. Once approved, the CSL Coordinator will submit a written request to the appropriate counselor for (1) CSL Credit (496010) to be documented on the student's transcript.

### **Safety Procedures:**

1. Students will follow all ARCA school policies outlined in the handbook while completing their service learning assignment.
2. Students should be in a certified agency on the ADE CSL list or in the presence of an ARCA employee.

3. Student's service learning activity should not be in a private home.
4. Service learning activities should not take place in a situation where a student is alone with only one other person.
5. Service should only be completed at a parent's discretion.
6. Parents are responsible for giving permission, vetting all situations, and going through precautionary safety protocols.

**Approved Community Service Learning Providers (ARCA is an approved provider):**

You can use sites approved in any Arkansas county. Please see the complete list at: [State Board of Education \(SBE\) Approved CSL Sites](#).