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Joseph L.M. Sanchez
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July 28, 2016

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MEMORANDUM

TO: Administrators, High Schools

Via: Deputy Superintendent, ESCL *ESCL*

FROM: Deputy Superintendent, Curriculum & Instructional Improvement, Acting

SUBJECT: Guam Service Learning Website – Process

Hafa Adai yan Buenas! As we commence our second year implementation of the Guam Service Learning website, it is critical that we address the need to fully utilize the services that are supported by the Guam Department of Education’s Memorandum of Understanding with Ayuda Foundation. The attached, Service Learning Program Website Instructions will now be the approved process for addressing Service Learning Projects for students in our public high schools utilizing the Guam Service Learning Website. This will assist to expedite the process and allow our students to take advantage of the many Service Learning Projects that are offered by our community projects.

Should you have any questions, please contact Eloise R. Sanchez, School Program Consultant at 300.1388.

Si Yu’us Ma’ase.

Sylvia T. Calvo
SYLVIA T. CALVO

Attachment

APPROVED () DISAPPROVED

Joseph L.M. Sanchez

Joseph L.M. Sanchez,
Superintendent of Education, Acting

8/3/16

Date

Guam Service Learning Website Process

Service Learning hours may be acquired through the Guam Service Learning website that has been endorsed and supported by the Memorandum of Understanding between the Guam Department of Education and the Ayuda Foundation. The Service Learning projects will be approved by the representatives of the Ayuda Foundation in concert with the Guam Department of Education's Service Learning Committee and will be used towards hours earned to meet the graduation requirements of the Service Learning Board Policy No. 381. Service Learning hours earned shall be subject to the following conditions:

1. All Service Learning Projects on the Guam Service Learning website will be preapproved by the Ayuda Foundation in concert with the Guam Department of Education's Service Learning Committee.
2. Registered high school students will complete their Preparation, Action, Reflection and Celebration (PARC) Model with the community partner and must provide their teacher with a Certificate of Completion, which will include the following information: Name of Community Partner, Project Name, Date of Project, Number of Hours Earned, and Curriculum Focus (ie. Language Arts, Science, Math). A Reflection Paper must be attached to the certificate and be validated by the community partner.
3. After completion of the Service Learning Project, the high school student will submit their Service Learning documents to their guidance counselor or teacher to be inputted into the student's Service Learning profile in PowerSchool and be included in the student's transcript on an annual basis.
4. All Service Learning hours completed will be counted towards graduation requirements.
5. All Service Learning Projects earned utilizing the Guam Service Learning website will be accepted at the public high school in which the student is enrolled in.
6. All Service Learning Projects will be year-round to include summer months so that students can take full advantage of the Service Learning opportunities that are available by the community partners.
7. Service Learning hours inputted by a teachers utilizing the website may count towards that teacher's required allotment for each student.