



# GUAHAN ACADEMY CHARTER SCHOOL

CoreTech Buildings C, D, & E Mariner Ave Tiyan, Guam

P.O. Box CS, Hågatña, Guam 96932

Website: [www.guahanacademy.org](http://www.guahanacademy.org) Phone: 979-1065/66

Jiana M. Sanchez  
Principal

Ann Margaret Santiago  
Chief Executive Officer

Maria B. Singh  
Assistant Principal

## STANDARD OPERATING PROCEDURE FOR GUAHAN ACADEMY CHARTER SCHOOL SERVICE LEARNING<sup>1</sup>

<b>SUBJECT:</b>	GACS Service Learning Framework
<b>EFFECTIVE DATE:</b>	October 12, 2022 (start of second quarter)
<b>INQUIRIES:</b>	Counseling/Administration
<b>REFERENCES:</b>	Public Law 30-53
<b>APPLICABILITY:</b>	Public High Schools to include Academy Charter Schools

**PURPOSE:** To establish the policies and procedures for the implementation and administration of the Service Learning (SL) Program at Guahan Academy Charter School.

**GENERAL:** The GACS Mission seeks to “empower our students with [...] social support to be productive citizens in the community”. In addition, the GACS School-Wide Learner Outcome “Strive for Lifelong Success” requires that students actively participate in school and community events.

**DEFINITION:** SL is defined as a teaching and learning approach that integrates service to the community with academic study to enrich learning, teach civic responsibility, and strengthen communities. This standards-based curriculum must (1) meet the needs of the community, (2) be coordinated with the elementary and/or secondary school, (3) help foster civic responsibility; (4) be used to integrate and enhance the academic curriculum of the students, and (5) provide structured time for the pupils to reflect on their service experience.

### POLICIES:

1. The Superintendent of Education and the Guam Education Board shall create and establish a SL of seventy-five (75) hours of service learning as a requirement for high school graduation. While GACS is governed by the GACS Board of Trustees (BOT), GACS recognizes the importance of SL and will require the same amount of SL hours in order to graduate.
2. SL activities shall only be with governmental entities and non-profit organizations, unless approved by the GACS Administration to include the *Chief Executive Officer, Principal, and/or the Assistant Principal*.
3. Community Service assigned or work performed as part of a penalty or disciplinary action (such as detentions) shall NOT be considered for any hours earned towards SL.
4. SL activities through a religiously-affiliated organization is permitted. However, the service shall NOT be religious in nature.
5. There shall be NO SL hours earned involving monetary compensation, to include any fundraisers gained for social organizations not related to meeting community needs.
6. SL hours shall be recorded on student report cards, credit trackers, &/or transcripts<sup>2</sup>.
7. Student-driven SL activities may be created utilizing the Planning, Action, Reflection and Celebration (PARC) Model, which will need to be approved by a school-based authorized personnel or the SL website (<https://www.guamservicelearning.com/>).

### PROCEDURES AND RESPONSIBILITIES:

#### Forms

1. Schools shall use the *Service Learning Proposal Form: Preparation, Action, Reflection & Celebration (PARC)* (Form A) template that is reviewed and approved by the sponsoring school-based official and school administrator. This is for student-driven SL hours only, but may also be submitted by educators to the Guam Service Learning Website.

<sup>1</sup> Informed by GDOE's SOP No.: 400-002 to provide transferability among schools

<sup>2</sup> SY 2022-2023 SL hours will appear in the 2nd quarter documents that have been stated above

#### VISION STATEMENT

GACS Students will become respectful, responsible and resourceful.

#### MISSION STATEMENT

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- Schools shall use the Student Service Learning Log Form (Form B) to keep track of all SL. The **original** copy of the completed form shall be filed and maintained in the student Cumulative File<sup>3</sup>. Students may attach additional documents to the Student Service Learning Log to verify that they were in attendance at a SL event if Form B was unable to be signed directly. The attached documents must contain the same information needed on Form B. It is the student's responsibility to maintain and keep their quarterly log sheets.

## RenWeb

SL hours earned shall be documented on RenWeb by homeroom teachers on a quarterly basis as certified by the appropriate officials. Students will submit Form B to their homeroom teachers on the last day of each quarter<sup>4</sup>. Teachers will have until the close of the business day on the day in which quarterly grades are due to complete the logging of any new and valid SL hours. On the same day, teachers will submit Form B to the counselor who will ensure the SL hours are filed.

The role of SL Participants includes and is not limited to:

- Teachers and counselors will inform students of SL opportunities and events;
- Students will seek out SL events and be responsible for completing SL hours in a timely fashion to include proper documentation<sup>5</sup>;
- Teacher(s) will log SL hours into RenWeb quarterly and submit original documents to the the counselor for filing;
- Counselors will monitor for graduation requirements, make contact with students who are not progressing in their attainment of hours quarterly, and file documentation into student file;
- The administrator<sup>6</sup> will validate SL hours earned for meeting graduation requirements quarterly or as needed basis.

## Report Cards

SL hours earned shall be printed on each report card based on the following guidelines:

Grade Level	Target # of SL Hours	Recommended Maximum Number of SL Hours
9th	20	20
10th	20	40
11th	20*	60*
12th	15	75

\*A student must acquire a minimum of 60 SL hours to be eligible for Senior Status as cited in Public Law 30.53. A total of 75 SL hours must be attained in conjunction with the required graduation credits.

NOTE: Incoming public high school students' SL hours will be prorated according to the enrollment date.

NOTE<sup>7</sup>: Current freshmen will require the completion of all 75 SL hours. Sophomores will require 55 SL hours to graduate. Juniors will require 35 SL hours to graduate, and seniors of the graduating class of 2023 will be

<sup>3</sup> Task to be completed by homeroom teacher and/or counselor.

<sup>4</sup> Accepting the SL forms for tracking via RenWeb is ultimately at the discretion of the homeroom teacher. Current SL hours must be logged into report cards. Early submissions are acceptable if the student completes the yearly target number of SL hours. Late submissions will be at the discretion of the teacher.

<sup>5</sup> NOTE: Activities on the SL website have specific criteria that may not reflect the log form.

<sup>6</sup> Current secondary administrator

<sup>7</sup> Grade level is determined by credits, not year in highschool.

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required to earn 15 SL hours to graduate.

### Service Learning Website

The Memorandum of Understanding (MOU) between the GDOE and the Ayuda Foundation (2015) provides for a website listing of available SL projects for students and teachers. The website, GuamServiceLearning.com, lists projects designed to assist students in meeting graduation requirements for SL hours. The projects on the website have specific requirements to complete and earn the service learning activity.

### Appeals

Parents or guardians appealing any SL hours may do so based on the "Parental Grievance" section of the SY 22-23 PARENT - STUDENT HANDBOOK (pg. 6).

### INTERNAL CONTROLS

Processing control parameters and the techniques or methods to ensure compliance with the SL Policy.

### TRAINING

Training of staff, including technical training requirements, shall be scheduled and conducted within 30 days of approval of this SOP. The counselor will show teachers how to insert SL hours via RenWeb; what constitutes valid SL; discuss the SOPs details; and answer questions regarding SL.

### PENALTY

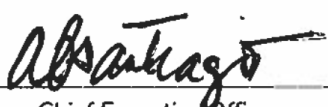
Personnel in violation of the policies and procedures established in the SOP may be disciplined pursuant to the GACS First Amended Employee Handbook SY 2017-2018.

### EFFECTIVE DATE

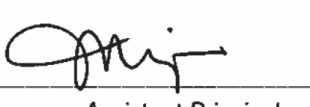
Upon the signature of the Chief Executive Officer (CEO), Principal, & Assistant Principal.

### CHANGE(S)

Suggestions for change(s) to this SOP should be submitted in writing to the CEO.

  
Chief Executive Officer  
Ann M. Santiago

  
Acting Principal  
Jiana M. Sanchez

  
Assistant Principal  
Maria B. Singh

10/10/22  
Date

10/10/22  
Date

10/10/22  
Date

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## PARC: Service Learning Proposal Form A (SAMPLE)

This form is intended for **student-driven** SL activities. Students (or teachers on behalf of their student(s)) may complete the form. However, in order for the SL hours to be valid, a teacher (or other school-based official) AND administrator must acknowledge the PARC Service Learning Proposal. Proposals must be approved prior to beginning the project.

Preparation	<b>Issue Area:</b> <i>what is the area of concern?</i> Some students do not have friends and feel left out. Some students are bullied and that is no acceptable.		<b>Point of Contact:</b> <i>who will be supervision or advising you through this project and who may we call should any questions come up?</i> Ms. Sgambelluri		
	<b>Age Group:</b> <i>what is the age range of those completing this project?</i> 14-18		<b># of Participants:</b> <i>how many people will be involved in this project?</i> 10	<b>Cost:</b> <i>is there any cost associated with this SL proposal?</i> N/A	
	<b>School Subject:</b> <i>what subject is school is this project associated with?</i> Communication & Social-Emotional wellness		<b>Locations:</b> <i>where will the SL take place?</i> Breezeway closest to SSO		
	<b>Activity Title:</b> <i>What will this SL activity be called?</i> iNeed-a-Pal		<b>Project Dates:</b> <i>what is the time frame to start and end this SL project?</i> School year SY 22-23.		
	<b>Project Description:</b> <i>Describe what this project is about. Be as detailed as possible.</i> In order to help combat student loneliness and bullying students will design a program where students in need of a friend, someone to talk to, or someone to just keep them company will be easily accessible.  Faculty and staff will be informed on the program and make discreet referrals to the advisor for students who they think need a buddy.  Students in need will be informed to meet a volunteer in the breezeway and look for an identifying pin or badge (that will be discreet). Every lunch period, a volunteer will sit on a specific bench in the breezeway (we know students are not allowed to be there, but arrangements will be made with faculty and staff for this specific project) to act as peer support for students in need. They will spend the time eating lunch together, talking, playing games/sports, or other activities.  volunteers will be trained on how to initiate conversations, conversation starters, when to end and/or report conversations to their supervision, and communication skills.				
<b>Agency/Program Description:</b> <i>What agency is associated with this SL project? What agency will benefit from this</i>					

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	<p><i>project?</i> The program is intended to provide one to one peer support for students who may be lonely or have a hard time making friends.</p>	
	<p><b>Problem Statement:</b> This will be a statement of essentially why there is a need for this project. Student depression and suicide is on the rise, as are counseling referrals and instances of bullying.</p>	<p><b>Objectives:</b> What is the goal of this project? <input type="checkbox"/> To provide peer assistance to classmates in need of support</p>
	<p><b>Prerequisites:</b> What should students have prior to the start of this project e.g. knowledge of phone etiquette, health certificate, be CPR certified, sunscreen, etc. Training in conversation starters, when to end or report a conversation, procedures for documentation, communication skills are things students must be trained in prior to the assignment of a pal.</p>	
	<p><b>Activity Level:</b> how much physical activity will this require? <input checked="" type="checkbox"/> Easy <input type="checkbox"/> Moderate <input type="checkbox"/> Difficult</p>	<p><b>Conditions to Consider:</b> Will there be any conditions to consider with this project e.g. it will be outdoors; it requires working with animals; it requires working with the elderly; etc. Students will be visible at all times and a school aide or supervisor will be near during all communication. Communication should only occur when students are face-to-face and not via text or social media.</p>
<p><b>Estimated Hours (maximum):</b> How many hours maximum will a student earn during this project? 5 hours per week depending on the level of involvement.</p>		
Action	<p><b>Research:</b> What does research suggest about the problem statement? Where did you gather your information from? Nearly 50% of Guam's suicides occur among people under age 30. Almost one in four high school students reported seriously considering suicide in 2019; one in six attempted it. Nearly 25% of middle schoolers feel that they have no friends or someone to talk to when they are down. -Guam Behavioral Health and wellness Center</p>	
	<p><b>Pre-Activity:</b> Before engaging in the project, how will students be introduced to the project? PowerPoint Presentation on Suicide and Bullying Statistics.</p>	
Reflection	<p><b>Post-Activity (Individual/Group):</b> How will the student(s) reflect on the project after it is completed? After each session, students will document via "I need-a-Pal Communication Log Form" brief points about their interaction with the other student. These will be submitted at the end of the day to the sponsor for review. These will validate their hours earned.</p>	

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<b>Celebration</b>	<p><b>Media Product:</b> <i>What visual project will be produced as a result of this?</i>  <i>During sessions, pictures will be taken for documentation purposes if both parties consent.</i></p>
	<p><b>Group Presentation:</b> <i>When concluding the project, group or students will present their findings to the teacher, class, student body, etc. How will this be done?</i>  <i>Surveys will be available to students who used the service and data will be gathered and presented.</i></p>
<p><b>*Sponsor/Advisor Notes:</b> <i>Discuss any concerns, celebrations, comments, etc. that occur during or after the project.</i>  <i>Students must be in good standing in terms of behavior and general demeanor to participate in volunteering.</i></p>	
<b>*Communication Log</b>	
<b>Dates:</b>	<b>Notes:</b> <i>This should be a comprehensive log of information that was communicated between sponsor/advisor.</i>
10/4-11/22	email faculty and staff about the program and accept recommendations for a buddy.
10/12/22	set up peer meetings and inform participants
10/13/22	three volunteers and three buddies met. Logs were submitted
10/14/22	Two volunteers and one buddy today (the three worked together). Logs submitted.

*\*This item does not need to be completed until the project is over.*

Sponsor/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved  Disapproved

Acknowledged by Curriculum Coordinator: \_\_\_\_\_  
Received by IT: \_\_\_\_\_

Please submit a final copy to the Principal, Counselor, Curriculum Coordinator, & IT.

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Preparation	Issue Area:	Point of Contact:	
	Age Group:	# of Participants:	Cost:
	School Subject:	Locations:	
	Activity Title:	Project Dates:	
	Project Description:		
	Agency/Program Description:		
	Problem Statement:	Objectives:	
	Prerequisites:		
	Activity Level: <input type="checkbox"/> Easy <input type="checkbox"/> Moderate <input type="checkbox"/> Difficult	Conditions to Consider:	
Estimated Hours (maximum):			
Action	Research:		
	Pre-Activity:		
Reflection	Post-Activity (Individual/Group):		

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School Wide Learner Outcome

GACS STUDENTS WILL BE:

Goal Oriented Active Communicators Critical Thinkers who Strive for Lifelong Success

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<b>Celebration</b>	<b>Media Product:</b>
	<b>Group Presentation:</b>
<b>*Sponsor/Advisor Notes:</b>	
<b>*Communication Log</b>	
<b>Dates:</b>	<b>Notes:</b>

*\*This item does not need to be completed until the project is over.*

Sponsor/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved  Disapproved

Acknowledged by Curriculum Coordinator: \_\_\_\_\_  
Received by IT: \_\_\_\_\_

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## Student Service Learning Log Form B

Student Name:	Grade:	Quarter:
Start Date:	School Year:	
Name of HR Teacher/Agency Rep.:		

No.	Service Learning Activity	Date	Teacher and/or Agency Representative Signature	# of SL Hours Awarded
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
Total SL Hours				

Additional hours may be written on a separate form or in the same fashion above on the bottom or back of the document.

<p>End-of-the Quarter Acknowledgements</p> <p>Logged into RenWeb by: _____ Date: _____</p> <p>Received by Counselor: _____ Date: _____</p> <p>Acknowledged by Administrator: _____ Date: _____</p> <p style="text-align: center;"><i>File in Cumulative Folder</i></p>
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