



# Service Learning Credit Guidelines

- Community service (Service Learning) must be performed at work sites that have been approved by the Arkansas Department of Education; a list of these sites is available with the Coordinator. All schools within the Cabot School District are approved sites. It is YOUR responsibility to secure a volunteer site.
- You must complete all forms AND be approved to participate before beginning any service hours.
- You are responsible for having your Service Learning supervisor complete their portion of the application.
- Time sheets must be initialed daily by the student and the supervisor.
- You must complete a Service Learning Reflection at the end of each 25 hour block; this Reflection and time sheets should be turned in at that time.
- You may earn a maximum of 1 elective credit; 75 hours of service will equal  $\frac{1}{2}$  credit.
- The coordinator will keep an individual folder for each student, which will contain all required documentation from the school year. The folder will be turned over to the Counseling Center at the end of the school year.
- You may not have had a suspension or an ISS assignment during the previous semester.
- You must have a minimum 2.5 GPA to volunteer off campus, or a 2.0 to volunteer on campus; these grades must be maintained while in Service Learning.
- You must remain in compliance with all attendance policies of Cabot High School. If you are out of compliance in a core class, you will be recommended for removal from the Service Learning Program.

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**Once you have found an approved volunteer site, you must have someone at that site sign the Supervisor's portion of the Application. Return the completed application – with all signatures – to the Coordinator. Once approved, you will need to see your counselor so that your schedule can be adjusted to reflect the Service Learning. You will not be awarded credit until all requirements have been met.**