**PSL SURVIVAL MANUAL**

In a SERVICE-LEARNING course your required service hours are treated as summative assignment or test grade. If you are absent and miss a test, you are expected to make arrangements to make it up. Likewise, if you are absent and you miss service hours you are expected to make them up.

Students who have accepted volunteer positions with a partner agency are required to volunteer 2 hours per week with that organization. You must fulfill all of your required hours with that organization.

Students who do not have a volunteer position with a partner agency are required to perform 2 hours of service each week by selecting one or more of the opportunities posted on InnerView.

Failure to complete ALL required service hours results in the following consequences:

* the office will be notified of your absence and it will be reported as truancy
* the office will assign you a detention
* your PSL service grade will be reported as “Missing” in the grade book
* you will be placed on academic probation after the first infraction
* you will be exited from the course after the second infraction

**THE PSL NEVER EVER LIST**

1. Timesheets are due every Friday at 3 p.m.
2. Never ever turn in a late timesheet…you will receive a zero.
3. Never ever miss or show up late to another class and blame it on PSL volunteering…your absence will be unexcused and you may be removed from your service site
4. Never ever falsify a timesheet…you will be removed from the course.
5. Never ever violate confidentiality…you will be removed from the course.
6. Never ever violate your service sites dress code…it will destroy your PSL evaluation grade.

**THE PSL ALWAYS LIST**

1. Always notify your volunteer supervisors and PSL teachers in advance if you will be absent from volunteering…failure to do so will result in removal from the course.
2. Always make up service hours that you miss due to absence…your service hour grade **will recorded as “Missing” if you don’t.**
3. Always report to the PSL classroom on Tuesday and Thursday if you are unable to fulfill your weekly service hour requirement due to agency cancellation. Failure to do so will result in an unexcused absence.
4. Always copy your PSL teachers on any emails/text messages you send to your volunteer supervisor…it helps keep us all on the same page.
5. Always walk by Mr. Stavar’s room and remind him that he will lose the holiday food drive competition.