



# HANSBERRY COLLEGE PREP

## Community Service Syllabus 2017-2018

### **Description:**

Community service is defined as an activity or event which involves work that serves the community supervised by an approved non-profit organization or government agency. The activity or event must have a direct, positive impact on the community. In keeping with the Noble Way, HCP students LEARN more about their community by becoming actively involved in it, HONOR their community by donating time and effort, and practice SELF-DISCIPLINE as they are accountable to the people for whom they volunteer. In order to pass the community service graduation requirement, students are required to complete a minimum of 40 community service hours over the course of their high school years.

### **Requirement:**

Students are required to complete a minimum of 10 community service hours at one or more sites beyond HCP according to the benchmarks outlined below. All hours must be completed at recommended sites or projects. By the end of the first semester, freshmen must earn at least 5 hours of community service credit in order to pass community service for the semester. By the end of second semester, freshmen must have earned a total of at least 10 hours.

### **Benchmarks 9th-11th Grade:**

The community service benchmarks are as follows:

**Semester 1: January 19, 2018 by 4:30 PM**

**Semester 2: June 8, 2018 by 4:30 PM**

Failure to meet the Semester 1 and 2 benchmarks may result in not being promotable.

### **Benchmark 12th Grade:**

The community service deadline is as follows:

**Semester 1: January 19, 2018 by 4:30 PM**

Failure to meet the deadline will hinder you from graduating on time.

### **Community Service Information**

Service: Students may complete their hours in THREE ways:

- 1) Volunteer at a recommended non-profit organization from HCP's list of recommended sites
- 2) Volunteer at an approved individual site or
- 3) Participate in a field trip coordinated by HCP or an advisor.

### **Completing Community Service Forms:**

Students must fill out the "Community Service Hours Documentation" form according to all guidelines listed on the form in order to receive credit for the hours of service. Students and parents are encouraged to read the form carefully in order to familiarize themselves with the procedures and avoid hours being rejected. Also, all forms must be completed in permanent ink. No eraser marks/white-out allowed.

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## Submitting Forms:

1. Students can volunteer at any organization as long as it meets the following criteria: it must be a **nonprofit organization**, **no relatives** can be employed at the site, and **no compensation** can be received for the work that is performed. **Note: Daycares are not acceptable**, most senior centers and nursing homes are not non-profit; therefore, please double check their status before submitting documentation.
2. Multiple dates on the same form are not allowed!
3. Fill out this form completely in **ink**. Changes on this form **MUST** be signed or initialed by the supervisor. Otherwise, credit will not be granted.
4. A minimum of **one hour** of service must be performed before credit is granted.
5. Students cannot volunteer during school hours. Community service may **NOT** be performed on days when students are **absent or suspended** from school. The hours will not count.

Students must submit the "Community Service Hours Documentation" form no later than **7 days** after the service performed.

Failure to submit forms by the deadline will result in the hours being rejected. All forms **MUST** be stamped by office staff and placed in the Community Service drop box in the main office. Faxed, photocopied, or emailed forms will not be accepted.

## Updating Hours:

Hours will be updated each progress report and rounded to the nearest  $\frac{1}{4}$  hour if necessary (e.g. 4 hours and 25 min = 4.5 hours).

## Failure:

Should a student fail the community service requirement for the semester, student may not be allowed to attend school dances. Grade promotion may be contingent upon completion of all community service requirements.

## Absences:

If a student is suspended or absent from school for any reason or receives an early dismissal, any service performed on the day(s) suspended or absent **WILL NOT** earn credit. If a student is absent on the day a community service form is due, the student should send it to school with a friend or a family member, as absence from school does not change the deadline of the form.

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