

AYER SHIRLEY REGIONAL HIGH SCHOOL
COMMUNITY SERVICE PROGRAM HANDBOOK

Implementation of Community Service Program

Coordinator: Kim Sweetland

Community Service placements must be approved through the community service coordinator, Mrs Sweetland, prior to beginning the placement.

Community service is performed without the student receiving payment or benefits. It is a service that will benefit the community through an **organization or affiliation**. The following are **SOME** examples that **CAN NOT** be used to fulfill the community service requirement: baby sitting (unless through an organization or organized event), hours used for community service through the court system, working for a privately owned company or business. A parent or guardian can not be the supervisor of their own child's placement.

All students will fulfill 30 hours of community service as a requirement for graduation. This requirement will be prorated for the students entering the system after their sophomore year: Junior Year- 20 hours, Senior Year- 15 hours

All students beginning with the class of 2016 will be required to fulfill 50 hours of community service as a graduation requirement. The requirement will be prorated for students entering the system after their sophomore year: Junior Year - 35 hours, Senior Year - 25 hours

Placement log forms for each placement must be turned in within 30 days of the END OF THE PLACEMENT or the END OF THE SCHOOL YEAR, WHICHEVER COMES FIRST.

In the event that community service is performed during summer break, a placement log form must be filled out in its entirety and approved by the coordinator within 30 days of the start of the next school calendar year. **PLACEMENT LOG FORMS TURNED IN AFTER THIS DEADLINE WILL NOT BE ACCEPTED.**

Community service can be completed after school, on weekends, during vacations or over the summer. The number of students at one placement during a given time depends on the placement. Under certain circumstances, hours can be performed during school hours with the permission of the principal.

After the student has chosen a placement, he/she will be responsible for making an appointment to meet with the placement supervisor. The student and supervisor will discuss the responsibilities and the times he/she will be working.

Students must have a parent/guardian sign the PLACEMENT LOG FORM indicating approval of the placement. The PLACEMENT LOG FORM is then given to the placement supervisor to fill out. Students must have the placement approved by the community service coordinator prior to beginning the community service placement. The student and/or the supervisor will notify a coordinator if any problem arises.

The student will be responsible for returning the PLACEMENT LOG FORM to the coordinator. An overall rating of unsatisfactory will result in no credit for those hours.

It is strongly suggested that students make copies of their completed PLACEMENT LOG FORMS for their own records.

SENIORS

Seniors must complete their community service hours by Spring vacation of his/her graduating year.

Any Senior who has not fulfilled the community service requirement by the Spring vacation deadline will not receive a cap and gown for his/her graduation, and may also be EXCLUDED from one or more of the following Senior activities: Prom, Class Trip and/or Cookout .

For Seniors: In NO CASE will community service hours be accepted or awarded after caps and gowns are ordered in April of each year. No student may graduate without a cap and gown. If community service hours are not completed then a cap and gown will not be ordered for that student, therefore not allowed to graduate with his/her class.

For Seniors: If the community service requirement is fulfilled after caps and gowns are ordered, please contact the principal.

Community Service Program Ayer Shirley Regional High School

Goal of Program

Students will become valuable resources to their communities through active participation in community service programs which:

1. Foster civic responsibility by helping students become invested in their community as service-minded citizens
2. Promote students' problem solving and decision making skills
3. Meet the needs of the community by providing direct assistance through human involvement

" Having students perform community service is seen as beneficial for both society and the individual. Community service provides staffing for community projects, prepares students for future roles in the community, and may provide students with experience they can use in their future careers." Quote from the Condition of Education 1996.

Objectives of the Program

Student Objectives

1. Community service supports the student expectations of Ayer Shirley Regional High School Statement of Purpose.
2. The community service experience empowers students to analyze, evaluate, and synthesize concepts through practical problem solving (thinking, talking, and writing).
3. Students are provided opportunities to work with adults in solving community problems and improving the quality of life for others.
4. Youth and adults develop trust and respect for each other through meaningful dialogue and activities.
5. Students develop a sense of caring for others.
6. Students will help redefine the perception of youth in the community from a cause of problems to a source of solutions

School Objectives

1. Community service learning is a vital part of the school's approach to implementing Education Reform.
2. The community service program supports the school performance expectations of the Statement of Purpose.
3. This experience will provide valuable services, which will enhance the school environment.
4. Community service will enhance partnerships between school and communities as well as enhance public relations.
5. Community service will promote a responsible and caring student body.

Community Objectives

1. The community service program enables the community to receive valuable services at no cost.
2. The community service program enables organizations to receive an infusion of creativity and enthusiasm from participating youths.

Community Service Assessment

Assessment of the community service will be in the form of:

1. Communication with the supervisor at community service placement, if necessary.
2. Placement log form, which tracks hours of completion and identifies satisfactory/unsatisfactory performance.

COMMUNITY SERVICE PLACEMENT LOG FORM

MRS. SWEETLAND MUST APPROVE BEFORE PLACEMENT BEGINS

Mrs. Sweetland's Approval _____

Student _____ Date(s) of Placement _____

Date of Graduation _____

Placement _____

Supervisor _____

Parent/Guardian's Signature of Approval _____

Hours Completed at Placement _____

STUDENT OVERALL PERFORMANCE: Rate Satisfactory/Unsatisfactory

Comments: _____

Supervisor's Signature _____

Please note the following:

Placement log forms **MUST** be turned in within 30 days of completion of a placement or the last day in any given school year, whichever comes first. Placement log forms turned in after this deadline will not be accepted.

In the event that community service is performed during summer break, a placement log form must be filled out in its entirety and approved by the coordinator within 30 days of the start of the next school calendar year. Placement log forms turned in after this deadline will not be accepted

Community Placements

The following are examples of areas for community service. Students are encouraged to find their own sites when completing this program.

EDUCATION

Tutors
Library volunteers
Office workers
After school programs volunteers

SOCIAL and CIVIC ACTION

Chambers of Commerce
Fire Departments
Food drives
Charitable fund raising activities

ENVIRONMENT

Recycling Projects
Conservation Projects
Grounds maintenance-schools
Clean-up Projects

HEALTH and SOCIAL

Hospital Volunteers
Nursing Home volunteers
Big Sister/Big Brother Program
Peer Program /special needs
Senior Citizens Activities

RECREATION

Ayer Shirley Parks and Recreation
Sport Team volunteers
Summer recreation program volunteers

All community service projects must have prior approval by the Community Service Coordinator