



HANSBERRY COLLEGE PREP

Community Service Syllabus 2016-2017

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 pre-approved 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:

The freshmen community service benchmarks are as follows:

Semester 1: January 13, 2017 by 4:30 PM

Semester 2: June 2, 2017 by 4:30 PM

Failure to meet the Semester 1 benchmark will result in failure and mandatory night school. Failure to meet semester 2 benchmark will result in failure and mandatory summer school.

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.

Submitting Forms:

For service opportunities that are not on the "Recommended Sites List," students must submit a "Community Service Site Approval Form" to Ms. Williams and receive approval BEFORE beginning the service opportunity.

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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, they will be required to take a special community service make-up class with a \$140+ registration fee. 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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