

CITY HIGH MIDDLE COMMUNITY SERVICE



Community service is a requirement for all students that attend City High Middle School. All students (grades 7 through 12), must complete a minimum of 20 hours of community service per year.

In order to receive credit, students must provide service at a non-profit organization or a profit-making organization in a non-profit capacity (example: Fifth Third River Bank Run).

Students must submit their community service hours to the main office.

If the hours are not completed by the deadlines indicated below, penalties will be assessed.

Community Service Due Dates:

- | | |
|---------------|--|
| October 22 - | 5 hours (or more) |
| December 17 - | 5 hours (or more) |
| February 11 - | 5 hours (or more) |
| April 15 - | 5 hours (all community service should be completed by this date) |

Penalties:

1. Failure to comply with this community service requirement will result in dismissal from City High Middle for all students in grades 7-11 and removal from graduation for seniors.
2. Students will not be able to attend extra-curricular activities if they have not met their community service requirements.
3. One of the criteria for attending your class trip is the completion of all community service hours, including any penalties, by April 15, 2011.
No extensions or exceptions will be allowed.

COMMUNITY INVOLVEMENT REQUIREMENTS

City High-Middle School requires all students to complete community service. Education neither ends nor begins in the classroom and essential aspects of learning exist in the world outside the classroom. Community service projects will balance the emphasis on academic achievement with experiences that benefit others who need help. Additionally, community service projects challenge and extend each individual to develop a spirit of discovery and self-reliance, to encourage the development of personal skills, and to inspire awareness, concern, and responsibility in service to the local and global community. The involvement of the student must be sustained over the entire year.

Community involvement **IS...**

identifying a need (or needs) and working in conjunction with an agency, organization, or individuals to meet or improve that need/(those needs).

There can be no monetary benefit to the student as a result of the student's involvement.

Community involvement **IS NOT...**

any activity for which the student receives payment, school credit, or that personally benefits a family member or relative.

Hours must be completed outside the regular school day and students may only volunteer four hours per day, Monday through Thursday. Students may volunteer for longer than four hours from Friday through Sunday.

Documentation and Deadlines

Each student will be required to complete at least **20** hours **per** academic year.

Community Service Process

Step 1: Brainstorming

Ask yourself the following questions to help you begin your community service journey:

1. What community service needs exist in my community?
2. Which of my skills, hobbies or interests can I use to meet this community need?
3. How can I use creativity to complete my community service?
4. How long do I have to complete my community service?
5. Do I have transportation?
6. Will I be safe during this community service experience?

Step 2: Creating an Action Plan

1. Gather information about the organization and/or the community need. Research
using the library, Internet, phone book and/or interviews.
2. Check in with the Community Service office at City.

Step 3: Performing Service

1. Be responsible. Be sure to meet all commitments to the organization. If you cannot make an arranged meeting, please inform the organization immediately.
2. Ask your friends and family to help make your community service experience a success.
3. If you encounter a roadblock, rethink the steps of your plan. You
may need to modify your plan with a creative solution.

Be sure to record your hours as you complete your community service experiences. Ask your supervisor to sign your community service form. Community service must be completed outside of the regular school day. You may complete five (5) hours of community service at City High Middle School. These hours must be completed before or after regular school hours (7:25 am through 2:05 pm) and will need preapproval by the assistant principal.

Community Service Sites Needing Pre-Approval:

1. City High Middle (limited to five (5) hours only)
2. Classroom activities
3. Athletic activities
4. Church obligations

Community Service Hours that are **NOT ACCEPTABLE:**

1. Babysitting for payment or for free
2. House Chores
3. Yard Work
4. Tutoring at Home
5. Hours during the regular school day
6. School Fundraisers
7. Community service done at home or another individual's home
8. Working at a Relatives Workplace
9. Internship Sites

Recording Service Hours and Deadlines

1. To receive credit for service hours, students must properly fill out a community service form that can be picked up in the main office.
2. Community service forms must be turned in at the main office. Incomplete forms, hours not turned in by the due date or hours not turned in using the community service form will not be recorded.
3. Hours for the next school year can be earned starting the second full school week of May. All service hours earned starting the first full school week of May and over the summer break will be credited to the next school year.
4. Community service forms must be signed by the adult supervisor for the activity; **community service forms with parent signatures will not be accepted for credit.**

Community Service Opportunities

1. All community service opportunities are posted on the community service bulletin board in the cafeteria.
2. If you have signed up for e-mail notifications, you will receive community service opportunities via your e-mail address.
3. You can also search for volunteer opportunities on the Heart of West Michigan United Way Volunteer Center web site. Their website is www.unitedwaycares.com