



A CAMPUS OF NOBLE STREET CHARTER SCHOOL

## Community Service Syllabus 2012 – 2013 School Year

**Description:** Community service is defined as an activity or event in which students are involved in work that serves the community as supervised by an approved non-profit organization or government agency. The act or event must have a direct, positive impact on the community. In keeping with the Noble Way, students **LEARN** more about the community by becoming actively involved in it, **HONOR** the community by donating time and effort, and practice **SELF-DISCIPLINE** as they are accountable to the people they serve.

**Requirement:** In order to pass the community service graduation requirement, students are required to complete a minimum of 40 community service hours. All hours must be completed at approved sites or projects. Approved community service hours are due on Wednesday, June 12, 2013 at 4:30 p.m.

**Earning Service Hours Procedure:** There are three ways students can earn community service credit toward the 40 hour graduation requirement. They may:

- 1) Participate in a community service trip/event organized by a JCP teacher or staff member.
  - 2) Volunteer at a school-wide approved site. Students may access in the Main Office.
  - 3) Volunteer at an individually approved site, a site that has not been approved for all JCP students, but has been approved for the individual.
- Complete the Community Service form for 2012 – 2013. These forms are located in the Main Office and room 212. Read the form carefully in order to familiarize yourself with the guidelines and avoid having hours rejected.
  - Submit the Community Service form to the Main Office. Failure to submit by within 31 days of the service date will result in the hours being rejected.
  - When you submit your form your hours will be documented in PowerSchool within a week's time. This indicates that a form was received. It does not serve as verification for hours.

**Volunteer at JCP:** You may volunteer at JCP for community service credit so long as the service you provide benefits the school community as a whole. The following are some examples of service students may provide at JCP for community service credit:

- Organizing/holding a fundraiser or other activity benefiting a charitable organization such as a food drive, toiletry drive for Red Cross, Dollar for Darfur, etc.
- Creating a town hall presentation outside of class time, as long as it is not done for a grade or extra credit
- Tutoring or other student help as long as it is organized, structured, and supervised by an JCP staff member
- Volunteering to help during Report Card Pick Up, Admission Information Sessions, Placement Testing, Recruitment Fairs (afterschool, or weekends), etc.

You may not receive community service credit for volunteer work you complete at JCP if it does not benefit the school community as a whole. The following are examples of activities that, if performed at JCP, **would not** earn community service credit:

- Grading papers for a teacher: tests, quizzes, homework, etc.
- Filing: papers, Collins portfolios, tests, etc.
- Organizing: bookshelves, books, supplies, closets, items for storage
- Room cleaning: white boards, desks, floors, windows, etc.
- Room decorating: bulletin boards, doors, walls, ceilings, etc.
- Errand running: picking up supplies, moving books, delivering a message, etc.
- Paperwork: copying, collating, stapling, hole-punching, etc.
- Lesson preparation: creating PowerPoints, handouts, etc.





In a rare circumstance, a staff member may receive permission for community service credit to be given to a student for performing any of these activities.

**Volunteering at School-wide Approved Sites:** Johnson College Prep maintains a list of non-profit organizations, which all students are approved to volunteer for community service credit. The forms can be accessed in the Main Office. In order to volunteer at one of these organizations, you should:

- Call the organization one week in advance to set up a time to volunteer.
- Ask for the contact person named on the pre-approval list, and when talking to that person, introduce yourself as a Johnson College Prep student and kindly ask if the organization has any volunteer opportunities available on an individual drop-in basis.
- If so, schedule a time to volunteer. Be sure to bring your documentation form for that contact person to sign.
- If not, thank the contact person and then call another organization on the pre-approved list.

**Volunteering at Individually Approved Sites:** If you would like to volunteer at a non-profit organization that is not on the approved site list, you may get that site approved just for you by following these steps:

- Obtain the *Individual Site Pre-Approval Form* to bring to the site at which you would like to volunteer.
- Give that form to the staff member at the site who will supervise your work and sign your documentation forms.
- Once the form is complete, have that person give the form to you in a signed and sealed envelope, or have him/her fax it to JCP attn. Ms. Wright. 312 278-0449
- Give Ms. Wright one week to verify the information in the form.
- Wait for a letter from Ms. Wright notifying you that you are approved to volunteer at that site on your own. If you volunteer at the site before receiving approval, you risk not earning community service credit for your efforts.

**Note:** You will not receive community service credit for volunteering at a for-profit business or at any non-profit organization at which a family member of yours work as a paid employee or volunteer.

**No Show Policy:** When you sign up for a community service project, you are making a promise. You are promising to be somewhere at a certain time to help get a job done. If you fail to attend or fail to send a volunteer in your place, you are breaking that promise. You are leaving others shorthanded and making it more difficult for them to get the job done. This reflects poorly on you and poorly on Johnson College Prep, and it leaves the impression that both you and your school are unreliable. Therefore, you will receive a **detention** if you sign up for a community service project and fail to attend unless:

- You provide the community service contact with 24 hour notice – preferably more.
- There is a family emergency that can be verified.
- You experience a medical emergency or illness that required a doctor's visit that can be verified with a doctor's note.
- You find a replacement.

**Absences:** If suspended or absent for any reason from school, hours turned in that were performed during normal school hours **WILL NOT** be honored.

**Handing in Permission Slips & Trip Fees:** For all JCP organized projects and events, you will be given permission slips. These slips are required for participation. JCP does not accept homemade/handwritten notes from parents. You must have the original permission slip signed by the parent in order to go on the trip. Additionally, if you are going to participate in an event for which JCP has organized transportation (bus/train, etc.) you must use the provided transportation. However, if you have your own transportation, you may use it if your parent signs-off on the permission slip to indicate that you have your parent's permission to drive yourself and thus accept full responsibility.

**Failure:** Should you fail the community service requirement for the year, you will be required to pay a \$140 registration fee to attend a summer school course or repeat the academic school year. Community service hours are due on Wednesday, June 12, 2013 at 4:30 p.m.

