

Book	Policy Manual
Section	100 Programs
Title	Community Service/Service Learning Program
Code	139
Status	Active
Adopted	November 15, 2004
Last Revised	May 22, 2023

Purpose

The Community Service/Service Learning Program provides the opportunity for high school students to serve their community. Each student is required to perform sixty (60) hours of unpaid, volunteer service with a non-profit organization.

The Community Service/Service Learning Program will help students acquire skills and learn about the significance of providing service to their communities. Students will gain an understanding of the personal benefits to service. Through students' participation in the program, they will be exposed to a variety of people and experiences that will prepare them for life and help them to pursue their career and college pathways.

Authority

The Board has the authority to establish the procedure and guidelines for district approval of course credit based upon student participation in the Community Service/Service Learning Program.

Curriculum Guide

1. Course Title: Community Service/Service Learning Program.
2. Course Objectives:
 - a. Students will understand their responsibilities as citizens in dealing with community issues.
 - b. Students will know that their concern about people and events in the community can have positive effects.
 - c. Students will relate their coursework, pathway, job shadowing and community service in a meaningful way.
3. Course Content:
 - a. Orientation to the Community Service/Service Learning Program will be provided to all district students during 8th grade and to new enrollees at the high school at the

time of registration and annually throughout their enrollment in the district.

- b. Students must volunteer with an agency listed on the online database, log volunteer hours, and submit a reflection for credit. The Community Service Office in coordination with the Assistant Superintendent for Education/Chief Academic Officer and his/her designee reserves the right to approve or deny agency opportunities/hours for students.
- c. If an agency does not appear on the online database, the student and agency must complete a Request to Volunteer Form including the Agency Rubric (page 2 of the Request to Volunteer Form) in order to receive credit. Only hours completed after the approval of such request will be credited to the student.
- d. Students must volunteer with an organization designated as non-profit and/or 501(c).
- e. Students who actively participate on an Interscholastic Athletic Sport, as defined in Policy 123, (including team managers) or an extracurricular or cocurricular club will be automatically awarded a one-time fifteen (15) hour credit towards completion of their sixty (60) hours.
- f. Up to fifteen (15) hours may be credited for job shadowing, when location is pre-approved by a student's teacher/counselor or in adherence to the career exploration course requirement.
- g. Students may begin the Community Service/Service Learning in the summer as they transition from 8th to 9th grade, provided that they have submitted a completed Parent Waiver and, if applicable, a Request to Volunteer Form to the district. A maximum of thirty (30) hours may be used towards the sixty (60) hour requirement.

4. Course Evaluation:

- a. Certification will be provided by the student's counselor and Community Service/Service Learning Office indicating completion of the required sixty (60) hours of community service.

5. Course Credit: All request for credit must be approved by the district.

- a. A .5 unit of credit will be granted when the sixty (60) hours of service are completed and both the school counselor and the Community Service/Service Learning Office have given approval.
- b. An additional .5 unit of credit may be awarded upon the completion of 120 hours of Community Service.
- c. Students completing 135 hours or more will receive the Silver Cord graduation recognition.
- d. Students are strongly encouraged to complete fifteen (15) hours of community service per year. As such, the requirement will be prorated at the rate of fifteen (15) hours per year for students enrolling after the freshman year. All high school students enrolling during their senior year are required to complete fifteen (15) hours of community service prior to graduation.
- e. Transfer students with community service hours documented on their transcript or other school documentation will, at the discretion of the district, have those hours applied towards their graduation requirement.

Delegation of Responsibility

The Assistant Superintendent for Education/Chief Academic Officer or his/her designee has primary responsibility for supervision of the program.

Under the supervision of the Assistant Superintendent for Education/Chief Academic Officer or his/her designee, the Community Service Coordinator will assume the following responsibilities for all students enrolled in the program:

1. Implement the Community Service/Service Learning Program requirements.
2. Initiate contacts with community organizations and agencies interested in serving as placement sites.
3. Identify community organizations and agencies to serve as placement sites.
4. Disseminate appropriate community service/service learning opportunity information to the high schools for students and staff.
5. Maintain information on the needs of community service organizations.
6. Provide annual orientation for counselors on requirements and procedures for course implementation.
7. Serve as communication link at the school site for the Community Service/Service Learning Program.
8. Provide 8th grade orientation for the Community Service/Service Learning Program.
9. Visit community organizations to observe and obtain feedback from students and organization representatives.
10. Maintain Record of Student Service Hours in the CS/SL Office/Database until one (1) year post graduation.
11. Review all student time logs submitted for validity before crediting earned hours.

High School Principal

1. Provide overall direction for course implementation.
2. Work with the Community Service Coordinator to assure appropriate communication with staff.

Counselor

1. Ensure that all students are informed of program requirements; monitor student progress as indicated by the following procedures:
 - a. Provide appropriate suggestions for meaningful service opportunities at the time of course selection.
 - b. Encourage hours to be completed prior to 12th grade.
 - c. Encourage at least fifteen (15) hours of service be completed each year.

- d. Monitor and review student progress in the online database at regular intervals and discuss student's progress toward completing community service hours when meeting with students.
- e. Notify students and parents/guardians not "on track" based on completing fifteen (15) hours per year.

2. Advise and approve for credit job-shadowing experiences for students in relation to Career Exploration for up to fifteen (15) hours maximum of service.

Student

1. The student will be encouraged to complete the community service requirement of sixty (60) total hours during grades 9 through 11. This is a requirement for graduation. The community service requirement cannot be fulfilled during the school day (unless first approved by the Community Service Coordinator or the principal or his/her designee). It may be fulfilled after school hours, weekends, and summers.
2. The student will complete appropriate assignments and projects as designated by the community agency. Direction and clarification may be sought from the Community Service Coordinator.
3. The student will adhere to organization policies and procedures concerning hours, personal appearance, behavior, office practices, and health/safety.
4. If an agency does not appear on the online database, the student and agency must complete a Request to Volunteer Form including the Agency Rubric (page 2 of the Request to Volunteer Form) in order to receive credit. Only hours completed after the approval of such request will be credited to the student.
5. The student will log completed volunteer hours for agency approval using the online database and will complete the reflection survey for each site.
6. Hours will be reflected on report cards based on the submission deadlines below:

Community service hours completed	Submission Deadlines
Over school breaks and summer vacation	Last Friday in October
During 1 st Semester	Last Friday in February
By underclassmen for end-of-year	Last Friday in May
By seniors for graduation requirement	Second Friday in April

7. Any student found to be falsifying a form or online database submission in any way (i.e. signature, additional hours, incorrect agency/agency contact information, photocopy of legitimate form) is at risk to receive a zero (0) for all hours submitted on the forged document or online database submission. Any infractions of the student Framework for Citizenship will be treated as such.

Guidelines

Course Credits

Hours will not be awarded for activities that displace paid employees, support for-profit business, or support agencies whose volunteer activities may support political organizations, religious instruction, or proselytizing. This means that hours will not be awarded for any form of participation in a worship service, including but not limited to participation in a church choir or

worship service music ensemble, ushering for religious services, teaching religious education classes, live streaming services, or any other activity occurring during a worship service. Hours may be awarded for activities such as assisting in a religious-sponsored food pantry or helping to clean a place of worship. A complete listing of the Community Service Program Guidelines can be found on the BASD website at <https://www.basdschools.org/commserv>. If you are unsure if an activity will be awarded hours, please consult with the Community Service Coordinator before completing volunteer hours.

Parent/Guardian

The Community Service/Service Learning Program requires full involvement of students and parents/guardians in order to assure that established goals are met. Parents/Guardians shall be fully informed of the Community Service/Service Learning Program and the steps taken to assure that the course provides meaningful learning opportunities. Parents/Guardians must sign and upload or return the Parent Waiver and, if applicable, the Request to Volunteer Form prior to their student participating in the program.

Students and parents/guardians are responsible to verify the accuracy of all information provided by the district regarding such organizations, including that information provided at <https://www.basdschools.org/commserv>, prior to students participating in the program. The district does not verify the accuracy of this information nor does it oversee the organizations at which students volunteer.

Additionally, other expectations of parents/guardians include:

1. Encouragement regarding the successful completion of this requirement.
2. Encouragement to continue community service after completing the course requirement.
3. Assistance in identification of appropriate community service organizations.
4. Provision for transportation to the community service project.

Community Service Agencies

The organization designee:

1. Files an Agency Information Record, updates annually, and agrees to site visits by the Community Service Coordinator.
2. Maintains a system to document hours of service by each student.
3. Verifies and releases student hours to the Community Service/Service Learning Office.
4. Provides direction for the students throughout the Community Service/Service Learning Program and supervision of student completion of hourly requirements.
5. Provides the district with accurate and up-to-date information requested on the district's Agency Information Record and/or Request to Volunteer Form.

Teaching Staff

1. Encouraged to work with the Community Service Coordinator and community agencies to provide in-class, curriculum based, service-learning opportunities for students.
2. Advise and approve for credit job-shadowing experiences for students for up to fifteen (15) hours maximum of service.

