

SIGNATURE SCHOOL COMMUNITY SERVICE

QUICK LOOK:

DEFINITION:

Signature School defines Community Service as an unpaid and voluntary exchange that has a learning benefit for our students:

- Time and talent are donated to non-profit causes, organizations, or groups that provide services to the general community without monetary or other personal reward.
- Assistance is given to persons in need/causes who would otherwise not be able to help themselves without the assistance of volunteers from the greater community. Service can be educational, civic, or needs-based in nature.
- Real, purposeful activities with significant outcomes are accomplished.
- Students are encouraged to participate in service with elements of personal challenge: tasks that extend students as individuals; allow them to plan their own activities; and/or open them to new interests.

GUIDELINES:

- A minimum of 25 hours of service per year is required. Hours not completed in a year show up as an **NP** (no pass) on your transcript and leave a deficit that must be made up in order to graduate with a Signature diploma.
- Students in 9th and 10th grade record their service on the **Report and Reflection Form**. IB Students record their CAS hours (which includes their community service) on ManageBac software.
- An adult other than your parent who has supervised your work **must fill out** the bottom portion of the first page and sign it.
- The form is turned in to the box on the 3rd floor in a timely manner.
- Activities that a student benefits from personally (money, grade, credit, prestige, etc.) do not count.
- All service to organizations that students are members of and/or tryout for **are no longer considered valid** for the 25 hours required by Signature. This includes school clubs, speech, boy/girl scouts, church/synagogue/mosque/temple-related service, religious outreach, athletics, math competitions, plays, musicals, instrumental performances, EPYO, dog obedience clubs, etc. Students can still use these groups to serve the

- larger community (for example, work in a church-sponsored soup kitchen, raise money for Heifer International in Global Awareness, build houses in Haiti with a girl scout group, etc.) and these service hours will count.
- Patient interaction is strongly encouraged but not required in hospitals. Students may work in the gift shop.
 - Nursing home service, even if the facility is for profit, is **not limited**, but resident interaction is required (no filing in the office).
 - Service is required to be with a Signature-approved organization. If a student wants to serve with an organization that is not on the list of community partners, s/he will have to apply to the community service committee for the organization to get approval and become a community partner. Contact the teacher responsible for logging your hours to get approval before doing the service.
 - Tutoring requires the adult supervisor to be the classroom teacher of the person being tutored or an organized afterschool program like Patchwork Central or the YMCA.
 - Copies of all forms will be on the website.
 - We are here to help you and welcome all questions.

DEADLINES:

- All hours completed between April 1 of the previous school year and November 30 of **first semester** must be turned in by **December 1 at 5 pm**.
- All hours completed between December 1 and March 31 of **second semester** must be turned in by **April 1 at 5 pm**, or a **No Pass (NP)** will be given on your permanent transcript and the deficit will carry over to the following year.
- **Seniors:** In order to participate in commencement, ALL community service hours (including any deficits) are due by **April 1**. In order to receive a Signature diploma, ALL community service hours must be received by May 1. If hours are not submitted, students will receive an NP.

A community service guide and all new forms will appear on the Signature website. Please do not hesitate to ask questions or e-mail to clarify. The following teachers are the grade level advisors:

Seniors: Ms. Ahmed & Ms. Razor (IB CAS)
Juniors: Ms. Dus-Bacic & Mr. Maurer (IB CAS)
Sophomores: Ms. Doyle
Freshmen: Ms. Doyle