

## **Community Service Requirements --2009-2010**

All students are required to complete 50 hours of community service in order to graduate from Highland Park High School. In order to maximize student learning and community benefits, it is recommended that students complete 7 hours each of their first two semesters in attendance and 6 hours each semester thereafter to complete the minimum 50 hour requirement. Total hours recommended for completion by the end of each year are: Freshman 14, Sophomores 26, Junior 38 and Senior 50. Students are permitted to work on this requirement during the summer. Students may not receive credit for service hours completed prior to their enrollment as a student at Highland Park High School. Transfer students will be required to complete hours based on amount of time at HPHS which will equate to 50 hours minus 6 hours for each semester not at HPHS. Entering freshmen may start work on their service hours beginning June 1, after successful completion of the 8th grade. Senior service hours must be completed by April 30 of their graduation year.

**Service hours must be recorded on the CSC website, [www.hphsservice.com](http://www.hphsservice.com) within 30 days after the completion of the project or activity in order to receive credit.**

Volunteer work must be with an approved non-profit agency and must benefit those in need. Volunteer work to be credited to the community service requirement should be cleared through the community service coordinator prior to beginning the work if there is any doubt to its potential for acceptance. Appeals of the coordinator's decision may be made to the Community Service Council Executive Committee. Approved non-profit agencies will include, but are not limited to, hospitals, social service agencies, fundraising organizations for health causes, and fundraising organizations for low-income schools. Service opportunities will be posted on the Community Service Website, [www.hphsservice.com](http://www.hphsservice.com).

Students must secure a supervisor's signature from the non-profit agency to receive credit for the work. Forms will be available on the Community Service Website at [www.hphsservice.com](http://www.hphsservice.com). It is the student's responsibility to keep an accurate record of all service performed throughout his/her high school career.

Students cannot earn service hours by volunteering to be aides on campus at HPHS, nor can they earn service hours for fundraising for campus or district groups. Students may not earn service credit for hours completed during school time regardless of absence being excused. No hours earned during official school time will be counted except for those earned during students off period while participating in CSC or club activity. School service work for HPISD will be limited to 10 of the first 50 cumulative hours. After the 50 hour graduation requirement has been fulfilled, there is no limit to the number of hours a student may earn through the school district. A faculty member or community sponsor of the service work activity must submit a list of students earning service hours through the event to the Community Service Coordinator.

Students cannot receive service credit for teaching, or leading any religious or faith discussion groups. Students may however, earn credit for assisting any secular activities the church engages in.

When calculating the creditable community service hours for an activity, students should not count meeting times, shopping, cooking, sleeping, travel, planning or free time, but they may count any time spent publicizing the activity, including stuffing envelopes, hanging flyers, and similar tasks. Typically, a maximum of 8 hours of service work a day is allowed unless very specific documentation is provided to validate a greater number of service hours per day. Students are only allowed **one hour** of service credit for direct donations. Service hours will be approved within 7 days of being entered into the system during the regular school year.

Login information for students is available through the Community Service Council Coordinator. From 2011 graduating class forward, login for CSC website will be the same as high school computer login. Login in will be: Username: first five letters of last name, first letter of given first name and last two digits of student identification number. Password will be student identification number.

Hours may be entered as a range, but the range may not exceed 30 days. For service projects that may extend over 30-days (such as Boy / Girl Scout project) hours should be entered every 30 days. Ranges of

greater than 30 days for entering service hours will not be accepted. Documentation may be requested and reviewed at any time for any service activity entered into the CSC system.

If you believe service hours have been improperly denied, a written (email is acceptable) request for review must be made to the Community Service Council Advisor within 30-days of denial. If an acceptable agreement can not be made, the Community Service Council executive committee will review and make final decision regarding acceptance or denial of hours.

**Presidential Service Awards** are given at the end of each school year. All students are eligible each year to receive the Presidential Service Award. Students must earn at least 100+ service hours between May 1<sup>st</sup> and April 30<sup>th</sup> each year to be considered. Hours with a start or end date that lapses over the starting date of May 1 or end date of April 30 will not be included in the final tally. Therefore, it is important to enter hours on a regular basis. All hours must be entered and approved by April 30 to be considered. Award levels are as follows: Bronze 100 – 174, Silver 175 – 249, Gold 250+ hours. For this award only, the accumulation of hours starts back at zero on May 1. Students may earn a Presidential Service Award each year.

**Servant Leadership Award** is given during Senior Honors Day to the senior(s) with the most service hours earned over their high school career. Awards are given to the top service hour earning students. The cut-off point for the number of hours will vary each year depending on the involvement of that years graduating class. The cutoff for receiving the award will occur at the natural break in service hours.

Community Service Requirements are managed by the Community Service Council (CSC) faculty sponsor. Contact information for CSC sponsor may be found the on the CSC website, [www.hphsservice.com](http://www.hphsservice.com).