

COMMUNITY SERVICE GRADUATION REQUIREMENT

1. How many hours does a student need perform to meet the graduation requirement?

All students need to complete **36** hours of community service by the end of the third term of their senior year. Students who do complete their service hours will not graduate.

Students who complete 100 or more hours will be recognized at the senior awards night. The senior who completes the most hours during her/his time at Watertown High School will have his/her name added to the plaque honoring students from past years.

Students who complete 100 or more hours and wish to be recognized at senior awards night must have their completion forms submitted to Mrs. Hoffman no later than May 1 of their senior year.

2. When can a student perform community service hours?

Community service projects must be performed **before or after** regular school hours, which are 8:30 am to 3:05 pm.

Students may also work on their hour requirements on weekends, school breaks and summer vacations.

3. What should a student do when he/she completes a service activity?

Students should fill out a community service completion form, which can be found on the door to room 257, make a copy of it and then submit it to Mrs. Hoffman, who is the Community Service Coordinator. Mrs. Hoffman will update students' hours on a regular basis.

4. Who should students see if they have questions about community service?

Students should see Mrs. Hoffman, who is the Community Service Coordinator. She is responsible for reviewing and approving all community service projects. If

students have any questions regarding their particular community service project, please see her **before** volunteering.

Guidelines and Criteria for the Community Service Graduation Requirement

A. A recognized community service activity is one which

1. is performed at a recognized **non-profit or charitable organization**
2. is **not** mandated by the court or by any other institution or organization
3. is **not** associated with the practice or promotion of any specific religion
4. is performed **without any type of compensation to the student**
5. is **separate** from a service activity for which the student is already receiving school credit

B. A service activity must

1. meet the specifications listed above
2. be supervised by a person **other than** a relative of the student performing the hours
3. entail a minimum of **two hours**

Any exceptions to the guidelines and criteria listed above must have prior approval of the Community Service Coordinator, Mrs. Hoffman (room 257)