

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 needy persons / causes who would otherwise not be able to help themselves / others without the assistance of volunteers from the greater community.
- 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, learning, and new recipients of their service.

GUIDELINES:

- 25 hours of service per year is required. A minimum of 5 hours must be service to the school, and a minimum of 20 hours must be of service to the greater community. Hours not completed in a year show up as an **NP** (no pass) on your transcript and leave a deficit which must be made up in order to graduate with a Signature diploma.
- The **Report and Reflection Form** is how you record the service that you do.
- An adult other than your parent who has supervised your work **must fill out** the bottom portion of the first page and sign it.
- Turn your completed form in to the box in the foyer in a timely manner.
- Activities that a student benefits from personally (money, grade, etc.) do not count .
- Activities that require practice and performance for which students try out, receive personal recognition and/or build upon a skill they are pursuing and also meet the definition of service are given a limited number of hours (performance hours only, up to 5 maximum). Examples: community

- theatre performances, Signature Singers, EPYO, Signature musicals and plays, golf, cross country, speech team competition, etc.).
- A 5-hour limit applies to the following service activities: school-related service, church/synagogue/mosque/temple-related service (nursery, vacation Bible school, Young (Wylde) Life, religious outreach, etc.), personal organizations (Girl/Boy Scouts, dog obedience club, etc.), hospital-related service at a for-profit hospital (free or sliding scale clinics not limited).
 - Nursing home service, even if they are for profit, is **not limited** for obvious reasons, but resident interaction is required (no filing in the office).
 - If you are not sure how something will count, please fill out the **Proposal Form** found on the website and turn it in to your grade-level advisor for feedback.
 - Copies of all forms will be on the website and on the community service bulletin board in the main lobby.
 - We are here to help you and welcome all questions.

DEADLINES:

- All hours completed from May 1 of the previous school year through November 30 of **first semester** must be turned in by **December 1**.
- For freshmen, sophomores, and juniors, all hours completed from December 1 through April 30 of **second semester** must be turned in by **May 1**, or a **No Pass (NP)** will be given on your permanent transcript and the deficit will carry over to the following year.
- All **senior** hours (including any deficits) are due by **April 1**, or you will not participate in commencement.
- If the April 1 deadline is not met by **seniors**, all hours must be received by the **May 1** deadline or a Signature diploma will not be awarded and a **NP** will be given.

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

Seniors: Ms. Dixon jamia.dixon@signature.edu
Juniors: Ms. Ahmed cynthia.ahmed@signature.edu
Sophomores: Ms. Pareja janet.pareja@signature.edu
Freshmen: Ms. Hayden tracey.hayden@signature.edu