

## **Community Service Hours Guidelines and Procedures Southwest Miami High School**

Community service is a Social Sciences requirement, as well as a graduation requirement, for all students. Each student must complete a minimum of twenty (20) community service hours over the length of his/her high school career to receive a high school diploma.

Southwest Miami High School encourages all students to actively pursue service to both school and community in a consistent, responsible, and exemplary fashion. Service performed and verified will qualify all students for the following recognition at the time of graduation, seventy-five (75) hours of community service is required for a Bright Futures Scholarship, while a minimum of four hundred (400) hours is required for earning a Silver Cord.

As per the district's definition, "community service projects are well-planned, organized, and voluntary efforts designed to address a specific need in the community. Such projects may take the form of school-site service, group community service, or individual community service." To be validated for credit as community service, the district reminds all students "that all community service projects be complete during a student's non-instructional time and that no compensation be awarded."

To assist all students in successfully completing their community service requirements, as well as to enable them to remain in compliance with School Board Rule 6Gx13-1B-1.08 and other applicable Board rules, Southwest Miami High School provided the following guidelines and procedures:

1. All community service hours must be recorded on the Community Service Log. Each entry must be completed noting the date, time in, time out, location, supervisor's name, and supervisor's signature, in blue ink only, for each activity. **A student may be required upon request by your Social Sciences teacher to submit a letter on letterhead from their community service organization for verification purposes. It is your responsibility to retain copies of all documents submitted for your records, as originals will not be returned.**
2. Community service hours MAY NOT be performed for a student's family member or a for-profit organization, except for hospitals and/or veterinary clinics. **Non-profit organizations are organizations that do not receive profits, or revenue, for the services that they provide.** If you are not sure if the organization is an acceptable place to fulfill your community service requirement you must ask your Social Sciences teacher **BEFORE** performing service. **(All Non-Profits will have a Certificate of Non-Profit Status from IRS. They will be able to provide this to you and Southwest to prove that they are a Non-Profit and that you can complete hours at that location.)**
3. Students cannot receive academic credit, salary, or any other money for services rendered.
4. Students may not receive community service hours for donations, participation in club activities, games, practice, rehearsals, competitions, or performances in school related events.
5. Students' assistance to teachers is limited to fifty (50) hours per year, including blood drives. Students may use a combination of teachers, to acquire a total of 50 hours. They may not use multiple teachers and receive 50 hours from each teacher. This includes teachers within Southwest and other neighboring schools. After-school care, summer camp programs, and club/team community service are limited to fifty (50) hours per year.
6. Fundraising, except for non-profit charities, do not count for community service.
7. Services rendered for any kind of disciplinary action do not count for community service.
8. All community service hours can be used for Silver Knight Awards, Florida Scholar, Diploma of Distinction, and, obviously, the graduation requirement.

**Seniors must have all community service hours complete and turned in no later than January 12<sup>th</sup> of their senior year. Seniors will not be allowed to purchase Grad Nite or Grade Bash tickets if they have not met their twenty (20) hours of community service required for graduation. All other students must have their community service hours turned in no later than April 13<sup>th</sup>. Community service hours will only be accepted for the year that the hours were performed. With the exception of tenth-grade students, who are not enrolled in a Social Science class, who will turn in their records directly to Mrs. D. Viera by April 7<sup>th</sup> in Room 585, all complete community service records must be turned in to the student's Social Science teacher.**

**Please see reverse side, fill out completely, legibly, and in blue ink. You must submit the original copy. If you have any questions, please see Mrs. D. Viera, in Room 585, 1<sup>st</sup> Period, during 3<sup>rd</sup> lunch, or after school.**