COMMUNITY SERVICE REQUIREMENTS

All SPHS students must complete community service requirements. Community service is part of a student’s permanent record and is necessary for graduation. The purpose of community service is to provide character development and personal growth, and helps students recognize their connection to the community at large. Service hours are also highly beneficial in student portfolios – universities, scholarship organizations, and future employers regard community service as an essential component of a student’s experience.

GENERAL RULES AND GUIDELINES

- Each student must complete a minimum of 10 community service hours for each academic school year. (Not semester.)
- Hours must be turned in by the due date shown at the top of this document.
- Hours may not be banked (saved for next year or rollover.) If more than 10 hours are completed, extra hours cannot be counted for the following academic school year.
- Students may begin earning hours for the following year after this years’ due date has passed. (Over summer as well.)
- Recording of hours must be on the Community Service Record (back side of this sheet).

HOW TO EARN SERVICE HOURS

Pirate Service (ten hours or more per year)

- All approved environmental based opportunities and SLC activities.
- Service activities conducted by service clubs are acceptable.
- Leadership roles in Global Student Leadership class or other school site committees (ELAC, CEAC, SBM or SSC).
- Internship and Industry Coaching (Global Academy related).

- Services to the community or to honor our country or community.
- School Service such as work in attendance office after school or school clean up.
- Participation in any school related art appreciation event (must have a document from event). Ask Ms. Franco, rm. F204 if not sure.

More information about Approved or Not Approved Activities

- Service hours must benefit the community or must be completed in an organized event.
- Continue to check the Global Academy Office throughout the year for new service hour opportunities.
- If an activity is not listed there, pre-approval of the activity from the Academy lead teacher (Ms. Franco Rm. F204) is required.
- The following activities are not approved for service hours:
  - Sports
  - Activities done during class or if the service is part of the work for an academic or elective course.
  - Service done for a private business or in a private home, if pay is received for the service.
  - Cleaning a teacher’s room.

HOW TO TURN IN YOUR SERVICE HOURS

Rules for Turning in Form

- Complete each line of Community Service Record with the required information.
- Provide proof that you completed each service you are listing:
  - If the event is school sponsored – get the event sponsor’s signature.
  - If the event is not school sponsored – attach a document on organization letterhead and attach to this paper.
- Make a photocopy of the form and the letters to keep as proof (you can also use these letters for your senior portfolio).
- Turn in your Community Service Record by the due date for your grade (shown at top right corner of this page).
- Submit your completed form to the service hour sponsor teacher for your current grade level. (See the back)

Penalties for Late/Incomplete Service Hours

9th–11th Grade Students

- If you do not turn in your service hours by the due date, you must complete two extra service hours by the following school year. A two hour penalty will be added for each year that service hours are not turned in.

Seniors

- You must turn in your completed Community Service Record by the senior due date shown above.
- If your service hours are not complete, including hours from prior years, you will receive a Stop Clearance.
- The Stop Clearance will prevent you from senior activities. If it isn’t cleared, you will not walk the stage.