

**Ayer Shirley  
Regional High School**



**2018 – 2019  
Community Service Program  
Handbook**

Kim Sweetland, Coordinator  
[ksweetland@asrsd.org](mailto:ksweetland@asrsd.org)  
978-772-8600, ext. 1306

*" . . . Having students perform community service is seen as beneficial for both society and the individual. Community service provides staffing for community projects, prepares students for future roles in the community, and may provide students with experience they can use in their future careers."* Condition of Education 1996.

### **Primary Goal of the Community Service Program**

The primary goal of this program to encourage and help students to become valuable resources to their communities.

Active participation in community service programs will accomplish the following:

1. Foster civic responsibility by helping students become invested in their community as service-minded citizens.
2. Promote students' problem solving and decision making skills.
3. Meet the needs of the community by providing direct assistance through human involvement.

### **Objectives of the Program**

#### **Student Objectives:**

1. To support the student expectations of Ayer Shirley Regional High School Statement of Purpose.
2. To empower students to analyze, evaluate, and synthesize concepts through practical problem solving (thinking, talking, and writing).
3. To provide students with opportunities to work with adults in solving community problems and improving the quality of life for others.
4. To help both students and adults develop mutual trust and respect through meaningful dialog and activities.
5. To help students develop a sense of caring for others.
6. To help students redefine the perception of youth in the community from a cause of problems to a source of solutions.

#### **School Objectives:**

1. To support the school's approach to implementing Education Reform
2. To support the school performance expectations in the Statement of Purpose
3. To enhance the school's environment through positive experiences
4. To enhance partnerships between school and communities
5. To promote and support a responsible and caring student body
6. To enable the community to receive valuable services at no cost
7. To enable organizations to receive an infusion of creativity and enthusiasm from participating youths

### **Implementation of Community Service Program**

Community service is performed without the student receiving payment or benefits. It is a service that will benefit the community through an **organization or affiliation**.

#### **Guidelines for all students:**

All students will be required to fulfill 50 hours of community service as a graduation requirement.

The requirement will be prorated for students entering the system after their sophomore year: Junior Year - 35 hours, Senior Year - 25 hours and for ASRHS students in outside placements.

A parent or guardian CANNOT be the supervisor of their own child's placement.

The following are examples that **cannot** be used to fulfill the community service requirements:

- babysitting (unless through an organization or organized event)
- community service required through the court system
- working for a privately owned company or business
- cleaning a house
- painting a house
- moving boxes from one house to another

Incoming grade 9 students can begin accruing hours for graduation on the first day of school. Incoming grade 9 students cannot perform community service hours during the summer before grade 9 and receive high school credit toward graduation, unless approved by an administrator in advance.

Students who have transferred into ASRHS from another high and have completed community service hours should retain documentation in order to receive ASRHS credit toward graduation.

Placement log forms for each placement must be submitted within 30 days of the **end of the placement**.

In the event that there is a desired community service placement during summer break, a placement log form must be approved by the coordinator/administrator prior to placement. The completed form must be submitted within 30 days of the start of the next school calendar year. Placement log forms submitted after this deadline will not be accepted.

Community service can be completed after school, on weekends, during vacations, or over the summer for students entering grades ten through twelve. Under certain circumstances, hours can be performed during school hours with the permission of an administrator.

After the student has chosen a placement, he/she will be responsible for making an appointment to meet with the placement supervisor. The student and supervisor will discuss the responsibilities and the times he/she will be working.

Students must have a parent/guardian sign the Placement Log Form indicating approval of the placement. The Placement Log Form is then given to the placement supervisor to complete. Students must have the placement approved by the community service coordinator prior to beginning the community service placement. The student and/or the supervisor will notify a coordinator regarding any concerns.

The student will be responsible for returning the completed Placement Log Form to the coordinator.

It is strongly suggested that students make copies of their completed Placement Log Form for their own records.

### **Guidelines specific to graduating seniors:**

Seniors must complete their community service hours by **March 1st** of their graduating year.

Any senior who has not fulfilled the community service requirement by the deadline may not receive a cap and gown for his/her graduation, and may be excluded from one or more of the senior activities. Any exclusion will occur only after a meeting with the principal.

Under extenuating circumstances, a student may be exempted from part or all of the community service requirement. Any student that seeks an exemption must petition the principal in writing. The principal has the authority to exempt a student from the Community Service Requirements. The principal is the final authority in this regard.

**Community Service placements must be approved through the community service coordinator, Mrs. Sweetland, prior to beginning the placement.**

**COMMUNITY SERVICE PLACEMENT LOG**

Student \_\_\_\_\_ Date(s) of Placement \_\_\_\_\_

Date of Graduation \_\_\_\_\_

**Description of the placement:**

**Name of Placement supervisor:** \_\_\_\_\_

**Coordinator's signature indicating prior approval:** \_\_\_\_\_

Date of meeting and approval: \_\_\_\_\_

Parent/Guardian's Signature of Approval \_\_\_\_\_

Hours Completed at Placement \_\_\_\_\_

STUDENT OVERALL PERFORMANCE: Rate Satisfactory/Unsatisfactory

Comments: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Please note the following:

Placement log forms **MUST** be submitted within 30 days of completion of a placement or the last day in any given school year, whichever comes first. Placement log forms submitted after this deadline will not be accepted.

In the event that there is a desired community service placement during summer break, a placement log form must be approved by the coordinator/Principal first. The completed form must be submitted within 30 days of the start of the next school calendar year. Placement log forms turned in after this deadline will not be accepted.

## **Possible Community Placements**

The following are examples of areas for community service. Students are encouraged to find their own sites when completing this program.

### ***EDUCATION***

Tutors  
Library volunteers  
Office workers  
After school program volunteers

### ***SOCIAL and CIVIC ACTION***

Chambers of Commerce  
Fire Departments  
Food drives  
Charitable fund raising activities  
Town Hall

### ***ENVIRONMENT***

Recycling Projects  
Conservation Projects  
Grounds maintenance-schools  
Clean-up Projects

### ***HEALTH and SOCIAL***

Hospital Volunteers  
Elderly Housing Big Sister/Big Brother Program  
Peer Program  
Senior Citizens Activities

### ***RECREATION***

Ayer Shirley Parks and Recreation  
Sport team volunteers  
Summer recreation program volunteers