

Policy No: 314
Description of Policy: Community Service
Date of Board Approval: January 14, 2013

At Patrick Henry Academy we believe in assisting students in understanding and acting with compassion and sensitivity upon their obligation to give of themselves for the good of the school and local community. Community Service is an integral part of what makes a PHA student responsive to the needs of our community and to the world at large. We hope to instill in them a belief that they can make a positive difference in the lives of others.

Community Service is a PHA graduation requirement. Students must earn the following number of hours beginning the summer prior to the particular school year they will be entering and must complete the work by the last school day of that year.

- 9th Grade – 15 Hours (Students will have the opportunity to earn their required hours during the Service Learning project in their Study Skills class; however, students must be active members of the project and the amount of hours earned is at the discretion of the teacher.)
 - 10th Grade – 15 Hours
 - 11th Grade – 15 Hours
 - 12th Grade – 15 Hours
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- Each student is responsible for keeping and turning in a Community Service Verification form for all service performed (see attached form).
 - Community Service Verification forms should be turned in at the end of each month in which the service was performed (or by September 30 for all service performed during the summer months).
 - Hours must be performed under the supervision of an adult who must sign the Community Service Verification form.
 - Forms must be submitted to the Director of Administration. Students should maintain copies of their forms to aid in the completion of college and university applications.
 - Hours in excess of yearly requirements do not carry over to the next year but do count towards the **Spirit of PHA Award**.

We have established there are two types of community service.

Community Service Beyond PHA – This is serving the community outside of the school. Services that qualify are generally those that are unpaid and performed at or for a nonprofit organization. Examples of Community Service Beyond PHA include:

- Service done through a school-sponsored club or organization (Beta Club, Student Council, Interact Club, etc.) that benefits a nonprofit organization or assists in a community need (collecting coats, canned goods, etc.).

- Faith-Based Service (teacher, nursery care, administrative work, summer work camp, mission trips, Vacation Bible School assistant, etc.)
- Volunteering at the community library, animal shelter, recreation department, Adopt-a-Highway, etc.
- Volunteering at community events and fundraisers (festivals, job fairs, Relay For Life, Red Cross Blood Drives, community outreach programs)

Community Service At PHA – This is serving our school community. We recognize students who participate in making their school a better place develop pride in PHA and respect for the faculty and staff, and their fellow students.

Students may volunteer during their study hall or before/after school and may not miss instruction time. Students must get prior approval from their study hall teacher and the faculty/staff member who they are assisting.

Examples of Community Service at PHA include:

- Volunteering in classrooms (assisting teachers with classroom organization, reading to students)
- Volunteering in the lunchroom (assisting younger students with lunch preparation)
- Volunteering in the library (assisting with library tasks, reading to younger students)
- Volunteering with the PTO or Booster Club
- School grounds clean-up
- Peer Tutoring (non-paid)
- Assisting with summer camps
- Service done through a school-sponsored club or organization (Beta Club, Student Council, Interact Club, etc.) that benefits the school.
- Each grade is encouraged to choose and organize a volunteer project each year as an alternative to students earning hours independently. This allows the students to earn their required hours and also participate in teambuilding activities with their classmates.
- Ninth Grade/Service Learning – Every year, the ninth grade class will complete a service learning project through their Study Skills/Service Learning class. Students must be active members of the project and the amount of hours earned is at the discretion of the teacher.

The following activities are helpful but don't rise to the level of community service.

- Time volunteered for the benefit of your class (class fundraiser)
- Household chores, babysitting, helping neighbors, working for a family business
- Internship or job training required for employment or certification

Spirit of PHA Award

This award recognizes students at graduation who have earned a minimum of 150 hours of community service during their 9th – 12th grades.



Patrick Henry Academy Community Service Verification

Student's Name: _____ Grade: _____

Date form submitted: _____ Approved by: _____
Director of Administration

COMMUNITY SERVICE BEYOND PHA:

Date(s) of Community Service: _____ Hours Worked: _____

Agency/Organization Name: _____

Address: _____

Phone Number: _____

Supervisor's Name/Signature: _____

Community Service Performed:

Service performed through a school-sponsored club/organization? Yes (Please List) _____ No _____

COMMUNITY SERVICE AT PHA:

Date(s) of School Service: _____ Hours Worked: _____

Faculty or Staff Member Name/Signature: _____

School Service Performed:

Service performed through a school-sponsored club/organization? Yes (Please List) _____ No _____

Note: Students may volunteer during their study hall or before/after school and may not miss instruction time. Students must get prior approval from their study hall teacher and the faculty/staff member who they are assisting.

- Each student is responsible for keeping and turning in a Community Service Verification form for all service performed.
- Community Service Verification forms should be turned in at the end of each month in which the service was performed (or by September 30 for all service performed during the summer months).
- Hours must be performed under the supervision of an adult who must sign the Community Service Verification form.
- Forms must be submitted to the Director of Administration. Students should maintain copies of their forms to aid in the completion of college and university applications.