

***Noble Street College Prep***  
**Community Service Syllabus 08-09**  
***Class of 2010***

**Description:** Community service is defined as an activity or event which involves work that serves the community supervised by an approved non-profit organization or government agency. The activity or event must have a direct, positive impact on the community. In keeping with the Noble Way, Noble Street students **LEARN** more about their community by becoming actively involved in it, **HONOR** their community by donating time and effort, and practice **SELF-DISCIPLINE** as they are accountable to the people for whom they volunteer.

**Requirement:** In order to pass the community service graduation requirement, students are required to complete a minimum of 80 community service hours according to the benchmarks outlined below. All hours must be completed at pre-approved sites or projects. A minimum of **ONE HOUR** must be served before the service can count towards the community service requirement.

By the end of the first semester, juniors must have earned at least 60 hours of community service credit in order to pass community service for the semester. By the end of second semester, juniors must have earned a total of at least 70 hours in order to pass community service for the year. There are no site requirements for the junior year.

**Absences:** If suspended or absent from school for any reason, any service performed on the day(s) suspended or absent **WILL NOT** earn credit. If a student is absent on the day a community service form is due, the student should send it to school with a friend or a family member, as absence from school does not change the deadline of the form.

**Pre-Approval:** Noble Street has a list of over 20 sites that are approved for ALL students to do community service independently. Lists of approved sites are posted on the Community Service bulletin board in Burnside Hall and on Noble Street's website. Advisors can also access this list in the community service folder on the network. Students who wish to perform service independently at one of these sites should call the organization, ask for the contact person, and arrange a date and time for them to volunteer at the site with them.

Students may also have additional organizations approved for them to complete service independently that are not on the pre-approved list. In order to have a site approved, students must see Mr. Biele in his office (#207) during his office hours for a pre-approval sheet. Requests should be made at least two weeks prior to the start of the service to ensure contact is made with the supervisors before service begins. Sites where a relative of the student works or volunteers on a regular basis will not be approved. Once a new site is approved, the advisor and student will be notified. Students must get this site re-approved each year to ensure that the school maintains an updated contact list at the organization. Students cannot receive credit for service at a site until they are informed by community service director that the site has been approved. Only the students pre-approved for an individual site will receive credit for hours served there.

**Benchmarks:** The junior community service benchmarks are as follows:

**First Semester**

1<sup>st</sup> Quarter

- Thursday, October 16, 2008 by 5:00 pm
- 55 hours
- No site requirement

2<sup>nd</sup> Quarter

- Friday, January 9, 2009 by 4:30 pm
- 60 hours
- No site requirement

**\*Failure to meet 2<sup>nd</sup> Quarter benchmark results in failure for Semester 1.**

**Second Semester**

3<sup>rd</sup> Quarter

- Thursday, March 26, 2009 by 5:00 pm
- 65 hours
- No site requirement

4<sup>th</sup> Quarter

- Friday, June 5, 2009 by 4:30 pm
- 70 hours
- No site requirement

**\*Failure to meet 4<sup>th</sup> Quarter benchmark results in failure for Semester 2.**

For the '08-'09 school year, all students must have their hours completed and paperwork submitted, no later than 3:00 pm on Friday, June 5, 2009. The community service director will attempt to verify hours through the end of business hours on Friday, June 12<sup>th</sup> 2009, but hours that cannot be verified or corrected that time will not earn service credit.

**Procedures:**

- 1.) Students may complete their hours in **THREE** ways: 1) volunteer at an approved non-profit organization from Noble Street's list of approved sites, 2) volunteer at an approved individual site or 3) participate in a field trip coordinated by Noble.
- 2.) Complete the 2008 – 2009 Community Service form. These forms are located in bins mounted on the walls by the 1<sup>st</sup> floor elevator and outside room 207.
- 3.) Students must fill out the community service form according to all guidelines listed on the form. Students and parents are encouraged to **read the form carefully** in order to familiarize themselves with the procedures and avoid hours being rejected.
- 4.) All CS forms must be completed in permanent **ink**. No eraser marks/white-out allowed.
- 5.) Faxed, Xeroxed, or emailed forms will be rejected.
- 6.) Students must submit their forms within seven (7) days of the service performed. Service completed on a Saturday or Sunday are due by the Friday following the day of service. Failure to submit forms by this deadline will result in the hours being rejected.
- 7.) Students may submit forms either to Mr. Biele or to the CS drop box in the main office. If submitting it to the CS drop box in the main office, students **MUST** get it stamped by office staff **BEFORE** placing it in the drop box.
- 8.) Hours will be rounded to the nearest ¼ hour. (For example: 4 hrs and 25 min = 4.5 hours.)

**No-Show Policy:** It is very important that students show up at events for which they sign up to volunteer since Noble's service partners depend on the volunteers we promise them. If a student needs to cancel their participation in a project or event, he/she should: 1) Find a replacement or 2) Inform the community service director in person, over the phone, or via email of the need to cancel. This **MUST** be done at least 48 hours before the service event and must be done in person, phone call, or email. Students **MAY NOT** inform Mr. Biele of the need to cancel through a note.

**Any student who fails to follow this procedure will receive FOUR DEMERITS** for the first offense. If the student fails to show for a second event/project without following this procedure, the student will receive **FOUR MORE DEMERITS** and be prohibited from volunteering at Noble Street organized projects and events for the remainder of that school year. It will then be the student's responsibility to fulfill their community service requirement at service partners on the independent sites list or at pre-approved individual sites.

**Permission Slips:** For all Noble Street organized projects and events, students will be given permission slips. These slips are required for participation. Noble Street does not accept homemade/handwritten notes from parents; students must have the original permission slip signed by the parent in order to go on the trip. Additionally, if a student is participating in an event for which Noble/NUSH has organized transportation (bus/train, etc) the student must use the provided transportation; Noble will not authorize the student to travel in the car of another driver.

**Transportation:** Some service events require students to pay a transportation fee. This fee must be submitted along with the permission slip. If this fee is not submitted by the given time and date, the student may not be allowed to participate. Transportation fees are non-refundable.

**Failure:** Should a student fail the community service requirement for the semester, he/she will be required to take a special community service make-up class with a \$135 registration fee. **Failure of this class could result in the student not getting promoted to the next year.**