**Community Service Guidelines: Revised 12/2018**

Students may earn up to two (2) graduation credits by participating in a planned program of school and/or community service. **Twenty-five (25) hours which is the equivalent of .25 credit of Community Service will be required for graduation.**  Each 100 hours of successful voluntary, non-paid community service in an **approved** school or community/social service agency allows the student to earn one credit. Students are allowed to earn partial credit based on the number of hours served (i.e., sixty hours = .60 credits). The Program Coordinator or school counselor will provide specific details about the program. Verification forms are available in the College & Career Center (S171a). The 25 required hours must be completed by the end of semester one of a student’s senior year.

**To avoid any chance that a student will perform hours that will not be acceptable, students must have the proposed community service pre-approved through the College & Career Center or their counselor.**

* Students may complete their community service hours at any time during grades 9 -11 based on pre-approval by the coordinator. ***Grade 12 students must complete hours by January.***
* Community service hours should be turned in upon completion of the community service activity. If the activity is ongoing we recommend that hours be turned in on a semester or yearly basis for record keeping purposes.
* Students must serve their planned program in a school or 501c3 non-profit community/social service agency or governmental entity. Here is a list of suggested sites. This is not meant to be an exhaustive list, but just suggestive.

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| Any Naugatuck Public School | Non-Profit Agencies | Hospitals | Red Cross/Salvation Army/Goodwill | Food bank |
| Rotary/Elks/Exchange/Lions sponsored events | Senior Center | Nursing Homes | Library | YMCA |
| Animal ShelterNaugatuck Historical Society | Fire/Police Dept.Police Explorers | Naugatuck Youth Services | Special OlympicsHidden Acres Farm | Soup Kitchen |
| At NHS: Peer Tutoring, Excel Club, Interact Club, Team Managers, Best Buddies, Blood Drives, Parent Evening Escorts, Sodexho |

* ***Unacceptable forms of service include***: family related activities or businesses; odd jobs for neighbors or relatives; detention facilities; any activities that violate child labor laws; service rendered as a prerequisite for employment, service which allows the student to barter for other personal benefits; services which put the student in harm’s way; activities which leave the student unsupervised or working only with an employee who is not in a supervisory position; private home day cares or business.

A student cannot volunteer for work that is normally done by a paid employee, even if the student does the work for free. The following examples would NOT be accepted as community service:

* Working at any business to help out with work (the business is for profit)
* Helping out at a dance studio or gym
* Helping out at a local day care business
* Watching siblings or an older relative
* Community service must be performed during non-school hours, except for students who perform community service during their lunch breaks or study halls, such as peer tutors, library assistants, etc.
* *Students may not be paid or receive any remuneration for their services. Community service hours cannot be hours served for other purposes.*
* Credit will be awarded when proper documentation from the on-site supervisor is received. Paperwork must be completed by an adult employee working in a supervisory capacity.
* When documentation of successful completion is received, the coordinator will complete the paperwork to award credit and the interpersonal skill graduation performance standard as applicable. Student must complete 25 hours to receive .25 credit. Twenty-five hours will fulfill part of the required 21st Century Learner Civic Expectation graduation requirement.
* It is the responsibility of the student to obtain the forms and to return the completed forms to the coordinator. NHS will not mail or retrieve forms for students.
* *Students are not allowed to do court ordered community service at NHS and cannot count court ordered community service toward NHS credit.*