

BRIDGEPOINT HIGH SCHOOL/CROSSROADS INDEPENDENT STUDIES PROGRAM
NEWARK UNIFIED SCHOOL DISTRICT

Community Service Policies (revised 6/21/23)

The following policies will ensure you receive elective credits for your community service hours.

- Community service activities are those which students perform to benefit at least one other unrelated person and for which they receive no compensation.
- Community service may be performed at any time during the student's high school career.
- Community service **CANNOT** be performed during school hours.
- Relatives and family members are not permitted to supervise or verify your community service work.
- Students must perform 12 hours of community service to receive 1.0 credit. Although you may complete as many hours as you like, only 10 credit hours of community service may be used toward graduation for elective credits per school year.
- Students are expected to follow the district dress code policies while working at a community service site. Please remember that you are representing the Newark Unified School District.
- Community service which is court-assigned **CANNOT** be applied toward credits.
- Service at for-profit businesses (e.g., law firms, landscape companies) may not count.
- Activities to help a friend or neighbor do **NOT** count toward the requirement.
- Extracurricular activities related to Leadership or TUPE do **NOT** count toward the requirement.
- If your hours are to be done at a religious organization, they cannot be associated with the rituals, services, or ceremonies of any specific religion, proselytizing, or fund raising to support a specific religion or religious institution.

Examples of applicable religious-sponsored service activities include (but are not necessarily limited to):

- Teaching Sunday school, Hebrew school, CCD, etc.
- Baby-sitting during religious services
- Painting church or synagogue buildings and classrooms
- Clothing drive

1. You may consult the principal or counselor about a suitable community service site.
2. Contact the site and complete the attached "Community Service Contract". Do not leave any section blank.
3. This form must be approved by the Principal or counselor before you begin your service. ***IF YOU ARE ALREADY COMPLETING COMMUNITY SERVICE**, your parent must submit a **WRITTEN** approval request from the Principal for credit earning.
4. After your Community Service Contract form has been approved by us and returned to you, you may begin your service.
5. At the end of every quarter, you must turn in a **signed letter of verification on organization letterhead**. This letter must contain the following information: your name, specific dates and total number of hours worked, and an original signature by the site supervisor at the organization. You may provide organization time logs as additional documentation. Make sure to keep copies for your records.
6. These will be verified by the Principal and entered by the Office Manager. Paperwork must be submitted within *two* school days before the end of the quarter. Please double check with the Office Manager, Counselor or Principal about those exact dates.

BRIDGEPOINT HIGH SCHOOL/CROSSROADS INDEPENDENT STUDIES PROGRAM
COMMUNITY SERVICE STUDENT CONTRACT
Please attach a business card from the organization.

Student Name _____

Site Supervisor Name _____

Name of Organization _____

Address of Organization _____

Phone number of Organization _____

Estimated hours of service to be provided by student per week _____

Please provide a brief description of the work that this student will be doing for your organization.

I agree to complete the community service project described above, and to comply with school policies. I understand that failure to comply with these conditions will result in forfeiture of all credit. I know a verification letter on organization letterhead must be submitted or credits will not be awarded.

Student Signature _____ **Date:** _____

I agree to supervise the student's completion of this project and to verify that the number of hours worked is accurate.

Site Supervisor Signature _____ **Date:** _____

I agree to allow my child to participate in the Community Service program. I have read the contract and understand the requirements that he/she must meet in order to be granted credit. I know a verification letter on organization letterhead must be submitted or credits will not be awarded.

Parent Signature _____ **Date:** _____

approved not approved reason _____

Principal

School Counselor

Date credits recorded on transcript: _____ Recorded by: _____