

Community Service Program

Student Handbook



Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864
(916) 979-8378

COMMUNITY SERVICE PROGRAM DESCRIPTION

Choices Charter School values positive attitudes toward citizenship and civic responsibility. To promote and encourage appreciation of these values, Choices students who are registered in the Community Service Program will acquire knowledge and an understanding of the role an individual citizen plays concerning social responsibilities. The Community Service Program is designed to offer students a variety of school/community service experiences which will lead to the appreciation and development of:

- An understanding of values, goals and quality of life determined to be important by the local community;
- Multicultural relationships within the local community;
- Leadership skills and creative talents for the betterment of the community;
- A life-long appreciation for volunteer community service work;
- A value of the democratic ideal of equal treatment of all citizens’
- A positive understanding of self and other;
- Personal and social growth;
- A relevance of educational programs to various career choices; and
- An ability to be flexible and to realize that changes are necessary throughout life.

The San Juan Unified School District and Choices Charter School believes knowledge and understanding of these value indicators listed above will enable students to achieve security and harmony within their levies and their environment, and lead to their becoming responsible, productive members of the community and society at large.

COMMUNITY SERVICE PROGRAM PARTICIPATION

The Community Service Program is voluntary among all involved and will not be imposed upon a student. Students participating in this program will receive grades and credits toward high school graduation. The Community Service agency/organization will provide the student with a brief description of the agency/organization (Form A) and the expected activities of the student.

A. Community Service Program Placements

Community agencies and organizations participating in the Community Service Program will have non-profit status, registered with the Internal Revenue Service. The agency/organization will complete the Community Service Program Agreement and Contract prior to the student placement (Form B).

Program Supervision

Community Service Program supervision will be the shared responsibility of the Choices Charter School Master Teacher and the participating agency/organization. The health and safety of the student while at a community service site will be monitored by the school representative and Community Service Program supervisor.

Student Participation

Students must officially register in the Community Service Program with his/her School Counselor. Program length, units and grades will be awarded in accordance with district graduation requirements. Students in grades 9-12 will be eligible to participate.

Where: Volunteer youth community service is a school-based community service program which allows students the opportunity to demonstrate their ability to contribute by participating in activities that benefit the community at large. There are countless service opportunities in the community at large that welcome assistance. Possible organizations include elementary schools, animal rescues, food banks, sports teams, houses of worship, senior citizens residences, nursing homes, and departments of parks and recreation. Addressing the issue of hunger by serving meals to the homeless or hungry is an excellent community service experience. Creating your own project such as a canned food drive in your neighborhood is also a great idea. Helping at Special Olympics gives insight into the needs and capabilities of the disabled community and can help develop an altruistic attitude. Other examples include tutoring, providing companionship to the elderly, volunteering their services in hospitals and charitable agencies, beautifying their surroundings, improving the environment, participating in the electoral process, assisting at food banks and homeless shelters, working with social service agencies and other philanthropic organization. The major focus of community service is to encourage students to act on the knowledge they gain in school in order to benefit and enrich the lives of those around them.

Note: Proselytizing/missionary work is not allowable under current guidelines.

Program Length and Credits

One-Semester Program: Students may elect to participate in a semester length program. One to five semester credits will be granted based upon the number of hours granted.

Grades

The Choices Charter School Master Teacher shall be responsible for awarding the grade and units which will be based upon the:

1. Student's accomplishment of three established objectives agreed by the agency/organization, the Master Teacher and student.
2. student's completing a written essay and oral presentation to his/her Master Teacher related to experiences gained through the Community Service Program; and
3. Community site program evaluation sheet (see Form C – Student Performance Evaluation Sheet).

Program Attendance

Students will be present and on time at their assigned agency or organization on the designated day. In case of illness, it is the student's responsibility to inform the agency/organization. The attendance of students enrolled in a Community Service Program will be monitored by the agency/organization and the Master Teacher.

Transportation

Transportation to the Community Service Program site will be the responsibility of the student.

Record Keeping

The agency/organization will be responsible for maintaining student attendance and achievement records at the site and will provide this information to the student and the Master Teacher.

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COMMUNITY SERVICE PROGRAM
DESCRIPTION OF PARTICIPATING AGENCY/ORGANIZATION

Participating Agency/Organization: _____

Address: _____ Telephone: _____

Contact Representative (Supervisor): _____

Description of Community Service offered by Agency/Organization:

Expected Activities to be Performed by Student Participating in the Community Service Program:

Agency/Organization Representative

Date

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COMMUNITY SERVICE PROGRAM AGREEMENT & CONTRACT

_____	_____	_____	_____
Name of Student	Student #	Grade	Phone No.
_____	_____	_____	_____
Agency	Supervisor	Hours/Days	

PART I.

STUDENT RESPONSIBILITIES

It shall be the responsibility of the student enrolled in the program to:

1. Meet expectations required by the agency/organization .
2. Accomplish the objectives agreed upon by the agency/organization, master teacher & student.
3. Develop skills of increasing value to agency/organization.
4. Notify the school representative and agency of any unavoidable absence, tardiness, or schedule variations BEFORE they occur.
5. Observe safety rules.
6. Cooperate with agency/organization site supervisor.
7. Complete and provide the school representative with a written essay and give an oral presentation regarding program experiences at the conclusion or program participation.

JOB DESCRIPTION

JOB TITLE: _____

ACTIVITIES TO BE
PERFORMED: _____

Student Signature

Date

COMMUNITY SERVICE PROGRAM AGREEMENT & CONTRACT (continued)

PART II

AGENCY RESPONSIBILITIES

It shall be the responsibility of the supervisor participating in the program to:

1. Provide the school representative with a written brief description of the Community Service offered to the public and expected activities the student is to perform.
2. With the assistance of the student, develop three measurable student objectives for the program being offered.
3. Complete and sign the Community Service Contract.
4. Provide adequate supervision for the student and assist the student to progress on the job.
5. Confer with the Master Teacher regarding any pertinent problems.

Agency/Organization Supervisor

Date

PART III.

RESPONSIBILITIES OF THE MASTER TEACHER

It shall be the responsibility of the master teacher to:

1. Talk weekly with the student about the community service activities.
2. Record and award grade and credits earned by the student in the Community Service Program placement.

Master Teacher

Date

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COMMUNITY SERVICE PROGRAM
STUDENT PERFORMANCE EVALUATION

Student _____

Name of Community Agency _____

Please carefully rate this student volunteer on the following items by placing the appropriate number (1-5) in the space provided for each item:

SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNSATISFACTORY
5	4	3	2	1

	SCORE
1. Reports to work regularly as scheduled.	
2. Cooperates and works effectively w/employees and/or clients.	
3. Has a business-like attitude.	
4. Shows interest in work.	
5. Works well without supervision.	
6. Works efficiently and accurately.	
7. Gives adequate notice for absence from the job.	
8. Follows directions.	
9. Accepts constructive criticism.	
10. Is responsible with use of agency/organization property.	

OVERALL, HOW SATISFACTORY HAS THIS STUDENT'S SERVICE BEEN?

 Agency/Organization Supervisor

 Date