



## Community Service Guidelines

SJUSD students are required to complete 40 hours of community service to fulfill graduation requirements. The following guidelines apply:

- Students need to earn 10 hours of community service for each year of high school attended at SJUSD. Schools may implement their own program requirements, such as 30 hours during Sophomore year and hold students accountable for hours to attend various activities. Students may start accumulating community service hours during the summer before starting their Freshman year.
- Community Service is defined as volunteer service for an approved non-profit agency.
- Community Service must be pre-approved by a school administrator or designee to ensure that the agency qualifies for non-profit status.
- All community service will be completed outside of school hours.
- Service hours completed during the school year at Science Camps will be limited to a total of 20 hours. This includes service completed during recesses.
- Service hours will not be granted for club meetings.
- Paid work will not be considered for community service hours.
- Community Service at a religious organization: Service credit will not be granted for recruitment, membership building, or teaching about an organization or its beliefs, philosophy or mission. For example, Community Service credit will be granted for volunteer work performed at a church providing childcare, directing recreational activities, helping to feed or clothe those in need, and providing other community services, but credit will not be granted for teaching about religious beliefs or for organizing or participating in religious ceremonies.
- Students must use the SJUSD Community Service Time Sheet to record their community service hours. The Time Sheet must clearly state the name of the non-profit agency, contact person and phone number so that its non-profit status and service hours can be verified. We recommend that

students log the number of hours earned each year to record their progress toward the 40-hour requirement.