

Newport-Mesa Unified School District

COMMUNITY SERVICE PROGRAM

HANDBOOK

COMMUNITY SERVICE HOURS ARE A GRADUATION REQUIREMENT FOR
ALL GRADE 9, 10,11,12 STUDENTS.

Refer to Board of Education Policy page 5220 dated 6/22/99 and to Community Service Guidelines and Standards adopted by Board of Education on March 14, 2000.

NEWPORT-MESA UNIFIED SCHOOL DISTRICT



COMMUNITY SERVICE GRADUATION REQUIREMENT

Dear Students and Parents of the Newport-Mesa Unified School District:

The Newport-Mesa Unified School District is committed to involving its students and faculty in our community through implementation of the graduation requirement of Community Service for all students Grades 9-12.

All students attending high school in Newport-Mesa Unified School District must complete forty (40) hours of Community Service as a requirement for graduation. Ten (10) hours per year is recommended. The guidelines of the program require students to work only for **NON-PROFIT ORGANIZATIONS**. Projects completed with individuals or “for-profit organizations” are not acceptable for this program.

Each school has a Community Service Program Specialist. These individuals help students identify projects, work with the community, answer student and parent questions and record the individual service hours. Faculty have a directory of local non-profit organizations as a resource of opportunities for students.

Students will receive information about the Community Service Program in selected classroom periods each semester. The parent of each participating student must complete a Parent Approval/Liability Waiver Form.

The opportunity to serve those in need in our community contributes not only to the community, but also to the growth of each individual who performs community service. It is important to note that many colleges and universities are looking for strong Community Service participation. This new graduation requirement will provide the opportunity for all NMUSD high school students to have a positive impact on our communities.

Should you have any questions about the Community Service Program, please call the Office of Secondary Curriculum at 714-424-7555 for assistance.

Sincerely,

Dr. Robert J. Barbot, Superintendent
Newport-Mesa Unified School District

DEFINITION OF COMMUNITY SERVICE

The giving of one's time, efforts and skills outside of school class time for the purpose of benefiting our community, small or large, without monetary compensation.

COMMUNITY SERVICE PROGRAM GOALS:

- To have students focus on giving their personal efforts and time to help others in the community and learn that service is an on-going part of life.
- To have all students participate in their community.
- To increase students' awareness of their relationship with ever-widening circles of society.
- To assist students in service for learning.

TYPES OF NEEDS TO BE ADDRESSED:

Health/The Handicapped
Poverty/Homeless
Environment
Education, Fine Arts and Cultural Diversity
Age Diversity Organizations: Elderly, Youth
Youth Sports Leagues
Your school needs

CODE OF BEHAVIOR:

The most rewarding volunteer experiences are based on a mutual respect between the volunteer and the organization being served. By following these simple guidelines, each student will be assured of a successful and rewarding experience. Remember your actions and attitudes represent you and your High School.

Be reliable: show up when expected unless you have called in advance with other arrangements.

Be on time: this will benefit both you and the organization when you are volunteering.

Be flexible: it is possible that the tasks planned may have changed; go with the flow.

Be respectful: show courtesy and respect to the supervisor and clients being served.

Use of cell phones and pagers is not allowed during service hours.

SERVICE HOURS

Students will complete 10 hours per year for a NON-PROFIT ORGANIZATION. 40 hours of Community Service must be completed to receive a diploma. Hours will be completed outside of school class time without monetary compensation.

PROCEDURES FOR STUDENTS AT SCHOOL:

1. Students will receive a student handbook with information about the program and Community Service opportunities. You will also receive a Parent Approval/Liability Waiver form, which your parents must sign and return.
2. You should review the handbook, talk to teachers, and the Community Service Program Specialist about your particular interests for Community Service.
3. You must obtain signatures from supervisors of volunteer projects, complete the Community Service Verification Form, and turn it in for recording to the Community Service Program Specialist within one calendar month of the last day of service. Summer hours will be turned in at the beginning of school in September.
 - a. both sides of the verification form must be completed
 - b. students must work for a non-profit organization
 - c. parents may not sign the verification forms
 - d. parents and students may not sign as supervisors on the verification form
4. Community Service hours completed during summer vacation and continuing through the fall and spring semesters will be applied toward the current year. Additional hours will be applied to future years.
5. You are encouraged to keep any information (such as flyers, bulletins, etc.) from your service project with an organization and to write notes for yourself with some details of the experience. These will be useful in preparing end-of-the-year projects that demonstrate Community Service learning.
6. Any questions you have regarding verifications may be directed to the Community Service Program Specialist.

PROCEDURES FOR STUDENTS AT THE ORGANIZATION:

1. Call contact person at the organization as listed to discuss how you can serve.
2. Set a time and date with contact person to complete service hours.
3. Arrive on time at appointed time and place.
4. Obtain project supervisor's signature on the Verification Form.
5. Turn in your completed Verification Form to the Community Service Program Specialist.

ANSWERS TO SOME COMMON QUESTIONS:

1. **Can I receive credit for services I am providing through membership in another organization?**
Yes. Credit will be given as long as the activities comply with the Community Service Guidelines and Standards. Examples of these services are activities through the Boy or Girl Scouts, charity leagues, hospital candy strippers, etc.
2. **Must I use one of the organizations listed in this booklet for Community Service?**
No. You can plan your own experiences based upon personal interests that are meaningful to you. You should, however, get pre-approval for the non-profit organization or project.
3. **Are colleges interested in my doing Community Service?**
Yes! Besides GPA, the SAT and ACT scores, the next question colleges ask is about the student's participation in community service during high school.
4. **If I get paid for a service, is this considered Community Service? What about working for family members for free?**
No. Paid experiences do not qualify under the concept of Community Service. Helping family members or other relatives (for example, baby sitting, house painting, etc.) will not be considered, even if you are not paid for services. You must work for a non-profit organization.
5. **How do I find things to do?**
Consult with your teachers and counselors and student coordinators who have a directory of opportunities for our local community. Check out the Community Service bulletin board. Visit the Community Service Program Specialist.
6. **Are transfer students required to complete 40 hours of service prior to graduation?**
Transfer students will be expected to complete an apportioned number of hours based on the remaining number of semesters until graduation.
7. **What if I complete Community Service hours during the summer?**
Community Service hours completed during the summer will be credited to the requirement for the next school year.
8. **What if I give more than 40 hours of service?**
Since records will be kept of all service, those students who have contributed most generously of their time may be given official recognition at awards night.
9. **What is the deadline for having all my service hours completed and turned in?**
June 1 of each year.

SOME OF THE NON-PROFIT ORGANIZATIONS WE CAN SERVE

Aids Service Foundation
Aids Walk for Orange County
American Youth Soccer Organization
Boys and Girls Club
Children's Hospital O.C. Guild (CHOC)
Community Animal Network
Crystal Cove State Park
Discovery Shop (American Cancer Society)
Environmental Nature Center
Explorer's Program (NBPD)
FISH
Habitat for Humanity
Hoag Hospital
Imagination Celebration
Interfaith Shelters
Irvine Animal
Make A Wish Foundation
Neighbors for Neighbors
Newport Beach Public Library
Newport Beach Park and Recreation Department
Newport-Mesa YMCA
Orange Coast College Children's Center
Orange County Interfaith Shelter
Orange County Juvenile Peer Court
Orange County Performing Arts Center (OCPAC)
Pacific Symphony Orchestra (PSO)
Parent Help U.S.A.
Red Cross
Releaf Costa Mesa
Second Harvest Food Bank
Senior Citizens Centers
Serving People in Need (SPIN)
Shalimar
Share Our Selves (SOS)
Someone Who Cares Soup Kitchen
Special Olympics
Surfrider Foundation
Upper Newport Bay Ecological Reserve

Newport-Mesa Unified School District

Secondary Curriculum
COMMUNITY SERVICE PROGRAM SPECIALISTS
2002-2003

School & Name	Phone Number	Fax Number
Corona del Mar High School Denise Wieland	949-515-6091	949-515-6070
Costa Mesa High School Ann Brown	714-424-8719	714-424-8770
Estancia High School Mary Lu Fissel	949-515-6577	949-515-6571
Newport Harbor High School Jolene Benedetti	949-515-6385	949-515-6370
Middle College, Monte Vista & Back Bay High Schools Kelly Davis	949-515-3396	949-515-3380

SAMPLE FORM

COMMUNITY SERVICE GRADUATION REQUIREMENT

APPROVAL/LIABILITY WAIVER

Name of Student _____ Grade Level _____

Year of Graduation _____

I acknowledge receipt of a copy of the Newport-Mesa Unified School District's Community Service Guidelines and Standards.

I understand that my daughter/son is required to complete 40 hours of Community Service to be eligible to graduate from the Newport-Mesa Unified School District. Ten hours per year of Community Service is recommended. Completion of the 40 hours is required to receive a High School Diploma from the Newport-Mesa Unified School District.

I understand that I am required to be responsible for the arrangement of transportation for my daughter/son to and from the Community Service site and that the District, pursuant to California Education Code section 44808, assumes no responsibility or liability with respect to the conduct or safety of my daughter/son's involvement in Community Service activities.

Parent/Guardian: _____ Date _____
Print Name

Signature

Student: _____ Date _____
Signature

This form must be returned to the Community Service Program Specialist.

SAMPLE FORM

Newport-Mesa Unified School District
2985-C Bear Street – Costa Mesa, CA 92626
714-424-7555

Community Service Verification Form

Name: _____ Grade: 9 10 11 12
(Print Name) (Circle One)

High School: _____
(Print Name of Your High School)

Year of Graduation: _____

Service Hours: _____
(Number of Service Hours Completed)

On What Date: _____

Organization Served: _____

Project and/or Location: _____

This form is due as soon as possible following completion of your service.

As Supervisor of this project, I verify that the above information is correct.

(Print Name of Supervisor) (Telephone Number)

(Signature of Supervisor)

**YOU MUST COMPLETE REVERSE SIDE OF THIS FORM
IN ORDER FOR YOUR SERVICE TO BE RECORDED**

Explain the mission of the organization you served:

Describe the service you performed:

How did (or will) your work benefit our community?

Reflect on how you felt about your service and yourself:

Your Signature

Date Submitted