

**McKeel Academy of Technology's Community Service  
Guidelines, Requirements, and Procedures**

- McKeel Academy requires 150 community service hours to graduate. Students receive one-half credit in an elective community service course or social studies from each 75 hours served (up to one total credit).
- Students may begin to accumulate hours as soon as they successfully complete 8<sup>th</sup> grade (summer between 8<sup>th</sup> and 9<sup>th</sup> grade).
- Students must complete an agency application for community service before served hours may be credited. Parents must sign a permission form upon enrollment.
- Hours earned by seniors after the deadline date may not be counted towards credit or awards.
- Students must have the following required community service hours recorded in order to drive on campus (if space allows) and/or class privileges: seniors 100, juniors 75, sophomores 50, and freshman 25 hours.
- **Students must have the following required community service hours recorded by the end of each grade to be considered for promotion: freshman 25, sophomore 75, junior 100, and senior 150 hours. Seniors must have a minimum of 125 hours by December 18, 2009 and 150 by April 1, 2010.**
- All Code of Conduct and School Board policies apply while the student is earning community service hours.
- The principal and community service coordinator have the authority to dismiss a student from the community service program.
- The principal and community service coordinator have the authority to verify and/or deny hours reported.
- Students must turn in a report of hours on a regular basis. **Hours completed during the nine weeks must be turned in by the last day of each nine weeks.** Hours submitted after that date will not be accepted. Any hours earned over the summer must be turned in by the end of the first nine weeks.

**No exceptions will be made.**

2009-2010 Community Service Deadlines:

- 1<sup>st</sup> Nine Weeks-Wednesday, October 28, 2009
- 2<sup>nd</sup> Nine Weeks-Friday, January 22, 2010
- 3<sup>rd</sup> Nine Weeks-Tuesday, April 6, 2010
- 4<sup>th</sup> Nine Weeks-Wednesday, June 9, 2010

- In order to receive credit for hours served, the Community Service form must be completely filled out –especially the signature of an agency's staff member.
- Community Service hours may be earned after a student's scheduled school day, weekends, school holidays, and summer vacations.
- Service to individuals must be conducted through, and be verified by an eligible agency.
- The guidance counselor will direct students seeking credit or participating in the Florida Bright Futures Scholarship Program.

Community Service opportunities available throughout Polk County can be found at  
[www.sweatmonkey.org](http://www.sweatmonkey.org)



## Community Service Specific Guidelines

**Organization-based service.** In general, service performed for profit-making organizations is NOT applicable, with the exception of hospitals, nursing homes, and newspapers. Service performed for individuals should be performed under the umbrella of an organization (e.g., tutoring a student through a school, helping the elderly through the Council on Aging). Activities such as babysitting, tutoring, or yard and housework to help a friend or neighbor do NOT count toward the requirement.

**Service through religious organizations.** In order to be applicable, an activity may not be associated with the rituals, services, or ceremonies of any specific religion, proselytizing, or fund raising to support a specific religion or religious institution. Thus, participation in religious services (e.g., choir membership, altar service, reading from the Torah), while a worthy endeavor, is NOT counted. However, educational activities and non-religious activities which benefit the religious community (in non-financial ways) or the community at large ARE applicable.

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

- Neighborhood clean-up
- Food bank
- Community festivals
- Hurricane relief
- Building/repairing homes for the needy
- After school tutoring
- After school child care
- Toy drive
- Homeless ministries
- Nursing home ministries
- Singing in nursing homes or other community center

Participation (as members or officers) in religious youth groups is NOT generally applicable unless the groups are organizing and/or performing specific community service activities.

**Traditional school-sponsored activities.** Activities performed which are traditional after-school activities are NOT applicable. Thus, participation (as officers or as members) in student government, marching band, National Honor Society, and clubs and teams are NOT applicable unless the groups are organizing and/or performing specific community service activities.

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

- National Honor Society service activities (e.g., Salvation Army bell-ringing)
- Sports concession stand, field maintenance, etc

**Summer Camps.** If other community service guidelines are met (related to compensation, type of organization, religious practices) hours spent in the actual organization and performance of specific community service activities ARE applicable. **NOTE:** Traditional counselor-in-training positions in for-profit camps are NOT applicable.

**Charity Walks.** Each charity walk is assigned a specific number of service hours for completing the walk, provided the student solicits pledges. Walking in solidarity without raising money for the cause will not earn hours. In addition, extra hours may be earned by fund-raising; for every 10 pledges or \$100 (whichever works more to the student's benefit) raised, a student earns an extra half-hour of service. Copies of the pledge sheets will serve as verification.

### Activities Not Eligible for Service Credit

- Court-ordered service
- Service for individuals (e.g. friends, neighbors) without an umbrella organization
- Service at for-profit businesses (e.g., law firms, landscape companies)
- Participation in religious rites, services or ceremonies (e.g. , altar service, choir, Torah reading), proselytizing
- Fund-raising to support religious institutions (e.g., most rummage sales)
- Traditional after-school activities, unless service activities are performed
- For-profit camps

## **Community Service Parent/Student Agreement Form**

Please read and sign the following document and return with your beginning of the year forms.

I have read the Guidelines, Requirements and Procedures for Community Service and I understand that it is my responsibility to meet the deadlines and requirements shown.

I also understand that any volunteer service record submitted after the nine weeks deadline (for hours earned that nine weeks) WILL NOT be accepted.

**In signing this paper, I am agreeing to fulfill my responsibilities to earn the required community service hours necessary for graduation. Not doing so could lead to my dismissal from McKeel Academy.**

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**I will support and assist my child in meeting the terms of this contract.**

Parent/ Guardian Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_