



AHS/CSP/ELDS/CJM/2007/2011

ARDENNE HIGH SCHOOL (AHS) COMMUNITY SERVICE PROGRAMME

Committed to serve as we ...Seek the Best

What is Community Service?

Ardenne High School's Community Service Programme allows its students to volunteer for projects and/or activities that benefit the school and the wider community; sustain the environment; and thereby give service to enrich the lives of others as well as themselves. This will assist the school to further fulfill its mission to encourage students to participate in community activities and become productive citizens.

What are the benefits of Community Service?

Community Service should help students to:

- I. demonstrate dedication and commitment to the environment and the welfare of others;
- II. show creativity and innovation in the execution of tasks;
- III. see themselves as having a social responsibility to their school, the local, regional and global village;
- IV. matriculate for colleges or universities as well as for job placements.

How does Community Service work?

The Community Service Programme gives students from Grades 9 - 13 the opportunity to voluntarily contribute to activities, services or projects within private, public, non-profit or community-based organizations. Preferences should be given to agencies that depend on volunteers and are committed to service. These include:

- **Activities** such as regulating traffic within the school; undertaking cleanup after functions/events held at school; undertaking cleanup after natural disasters; ushering at special events: these and other activities as discussed and approved by parents or guardians and the school respectively.
- **Services** - assisting staff members: Administration, Academic, School Nurse (among others) with their duties; reading to the elderly in nursing homes; developing and or sustaining a feeding programme for the less fortunate in the school or community; volunteering service within a public domain; and any other services as discussed and approved by parents or guardians and the school respectively.

- **Projects** - creating and/or adopting a garden and maintaining it within or outside the school; cleaning and/or painting areas within and/or outside the school; undertaking ongoing projects at hospitals, schools, fire brigade and police stations; and other projects as discussed and approved by parents or guardians and the school respectively.

Examples of what Community Service is not

- **Church involvement** - serving of Communion or the teaching of Sabbath or Sunday School
- **Helping the neighbor: to mow the lawn, wash dishes, babysit**
- **Working within your parent's/guardian's firm or place of work**

Community Service is

- Volunteering at a non-profit organization.
- Doing administrative tasks in a business setting
- Volunteering in projects that will enhance the environment.
- Volunteering in the area you intend to pursue for further studies and/or Volunteering in the field of your career choice.

Specific requirements for completion of community service

The focus of the Community Service Programme is to foster students' awareness and appreciation of life outside their main academic environment:

- (a) Students will be required to complete a minimum of 80% of their hours (a minimum of 12 hours for Grades 9 to 11 and 16 hours for Grades 12 and 13) outside the ambits of the school. However, bonus, make-up or extra hours can be earned within the internal school community.
- (b) As stated above, a minimum of 80% must be served outside of the ambits of the school; except in very special circumstances. Assignments that are considered special circumstances and exceed this limit must be recommended by the Teacher/Supervisor and approved by both the Community Service Co-ordinator and the Principal before such an assignment begins.
- (c) Students can be appointed to manage major projects within the school system, for example, probationary or disciplinary programmes.

How will the necessary documents such as Registration Forms, Task Cards, Qualitative Report and Log-in/Log-out sheets be distributed?

- All documentation will be made available to students of Grade 9 - 13 through the Community Service Coordinator/Officers, Grade Level Supervisors/Form Teachers. All students of Grades 9 - 13 will be required to complete a Registration Form at the start of each year or grade level.
- Parents/Guardians will be required to acknowledge receipt of and to indicate their agreement to observe and obey all the policies and rules governing his or her child/ward and the operation of the Community Service Programme.

What are the responsibilities of the Parent/Guardian

Parents/guardians should monitor the selection of the organization and the area/location outside of the school where his or her ward/child carries out the Community Service activity to ensure your child/ward's safety and accessibility to the organization. Also parents/guardians should ensure that the forms are correctly completed and submitted to the Community Service Coordinator in a timely manner.

What is the mode of dress?

Jobs or tasks that include bending or rigorous movements should not be done in school uniforms (during the work week). Appropriateness of clothing is therefore based on the task and time of day, for example, for physical or arduous work, an AHS T-shirt (white or house colour) and a comfortable pair of trousers (pants) would be suitable.

How will hours/points be earned for Community Service?

Community Service hours are gained by regular weekly or monthly commitments as follows:

- Grades 9 - 11 doing 15 hours per year
- Grades 12 - 13 completing 20 hours per year.

Please note that the total number of hours for a given grade level for the academic year **cannot** be served in one or two blocks of time. A minimum of **five (5) visits** to the location/project/activity is required for each grade level. The hours must be evenly distributed throughout the academic year. For example, Grades 9-11 a minimum of three (3) hours per visit and Grades 12 to 13, a minimum of four (4) hours per visit.

What is the duration period for the Community Service Programme?

- Grades 9 to 10 - September to March 15 (each year/each grade level)
- Grades 11 to 13 - September to February 15 (each year/each grade level)

NOTE: Prospective Grades 10 to 13 students are allowed to complete some or all of the required hours during the summer break.

PLEASE NOTE: THE EXTRA HOURS EARNED FOR THE CURRENT YEAR OR GRADE LEVEL IS NOT TRANSFERABLE TO A NEW YEAR OR NEW GRADE LEVEL.

Are there any penalties for non-compliance to the Community Service Programme?

Voluntary compliance will be encouraged. However, the following penalties will apply for non-compliance:

- exclusion from Valedictory Service (graduation) or School Leaving exercise (Grades 11 and 13)
- students will be assessed in this area as part of the requirements for matriculation to Sixth Form (Grade 11 students)

PLEASE NOTE: The completion of the Community Service Programme will enhance your selection to various posts of responsibility - for example, selection to Student Council, Prefect Body and Monitors.

Is there validation for work completed?

- Students will be presented with a certificate at the end of Grades 11 and 13 upon the satisfactory completion of the Community Service Programme.
- A token will be awarded to the most outstanding student at Grades 11 and 13.
- Special commendation will be made to students at each grade level (9 - 13) for outstanding work within their club or houses or through local, national, regional or international volunteering endeavours.