



Santa Fe High School Guidance Department

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COMMUNITY SERVICE POLICY

Overview

Community service volunteers participate in meaningful projects that have positive impacts throughout the community. Volunteerism also has a positive influence on the student or students who volunteer. Seventy Five hours of approved community service is considered by the State of Florida in the rewarding of the Florida Bright Futures Scholarships.

The school and school officials submit or sign documents to verify completion of community service activities. It is essential that the school defines the types of activities that constitute community service and that the school establishes consistent guidelines for the recording, certifying, and reporting of community service activities of the students.

Community service, for the purpose of this policy, is defined as altruistic tasks performed for the intent of enhancing the quality of life in the school or the community at large (not only Alachua and High Springs, but any community). This means that no other reward can be gained by the student from the service performed other than the credit for the time spent performing the community service. It also means that the agency, organization, or person who is being benefited by the community service may not profit financially from the volunteer work performed by the student.

Examples of acceptable community service for purposes of this policy include but are not limited to:

- volunteering at non-profit or government agencies
- participating in a project that benefits the community or school
- religious mission work
- tutoring another student in a supervised after-school or community-based program
- working as a member of a service club to perform a club project

Examples that are not considered community service for purposes of this policy include but are not limited to:

- personal preparation for an event (rehearsal, practice, packing suitcases, plane ride, sleeping or eating at the site where community service is rendered)
- service hours exceeding 8 hours in any one day
- performing community service during school hours on days school is in session
- working at game concessions to earn money for a club or activity with the proceeds credited to student indebtedness (fair share)
- working at a business that produces revenue from the work performed by the student(s)
- community service hours provided as a result of court action

Procedure

The procedures for acquiring credit for community service hours are designed to maintain consistency throughout the student body. The guidance counselors have been assigned the

responsibility of insuring the uniform application of this policy and the procedures outlined herein.

- All community service must be **pre-approved** using the form titled, “Santa Fe High School Community Service Registration” (Appendix B). This registration requires approval from the student’s parent (or legal guardian), the supervisor participating at the agency for which the services are performed, and a guidance counselor, **before** the community service begins.
- Once approval is obtained, the student must keep accurate records and have the hours **itemized and verified** (by time, activity and date) on the form titled, “Santa Fe High School Community Service Volunteer Service Record” (Appendix C).
- All community service hours must be certified (turned into guidance) within ten (10) calendar days of the end of the semester in which the community service was performed. If the community service overlaps with a new semester, a new record form must be started for that time period and the ending semester form should be submitted in accordance with the aforementioned procedures.

Guidelines

While performing your community service, you are representing Santa Fe High School and the School Board of Alachua County. As such a representative, it is expected that you follow the Student Code of Conduct as your behavior guide (with the exception of cell phone use as appropriate). You should also dress appropriately for the task you are performing. The duties you perform should not be of a hazardous nature.

Authority

The proper documentation of community service hours is the responsibility of the student. The guidelines described in this policy are to be followed explicitly.

Certification of completed community service hours is the responsibility of the Principal (or designated representatives - the guidance counselors) of Santa Fe High School.

You have the right to appeal decisions of the certifying agents directly to a school administrator, by petition to the Principal, explaining your reason for filing, any extenuating circumstances, and your expectation.

Special Note

Students may earn credit for graduation for approved community service but such credit earned will not apply to satisfying the community service component of the Florida Bright Futures Scholarship. Graduation credit of up to 1 full credit may be earned ½ credit at a time for each 75 hours of pre-approved community service. The courses are Voluntary School/Community Service (2104330) and Voluntary Public Service (0500370).

Community service hours may only be applied to either coursework for credit or community service for Florida Bright Futures, not both. If a student wanted one full credit for graduation and the community service for Florida Bright Futures, he/she would need to complete 225 hours of approved community service activities.