

## SERVICE LEARNING PROGRAM

### **Program Overview:**

- Students are required to complete 40 hours of service for graduation. All hours must be completed outside of school hours. The Service Coordinator must approve exceptions.
- **Students can only earn 5 hours (of 40) serving St Joseph High School.**
- Students must complete at least 10 hours of service *each school year*. Students must have all 40 hours of service work completed by the last day of the third quarter of senior year. This is a graduation requirement.
- Students must participate in **at least 4 different forms of service at different organizations/locations**.
- Students are encouraged to exceed the 40 hour requirement.
- Students earning 250 or more hours, by the end of the first quarter of senior year, will be recognized at the end of their senior year for exceptional service to their community.
- For service hours to be recorded, students must submit the completed service Documentation Forms directly to the Service Program Coordinator (**Dr. Hoover**).
- Transportation to and from a service site is the responsibility of the student. Some group projects may allow for transportation provided by the St. Joseph community.

**Reflection Essay:** Students completing **10 hours (or more) in one location** will be required to type a 1 page, single spaced, 12 point font essay describing the service, its affect on someone in need and what you learned from the experience. In addition, **all students will write an essay about their overall experience with service** during the year. This requirement will be completed by all students during the 4<sup>th</sup> quarter of the school year and will follow a rubric that will be handed out in Religion Class.

### **Service Criteria:**

To qualify for approval, a project must meet the following criteria:

- Benefit the community, needy individuals and/or groups in the community
- Not place students in any situation which would pose a risk to their health or safety
- Not place students in a situation that would be inappropriate for their age or background
- Any neighbor-in-need service must be channeled through an **approved community service site or pre-approved by the Service Program Coordinator**

### **Activities that will NOT qualify for service hour requirement:**

- Any work for which the student is paid
- Any community service done as mandated by a court judge as punishment
- Participation in forms of worship (altar serving, lectoring, singing, etc.)
- Work done to promote any political party, lobbying, or special interest group
- Babysitting or caring for any family member