

WWS HIGH SCHOOL COMMUNITY SERVICE PROGRAM

*Approved by the College of Teachers
February 2009*

PROGRAM COMPONENTS

- I. **Individual Community Service** – an annual requirement for service outside of school hours
- II. **Service Learning Provided by the School** – program cycles to be provided by the school, generally within school hours

I. INDIVIDUAL COMMUNITY SERVICE REQUIREMENT

Each student in grades 9 through 12 is required to complete a minimum number of hours of community service in each school year that s/he is enrolled at WWS. This requirement will become effective for the 2009-2010 school year, although we recommend that each student undertake community service in the 2008-2009 school year.

Grade 9: 10 hours
Grade 10: 15 hours
Grade 11: 20 hours
Grade 12: 25 hours

Community service performed in the 2008-2009 school year will be reported on a student's transcript subject to the guidelines and requirements described below.

Guidelines

Only service with and documented by a recognized 501(c)(3) organization¹ will apply toward satisfaction of the requirement and be reported on the student's transcript. Service must be performed outside of school hours, without pay, without in-kind compensation, and without academic credit. Service must be supervised and verified by someone who is not a member of the student's immediate family. Service cannot be part of a requirement of membership in the organization for which the service is performed.

The school will provide a list / bulletin board of organizations and opportunities in an effort to support individual students in finding community service organizations and opportunities, but students are not limited to the information provided by the school, and the school will not assume responsibility for either finding service for a student to perform or for the content and quality of a particular service opportunity.

A student will be credited for a maximum of 10 hours of service per day. If a student performs service for a 501(c)(3) organization as part of an away program, the program organization must document the amount of time spent on actual service (-v- other program components), and the school will credit a maximum of 10 hours of service per day. Travel time to and from a community service activity does not count as community service hours.

¹ Note: Service outside of the US will be accepted (subject to all other provisions and requirements) if: the work performed is charitable in nature (relief of the poor or underserved, advancement of education, eliminating prejudice and discrimination, and defending human and civil rights), for an organization, does not profit any private interest (such as those of the founders, owners, or investors/shareholders); and the organization for which the service is performed has a stated charitable mission, a fixed address, and a phone number or email address by which it can be contacted.

Service performed with a WWS class, whether as part of service-learning or as another kind of group activity, will not be counted toward this requirement. However, service for which a student signs-up through the school and then performs as an individual will be counted subject to the other rules and requirements of this policy.

For this purpose, each school year begins the day after the last day of school in the previous school year; so that a student may complete the required community service hours in the summer before the classes for that school year begin. Any service in excess of that required will be recorded (if properly documented) on the student's transcript, but will not count toward satisfaction of a future year's requirement(s).

- A student who is away for some or all of the school year on either a leave of absence (for other than health reasons) or a foreign exchange must complete the annual requirement in full.
- A student who enrolls at WWS on or before the last day of September in any given school year must complete the annual requirement in full.
- A student who enrolls at WWS on or after the first day of October and before the last day of February in any given school year will must complete ½ of the annual requirement for that school year.
- A student who enrolls at WWS on or after the first day of March in any given school year will not be subject to the requirement for that year.
- A student will not be required to complete / make-up what would have been the required hours for years in which the student was not enrolled at WWS.
- Except as stated above, the requirement may only be waived at the discretion of the faculty for a student who is granted a leave of absence from the school due to a physical and/or mental health emergency. The requirement will not be waived due to either mandated or voluntary participation in after-school activities such as jobs, non-qualifying service, sports, drama, the study of an instrument, tutoring or other instruction. Also, the requirement will not be waived due to family obligations such as babysitting younger siblings, or due to family financial obligations such as working in the family business or earning money toward tuition.

Documentation & Reporting

Only service documented as follows will be applied toward a student's satisfaction of the annual requirement and reported on his/her WWS transcript.

- Complete and accurate documentation must be submitted to the Registrar by hardcopy, email, or fax, within 60 days of the latest date of the community service to be reported by same. *For example, documentation of community service performed for the same organization in July, August and September is due to the Registrar within 60 days of the last day of service in September.*
- Documentation must be either by a completed WWS Community Service Verification Form or on letterhead or sent from an official organization email address, and must include:
 - Name, address, phone number and email address/ website of organization (may be part of letterhead)
 - Statement of organization's 501(c)(3)status²
 - Full name of student
 - Description(s) of service performed
 - Date(s), hours, and location of serviced performed (hours for each date)

² In the case of service performed outside of the US, for which 501(c)(3) status is not applicable, documentation must include the organization's stated charitable mission and a statement that the organization's work does not serve private profitable interests of any individual(s) such as its founders, owners or any investors/ shareholders.

- Organization representative's full name
- Organization representative's signature and date signed

WWS reserves the right to contact organizations directly to verify the nature and hours of service performed and to withhold or deny credit for hours that cannot be verified or do not meet the guidelines and requirements described above.

Community service hours will be reported on each student's transcript as follows, for each school year: [School Year] Community Service Hours: [Number of Hours]

Non-Compliance

In the event that a student does not complete and provide acceptable documentation of the required amount of community service within 60 days of the last day of the school year:

- The school will report "Failure to complete community service requirement; student completed [number completed] out of [number required] required hours" on the student's official transcript.
- If returning to WWS, the student will be subject to Mandatory Disciplinary Action. Although s/he will not be kept out of school, s/he will begin the new school year on social probation, as described in the HS Handbook. Note that while on social probation a student does not have off-campus privileges, is not eligible to serve on the Student Council, and his/her participation in trips is at the discretion of the faculty.
- Please note that as described in the HS Handbook, MDA may be treated and recorded as suspension if the student's actions and/or the student's record lead the faculty to consider dismissal from the school. The conditions that may lead to a suspension include but are not limited to repeated failure to meet the community service requirement.

In the event that a student is dismissed from, withdrawn from, or does not re-enroll in the school and has not provided acceptable documentation of the required amount of community service for the given school year:

- The student's transcript will note that s/he completed [number of hours documented] hours out of a required [number of hours required] hours of community service for that school year as of the earlier of a) the date dismissed / withdrawn, or b) the last day of the school year. The school will record a total number of community service hours subject to all of its regular requirements using the earlier of a) the date dismissed / withdrawn, or b) the actual last day of the school year as the last day of the school year for the student. The school will update the student's transcript as necessary to reflect community service performed by the last day of the school year for the student (as described in the previous sentence), for which we receive acceptable documentation within 60 days of the last day of the school year for the student (as described in the previous sentence).
- There will be no penalty.

II. SERVICE LEARNING PROVIDED BY THE SCHOOL

The school will provide at least two service learning cycles for the whole HS student body and/or individual classes, 9th through 12th, each school year. By definition, service learning is a combination of instruction and reflection around meaningful service, so each service learning cycle will include an introductory session(s), an activity session(s), and a session(s) for reflection. The school will begin to provide service learning in the 2008-2009 school year, with the intention to grow this program carefully over time to present topics within particular themes appropriate developmentally and to the curriculum of each grade year.

Each student will be required to attend and participate in all sessions of each service learning cycle, unless excused due to absence or emergency. Any student who is absent from more than one service learning session in the school year may be required to present a doctor's note or other proof of illness or emergency in order to be excused. Any student who is absent from a service learning session unexcused will be subject to disciplinary action. Generally, the school will not excuse planned absences from service learning sessions, so families should not view these as potential times for appointments or vacation days. Please note that an excused absence from one session (i.e. for illness or emergency) does not excuse the student from subsequent sessions in the cycle.

Service learning cycles may include guest speakers, service or other activities outside of the school, and may include some research, journaling, or other work to be done by students. Each student must complete his/her assigned class work and homework in order to receive full credit for the corresponding service learning hours.

Service learning hours will be recorded by the faculty and reported on each student's transcript. Only successful service learning time – for which the student was present, participated appropriately, and completed any and all assignments – will be recorded.
[School Year] Service Learning Hours: [Number of Hours]

**Washington Waldorf School
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COMMUNITY SERVICE VERIFICATION FORM

Washington Waldorf School high school students are required to perform a minimum number of community service hours annually, and to provide documentation on either this form or the organization's letterhead. Thank you for documenting the student's service for this purpose.

Student Name: _____ School Year: _____

ORGANIZATION INFORMATION

Name: _____

Address: _____

Phone / Fax: _____

Email / Website: _____

SERVICE VERIFICATION

Description / Kind of Service: _____

Date	Time Worked	Date	Time Worked	Date	Time Worked

Please round to 15 minutes / report no smaller than 15 minute increments

Total time reported on this form: _____

I certify that the student named above performed this service for the organization identified above, of which I am an authorized representative / agent. The organization is certified 501(c)(3) by the IRS. To the best of my knowledge, the student was not paid in any form, is not receiving academic credit, and is not performing the service to satisfy a membership requirement (if s/he is a member of the organization).

Signature of Organization Representative

Date

Printed Name & Title

Phone Number / Email Address

Student: Return to WWS Registrar, Marta Schley