



# The Scholars' Academy

An Accelerated College Preparatory School for Grades 6-12

27Q323, A Teaching and Learning Organization

*"Technology Today, Smarter Tomorrow: Removing Time and Place from Teaching and Learning"*

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[www.schools.nyc.gov/schoolportals/27/Q323](http://www.schools.nyc.gov/schoolportals/27/Q323)

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September 9, 2011

Re: COMMUNITY SERVICE 2011-2012

Dear Scholars' Academy Students, Parents/Guardians, and Staff,

This letter is to inform you of changes taking place this year with regards to Community Service policies. As you know from previous years and/or from the middle or high school orientation that you attended, the school has a community service requirement for both middle and high school students. We also track the number of hours accumulated throughout the year, and indicate the number of hours you have submitted, along with a corresponding grade on the report card (see chart below):

**Middle School: Grades 6-8**

**12 Hours of Community Service must be completed by June 15th**

Grade	E	S	N
MP 1	3+ hrs	1-2 hrs	0 hrs
MP 2	5+ hrs	2-4 hrs	0-1 hrs
MP 3	7+ hrs	4-6 hrs	0-3 hrs
MP 4	9+ hrs	6-8 hrs	0-5 hrs
MP 5	11+ hrs	8-10 hrs	0-7 hrs
MP 6	13+ hrs	12 hrs	0-11 hrs

**High School: Grades 9-11**

**20 Hours of Community Service must be completed by June 15th**

Grade	E	S	N
MP 1	4+ hrs	2-3 hrs	0-1 hrs
MP 2	7+ hrs	4-6 hrs	0- 2 hrs
MP 3	10+ hrs	7-9 hrs	0-6 hrs
MP 4	14+ hrs	10-13 hrs	0-9 hrs
MP 5	17+ hrs	14-16 hrs	0-13 hrs
MP 6	21+ hrs	20 hrs	0-19 hrs

In past years, we have required students to fill out a form each time they did community service and hand these in to the guidance office before the end of the marking period. This year we have decided to go green and use an electronic form on Google docs instead.

You can access this forms in two places: under the community service tab on Edline, and under the community service tab on our DOE website. Students can use the community service forms (found on p.38) in their planners to make notes of all the services that they do inside and outside of school, but in order to earn credit, they must log on to the Google docs community service form and enter the information that is required:

- ✓ Name
- ✓ Class

- ✓ Date of Community Service Event/Project
- ✓ Number of hours
- ✓ Description of service provided
- ✓ Name and phone number/email of supervisor or organization for which you volunteered

If a student volunteers for a local church, library, or any other community organization, they must remember to include the name of the individual that is in charge of volunteers/ community service at the site. If a student does community service within the school, a phone number/email address is not necessary to include- just the name of the staff member that he/she assisted. If a student does community service for a neighbor or other person(s) that is not part of an organization, that person's name and phone or email should be indicated on the form.

Examples of acceptable community service:

- ✓ Assisting with our school's annual Blood Drive
- ✓ Participating in a fundraising walk (AIDS Walk NY, JDRF Walk, Walk to End Alzheimer's, etc.)
- ✓ Volunteering at a local library, religious organization, or community board
- ✓ Assisting teachers with classroom organization
- ✓ Peer Tutoring
- ✓ Beach or park clean-ups
- ✓ Volunteering at a nursing home, senior center, or hospital
- ✓ Volunteering for the Rockaway Rotary, Rockaway Artists Alliance, or Kiwanis Club
- ✓ Assisting coaches or teachers at other schools
- ✓ Assisting elderly or disabled neighbor/friend with dog-walking, shoveling, grocery shopping, etc.
- ✓ Assisting with clerical work in the main office or guidance office

Not acceptable:

- ✓ Events/ projects for which you are paid
- ✓ Babysitting
- ✓ Cleaning/ organization done in your own home
- ✓ Donating tissues/ paper towels to the school

A few important points to remember:

- ✓ Although students are required to fulfill a minimum of 12 hours for the middle school, and 20 hours for the high school, students are encouraged to exceed that minimum and to try to accumulate as many hours as they can- each marking period, the homeroom with the greatest number of hours submitted will earn a dress down day
- ✓ In order to be eligible for induction into the National Junior Honor Society, 7<sup>th</sup> graders must submit at least 12 hours of community service by May 1<sup>st</sup>; 10<sup>th</sup> graders must submit at least 20 hours by May 1<sup>st</sup> in order to be eligible for induction into the National Honor Society
- ✓ The last day to submit hours on the community service Google doc is the last day of each marking period, if you do not submit the form by the last day, those hours will not be reflected on the report card for that marking period

If you have any further questions about the community service policy, please contact the Community Service Coordinator, Ms. Rozman, at ext 180 or LRozman@scholarsnyc.com.