

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

COMMUNITY SERVICE

STUDENT HANDBOOK



Placentia-Yorba Linda USD

www.pylusd.org

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Placentia, CA 92870

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COMMUNITY SERVICE PROGRAM

Graduation Requirement

Philosophy

The Placentia-Yorba Linda Unified School District supports the concept of community service by the students it serves. Community service teaches the values of citizenship; helps to develop a sense of community pride, provides an awareness of the needs of the community, and shows students that, as contributing members of society, they can make a difference. This concept fosters a positive relationship between the educational community and the public/private sectors of the wider community in which we live.

Requirements

Students are required to complete 40 hours of community service during their four years in high school. 100 hours of services results in membership in the Century Club.

Student Outcomes

Students will be provided the opportunity to:

- Bridge varied ethnic, socio-economic, and generational backgrounds.
- Gain self-reliance, self-respect, and confidence while developing a positive self-esteem.
- Learn values and mores fundamental to American democracy.
- Experience connections between academia and real life situations.
- Develop life skills that apply to personal life, professional life, and possibly a future career.
- Gain valuable experiences and exposure to a wide variety of career choices.
- Sharpen and apply their skills in leadership, planning, implementing, and evaluation.
- Analyze their experiences via reflective writing.
- Develop a sense of control over their environment that may encourage participation in government issues, elections, and community affairs.
- Work collaboratively with members of the community.
- Experience meaningful ways to care for and share community spirit with those who have special needs.

*“Ask not what your country can do for you....ask what you can do for your country.
John F. Kennedy*

COMMUNITY SERVICES GRADUATION REQUIREMENT

Dear Parent or Guardian:

On January 7, 1997 the Placentia-Yorba Linda Unified School District Board of Education voted in favor of a community service graduation requirement. The program is designed to encourage student participation in worthwhile social service activities as part of the high school curriculum. The requirement requires all students to complete 40 hours of community service by the time they graduate (60 hours required for ECHS, Parkview, and La Entrada).

Democratic values, civic responsibility, and patriotism are discussed in our classrooms. However, involvement in communities, the country, and the world helps students to fully understand these concepts. By encouraging students to participate in public affairs, we are facilitating the growth of an informed and committed citizenry.

Parents should assist students in selecting appropriate organizations or agencies for community service. Select activities that will be beneficial to the community and meaningful for the student. Verification of completion must be submitted to the school’s Community Service Coordinator.

Parents should also assist students in arranging transportation if necessary as the school will not be providing transportation. Some community service opportunities may be available on campus through community service organizations and clubs. We appreciate your cooperation and support for this valuable program.

If you have any questions please contact your school site’s community service coordinator.

Thank You,



Parkview School

STEPS FOR COMPLETING THE COMMUNITY SERVICE REQUIREMENT

The following procedures are to be followed by the student in order to successfully fulfill the community service requirement:

1. Student information: Read PYLUSD requirements for community service. All community service information is available online and from your on site Community Service Coordinator. Information includes sample forms, guidelines, and resources.

2. Permission form: the permission form was mailed to incoming 9th graders in August and was to be signed and returned on the day of Freshman orientation. If this did not happen, then one must be picked up, signed, and **returned by the student** to the Community Services Coordinator's office as quickly as possible. Community service should not begin until the signed form is returned.

3. Selecting an Agency/Organization: Community service is work you do for your community for which you receive no pay. Any student who is doing community service through a court probation program **may not** use those hours to fulfill the graduation requirement. Also, service performed for family members or private individuals **will not** count toward the community service requirement (examples of private arrangements include tutoring a friend, babysitting for a neighbor, helping out family friends... these hours DO NOT count). Volunteer hours for school credit DO NOT COUNT. Volunteering your time at a for-profit business does not count. Your volunteer hours must be for a community organization.

The Community Service Handbook available online lists acceptable nonprofit agencies. This is the good source for opportunities. Students may choose service opportunities not listed in the Handbook but it is **recommended** to get pre-approval from the Community Services Coordinator. When in doubt, ASK your coordinator.

4. Contacting the agency: Students are responsible for contacting the agency

to determine days and times to perform the service.

5. Community Service Verification form: the student should fill out the **top half** of the Community Service Verification form. At the end of the service activity, the **bottom half** of the form should be filled out and signed by the individual at the agency who supervised the student. The student should then complete the top half and return the completed form to the Community Services Coordinator **within 30 days of the supervisor's signature**. Hours completed in the summer can be submitted by September 30th.

6. Additional notes:

- Students may use as many completed forms as is necessary to complete the required hours of community service.
- The service may be performed anytime during the year including summers and vacations, but must be completed during non-academic time.
- Any student who has a personal problem relative to this requirement should contact the Community Services Coordinator.
- Completed hours of community service will appear on Aeries and on the student's transcript.

7. Falsifying documents: Community service documents that have been falsified in any way will result in school suspension and may also include the loss of graduation privileges or school transfer.

Community Service Essentials

- Graduation requirement is 40 service hours by May 1st of Senior year (60 hours for ECHS, Parkview and La Entrada).
- Plan ahead. Volunteer opportunities will be announced in the student bulletin, posted on the school web site and provided to teachers. Start now.
- Privately arranged hours (e.g. babysitting, gardening) **DO NOT** count.
- Volunteering time at a **FOR-PROFIT** business **DOES NOT** count.
- All CS forms are available online and from the site coordinator.
- Please return forms to your site coordinator.
- Falsified hours will result in suspension.
- All hours are subject to verification.
- Please allow 2-3 weeks to process paperwork.
- If you have any questions, please contact your coordinator in Community Service Office.
- The handbook has everything you need to know! The handbook is available online at www.pylusd.org If you need a handbook, pick one up at your school.

STUDENT RESOURCE GUIDE

The following pages contain a listing of non-profit agencies that are pre-approved for community service. They are in alphabetical order and stretch all across Orange County. Not all agencies will have opportunities at all times of the year. You should call the agency and make inquiries.

Announcements will also be placed in the Community Service Bulletin and online.

For additional opportunities see the Community Service Coordinator during office hours in the counseling office. There are several catalogs of additional community service agencies in Orange County. You may also access many agencies and opportunities via the Volunteer Center of Greater Orange County's Web site: www.volunteercenter.org

The agencies in this guide are very specific and they know about the PYLUSD program. You may want to do your community service for an agency not in this guide. If you are unsure about the appropriateness of an activity or organization seek pre-approval by the Community Service Coordinator.

The following is a partial listing of some broader organizational opportunities that will most likely be approved upon request:

- ❑ Boy Scouts of America, Girl Scouts of America
- ❑ Boys and Girls Clubs
- ❑ YMCA and YWCA
- ❑ Organized Youth Sports Organizations (volunteer coaches & umpires)
- ❑ Hospital Volunteer programs*
- ❑ Convalescent Home Volunteer programs*
- ❑ Elementary School Tutorial program
- ❑ PTSA's
- ❑ Religious Organizations ‡

* as "for profit" organizations, these must be "in house" service programs--the service may not be substituting or filling in for an employee.

‡ Proselytizing for a religious organization will not count for community service.

COMMUNITY SERVICE REPRESENTATIVE AGENCIES

The following is a list of agencies that PYLUSD students have utilized in past years to work toward completion of their community service graduation requirement:

Alzheimer's Walk
Anaheim City School District
Anaheim Parks & Recreation
Anaheim Volunteer Program
AYSO
Band Booster assistance
Booster Club assistance
Box Canyon Park--Y.L.
Boy Scouts of America
Boys and Girls Club
Bradford House-Placentia Founders Society
Bradford Retirement Home
C.O.P.E.S.--Abused Children Program
Calvary Church of Placentia
Canyon Hills Presbyterian Church
CASL--Leadership Training Program
Catholic Worker House
Cathy Torrez Community Center
Cats & Dogs In Need--PetsMart
CHOC --Volunteer Program
Church of Jesus Christ of Latter Day Saints: Young Men & Women
City of Anaheim Community Services
City of Placentia Recreation Dept.
City of Placentia:Cultural Arts & Rec.Dept.
City of YL Volunteer
Coastal Commission-Adopt-a-Beach
Covenant Community Church
Daisy Scouts
Disney Volunt Ears
East Yorba Linda Little League
Eastside Christina Church
Florence Crittendon Home
Friends Christian Church
Fullerton Police Department
Garnet Community Center
H.I.S. House
Halcyon
Hearts for the Homeless Thrift Store
Interact Club
Jobs Daughters
JUSA
Kraemer Band Boosters
L.A. Marathon--water station
Library Assistance
Library Tutor Program
Lions Club
Local Elementary Schools
Lutheran Hour Petal Pushers
MESA Club
Middle School Homework Club
Miracle League of Orange County
Miss Placentia Scholarship Pageant
National Charity League (NCL)
Newport Bay Hospital
NJB Basketball
OASIS
Orange County Food Bank
Orange County Peer Court
Orange County Rescue Mission
Orange County Special Olympics
Paint Your Heart Out--Anaheim
Placentia Chamber of Commerce
Placentia Heritage Days Parade
Placentia Human Services
Placentia Library
Placentia Round Table Women's Club
Presbyterian Church Homework House
PTSA
PYLGSA
Richard Nixon Birthplace and Library
ROP Pre-school (*Continued next page*)
Rose Parade Float work
School Pride Days
Second Harvest Food Bank of O.C.
SHARE of Southern California
St. Andrews Episcopal Church
St. Boniface Church
St. Josephs Catholic Church
St. Juliana's Church Woman's Club
St. Martin de Porres Catholic Church
St. Vincent de Paul Church
Surfrider
The Vineyard
Tynes Elementary School PTA
UCI-Medical Research Center
Walk-America--March of Dimes
West Placentia Little League
YLB
YMCA
Yorba Hills Little League
Yorba Linda Chamber of Commerce
Yorba Linda Friends Church
Yorba Linda Parks and Recreation
Yorba Linda Public Library
Youth Football: Pop Warner; All-American

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
COMMUNITY SERVICE VERIFICATION**

Student's Name _____ Grade _____
(Please print, last name first)

Organizational Name _____

Name of Activity _____ Date(s) of Activity _____

Summarize the goals, purposes, and activities of the organization:

Describe the activities or tasks of service that you performed:

Relate what the experience meant to you:

Student's signature

Date

===== portion below to filled out by agency =====

Organization Non Profit Organization? Y or N _____
Non Profit ID # _____

Supervisor (please print) _____
Title of Supervisor _____

Address _____
Telephone Number _____
Website _____

In your opinion did the student:

- ___ experience meaningful ways to care for and share community spirit with those who have special needs.
- ___ bridge varied ethnic, socio-economic, and generational backgrounds.
- ___ develop life skills that apply to personal life, professional life, and possibly a future career.
- ___ gain valuable experiences and exposure to a wide variety of career choices.
- ___ sharpen and apply their skills in leadership, planning, implementing, and evaluation.
- ___ develop a sense of control over their environment.
- ___ work collaboratively with member of the community.

Total Hours of Service
(Please show like this: 10-ten)

Signature of Supervisor

Date

Please attach business card if available.

STUDENTS MUST SUBMIT THIS COMPLETED FORM WITHIN 30 DAYS TO THE COMMUNITY SERVICES COORDINATOR. STUDENTS SHOULD KEEP A COPY FOR THEIR RECORDS. COMMUNITY SERVICE DOCUMENTS WHICH HAVE BEEN FALSIFIED IN ANY WAY WILL RESULT IN SCHOOL SUSPENSION AND MAY ALSO INCLUDE THE LOSS OF GRADUATION PRIVILEGE OR SCHOOL TRANSFER.