

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

# ***COMMUNITY SERVICE***

## ***STUDENT HANDBOOK***



**Placentia-Yorba Linda USD**

**[www.pylusd.org](http://www.pylusd.org)**

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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 TO 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 30<sup>th</sup>.

**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 1<sup>st</sup> 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](http://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](http://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 Volunteering 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 Volunteering  
Coastal Commission-Adopt-a-Beach  
Covenant Community Church  
Daisy Scouts  
Disney Volunteering  
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

