



Community Service: A Component of Career Education

Student Expectations

Number of Hours

- As a part of the Career Education credit (which is required for graduation), students are required to complete **40 hours of Community Service**.
 - This requirement is prorated for Class of 2020 students; they will need to complete 30 hours of Community Service.
 - This requirement is also prorated at 10 hours per year for students who enroll at Mountainside for the first time after 9th grade.
- To meet this requirement, students must complete **10 hours of Community Service per year**.
 - Student who do not complete a minimum of 10 hours of Community Service per year will receive a “U” in the Advisory class at the end of the second semester.
 - Students can complete more than 10 hours in a year and that will reduce the number of hours they need to complete in future years.
- Community Service hours must be earned through a minimum of 2 different activities.
- Students can count a maximum of 20 hours from any one activity towards their required Community Service hours.

Documenting Your Hours

- All activities must meet the requirements/guidelines on the second page of this form.
- All activities must be pre-approved by an MHS staff member. Staff who can pre-approve activities include: Advisory teachers, Counselors, Mrs. Mishkin in the College and Career Center and Mrs. Ochoa in the Counseling Office.
- Students must complete a Reflection Form to document the activity that was completed.
- Copies of the Pre-Approval and Reflection form are available in the Counseling Office or through the MHS Students course in Canvas.
- Completed forms should be turned into the Community Service inbox in the Counseling Office.
- **Students should turn in their forms as soon as possible after they complete an activity.**
 - Completed reflection forms must be submitted by Friday, May 31, 2019 to count for the 2018-2019 school year.
 - Reflection forms submitted Monday, June 3, 2019 or later will have the hours applied to the 2019-2020 school year.
- 12th Grade Students (in the 2019-2020 school year) will have an earlier turn in date to ensure hours are completed by graduation.
- Community Service hours will be tracked in Advisory and will be placed in Synergy as part of the Advisory gradebook.

Important Notes

- Students who do not complete their Community Service hours will not earn their required Career Education credit and will not be allowed to participate in graduation activities including walking in commencement.
- Students who are new to Mountainside can transfer their Community Service hours (however it was defined) from their previous high school(s). Students must provide documentation of the hours from the previous school to the College and Career Center.
- Career Related Learning Experiences (CRLEs) will not be considered part of Community Service hours and will be tracked separately in Advisory.
- We will have a “200 hour” special recognition for students who have documented 200 hours of Community Service. The recognition will be granted to students at the end of senior year. For this award, students may log additional hours from the activities they used to satisfy the 40 hour Community Service requirement, or they may log hours from other activities. Please note: these hours are not prorated.

Examples of Activities that are Eligible for Community Service Hours:

- Service project done with your Advisory class
- Service project done with a club such as National Honor Society, Key Club, Leadership, etc.
- Hospital volunteering
- Soup kitchen service
- Volunteering with a food bank
- Volunteer work done with a religious group
- Scouting service project
- SOLV volunteering
- Volunteering at a summer camp
- Volunteering with THPRD
- Volunteering at a school sponsored youth sports/activity camp (as long as the student does not personally earn money for their work).
- Volunteering with the Beaverton City Library
- Volunteering with the Red Cross
- Volunteering with Medical Teams International
- Volunteering with Beaverton STAR Volunteers
- Volunteering with other local non-profit organizations
- Volunteering as a team manager for a MHS athletic team

Please note: any service project involving school property must be approved by the administration and must not interfere with the educational process.

Examples of Activities that are **NOT** Eligible for Community Service Hours:

- Internship
- Job Shadow
- Job, or work for which you are paid
- Class or activity for which you earn credit (example: credit earning peer mentoring, TA, etc.)
- Unsupervised activities
- Volunteer work with a political campaign that raises levy funds for the District
- Participation on a sports team or other extracurricular activity
- Fundraising for a sports team or extracurricular activity, including door-to-door fundraising
- Assisting a teacher
- Work for an immediate family member
- Private tutoring for a classmate or other individuals; tutoring outside the direct supervision of a BSD employee (only exceptions are for homework club, library programs or other non-profit tutoring programs as long as there is proper documentation).
- Attendance in a religious group or worship service.
- Hosting an exchange student
- Volunteer work done with a for-profit company

Not sure whether your activity will qualify for the Community Service Requirement? Ask yourself these questions:

1. Can I name the individual or group that will benefit from the activity I will be doing?
2. If working with a group, is the group a non-profit organization?
3. Will the activity be unpaid?
4. Will an adult be supervising my activity?

If you answered yes to all of these questions, then your activity will likely be approved. Talk with your advisory teacher, your counselor, Mrs. O'Quinn in the Counseling Office, or Mrs. Mishkin in the College and Career Center to be sure!