

San Pedro High School Marine Science ~ Math Science Technology Magnet

San Pedro High School ~ 1001 W. 15th Street, San Pedro California 90731~ (310) 241-5813

COMMUNITY SERVICE REQUIREMENTS

Each student enrolled in the Marine Science Magnet at San Pedro High needs to complete a community service requirement. The community service requirement is part of your child's permanent record here and is necessary for graduation.

PURPOSE: Community service provides character development, personal growth, and helps students recognize their connection to the community at large. Service hours are also highly beneficial as a component in student portfolios that are evaluated for post-secondary education. Universities and scholarship organizations regard community service as an essential portion of a student's experience.

The following guidelines may help you in completing the requirement:

- Each student in the program must have a minimum of 25 hours completed for each year a student is enrolled in the program. At least 5 hours each year must be marine science related.
- Students may begin compiling hours in June for the following year. All *senior* hours are due on April 30th. All 9th, 10th and 11th grade service hours are due June 1st. Hours may not be "banked," (25) must be done each year or all (115) as a senior.
- Hours are turned in on your service hour sheet with verifications attached to the service hour sponsor.
- A verification letter *must* accompany service hours done for a non-school sponsored activity on organization letterhead. If you have a question as to whether or not a particular service project is acceptable, please ask in the Magnet Office *before* participating in the project.
- Students may refer to the service bulletin board outside the Magnet Office for service opportunities.
- Students and parents are to keep a record of service hours completed. If there is a discrepancy, you will need the service sheet. Make photocopies of your service hour sheets.

Hours may be earned for the following types of activities:

- Service hours are to benefit the community in some way and must be completed in an organized event. Service hours are **NOT** earned when pay is received or when the service is part of the work in an academic course. Service hours may not be earned at a private business or in a private home. They must be completed through a community based or faith based organization.
- Up to **five** service hours are earned per semester, a maximum of 10 hours per year, for participation in a school activity for which you are earning a grade, such as: SPHS sports teams, spirit squads, performing arts, stage crew, etc. Service hours must be approved and signed off by your sponsor, *not a student*.
- Service projects conducted by service clubs such as Knights and Knightettes, Marine Science Club, etc. are acceptable.
- One-on-one tutoring, peer -tutoring, magnet mentor programs are acceptable if they are done through community based organizations. These hours may not be done between private parties.
- Involvement in community or civic projects

VERIFICATION OF PARTICIPATION

Students need to be signed off by an authorized representative on the day of the event or within one week of the event. The event sponsor is not required to keep records for these activities. **A verification letter, printed on organization letterhead, *MUST* be attached to this service hour sheet if any non-school sponsored service project is completed.** These letters are excellent letters of recommendation for your portfolio, your college applications or your scholarship requests. These records need to be kept in a safe place with your important papers.

COMPLETION OF HOURS

Upon completion of your year's hours, fill out this service hour sheet and attach all verification letters to this sheet. Then, please bring the completed service record to the teacher who is your service hour sponsor. Make copies of all service hour sheets for your record before turning them in. Service hour sheets are available in the Magnet Office.

PENALTY FOR LATE SERVICE HOURS

9 – 11th grade students who do not turn their service hours in on June 1st by 3:08pm will be required to complete an additional 5 marine science service hours due by the following June 1st. Service hours will **NOT** be accepted after June 1st – or if they are incomplete, thus incomplete service hours will be assessed the (5) hour penalty because they are considered late. Students will be required to keep their hours and turn them in the following year along with their extra 5 marine science hours.

Seniors who do not turn their service hours in on April 30th by 3:08pm will receive a stop clearance and a (5) hour marine science penalty. Participation in senior activities will not be allowed until service hours have been turned in and the stop clearance has been removed. There will be (1) and **ONLY** (1) additional turn in date for seniors – June 21, 2010 by 3:08pm. Service hours will only be accepted on these dates! **HANDLE YOUR BUSINESS – DO NOT WAIT UNTIL THE LAST MINUTE!!!!**