

Los Angeles Unified School District

## **San Pedro High Police Academy Magnet**

San Pedro High School ~ 1001 W. 15<sup>th</sup> Street, San Pedro California 90731~ Telephone: (310) 241-5813

### **COMMUNITY SERVICE REQUIREMENTS**

Each student enrolled in the Police Academy 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 50 hours completed for each year a student is enrolled in the program. At least 15 hours each year must be law enforcement related.
- Students may begin compiling hours in June for the following year. Each year, all *senior* service hours are due May 1st. All 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade service hours are due June 1<sup>st</sup>.
- Hours are turned in on your service hour sheet to the Magnet Office.
- 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 in 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 private home. Service hours must be completed through a community 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: SPSHS 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 Magnet Office. 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 1<sup>st</sup> will be required to complete an additional 5 law enforcement service hours due by the following June 1<sup>st</sup>. Service hours will NOT be accepted after June 1<sup>st</sup> – 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 law enforcement hours.

Seniors who do not turn their service hours in on May 1<sup>st</sup> will receive a stop clearance and a (5) hour law enforcement 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 15, 2009.** Service hours will only be accepted on these dates! **HANDLE YOUR BUSINESS – DO NOT WAIT UNTIL THE LAST MINUTE!!!!**