



# CROSSROADS CHARTER ACADEMY

215 West Spruce Street

Big Rapids, MI 49307

Phone: (231) 796-9041 Fax: (231) 796-9790

## 2018 – 2019 Community Service Hours Record

Student Name: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Date of Service			Number of Service Hours	Company/Organization/Individual(s) for whom service was provided
Month	Day(s)	Year		
<b>Please provide a detailed description of the service provided</b>				

<b>Signature from Supervisor of Project</b>	<b>Date</b>	(    ) _____ <b>Phone #</b>
<b>Parent Signature</b>	<b>Date</b>	(    ) _____ <b>Phone #</b>
<b>Student Signature</b>	<b>Date</b>	(    ) _____ <b>Phone #</b>

Acceptable community service hours will include any projects that benefit the community. Projects that directly benefit the family or student will NOT be considered community service hours.

If you have any questions regarding acceptable community service projects, please see Mr. Meads or Mrs. Schonert **before** completing the community service hours.

Please return the completed form to Mrs. Schonert **within 90 days of the date of service**. Summer hours should be turned in within 30 days of the start of the school year.

All portions of this form must be completed in order for the service hours to be accepted.

**Please see the back of this form for more information.**

## Community Service

Community Service is a required component of the educational experience at Crossroads Charter Academy. Students may begin earning Community Service hours the summer after successfully completing 8<sup>th</sup> Grade. Hours may accrue throughout the summer and school year, but must be turned in within 90 days of the date of service in order to count towards the required hours (summer hours must be turned in within 30 days of the start of the school year).

Students must complete 20 quality community services hours by the end of their sophomore year and 30 additional community service hours before graduation. Hours not completed in a given year will need to be made up in following years. Community service hours need to be earned as follows:

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>	<b>Total</b>
10 hours	10 hours	15 hours	15 hours	50 hours

For students transferring to CCA, the amount of time expected will be pro-rated as follows:

- Entering in Grade 10: Complete 40 hours by graduation
- Entering in Grade 11: Complete 30 hours by graduation
- Entering in Grade 12: Complete 15 hours by graduation

When there are extenuating circumstances that impact the student's ability to reasonably satisfy the community service requirement, the principal may waive or adjust the requirement on a case-by-case basis.

Community Service can be defined as a voluntary (non-paid) action that benefits the community (food drives, nursery service at a local church, Salvation Army bell ringer, etc.) while not directly benefiting the individual or their family (mowing grandpa's lawn, babysitting a sibling, etc.). It is the responsibility of the parent/guardian to determine if an organization or service opportunity is appropriate and safe for their child. Please contact the school in advance of the service event if there is any uncertainty about whether the service hours meet the requirements. The Principal and/or School Counselor will make the final determination of qualifying hours and have the right to decline service hours as unacceptable.

Community Service hours will only count towards the required hours if they occur outside of the normal school hours of 7:45 am – 3:00 pm, with no exceptions. Community service cannot be tied to any class for which the student is earning credit, and participating in a club and its activities do not count toward community service.