2019-2020

COMMUNITY ACTIVITY REQUIREMENT
Student Handbook

ROWLAND UNIFIED SCHOOL DISTRICT
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AIMS OF THE COMMUNITY ACTIVITY REQUIREMENT PROGRAM

CAR is designed to:

- Provide the opportunity for each student to contribute to the school or community.
- Challenge and extend the individual student by developing a spirit of discovery, self-reliance and responsibility.
- Encourage the development of the student’s individual skills and interests.
- Instill in students the value of being a contributing member of our society.
- Encourage the students to be group contributors and life planners.

GUIDELINES FOR COMMUNITY ACTIVITY REQUIREMENTS

- Students are to obtain CAR information forms from the Guidance Office.
- Refer to the list of approved activities on the form.
- If the student chooses to complete an alternative activity not on the list, the student should obtain prior approval from their counselor and principal.
- Upon completion of the activity hours, the completed Community Activity Requirement (CAR) Log sheet must be submitted to the student’s counselor in a timely manner.
- CAR hours will be monitored by your high school counselor.
- Students must complete thirty (30) hours by the end of the sophomore year and an additional thirty (30) hours by the end of the senior year, to fulfill the graduation requirements.
- The maximum number of CAR hours that can be earned in one (1) year is thirty (30) hours, except as student assistants.

GUIDELINES FOR STUDENT ASSISTANTS

- **10th through 12th grade students may not earn academic credit for being a student assistant except via the Board-approved curriculum for Student Assistant**, however, a student may earn Community Activity Requirement hours. A student may earn a maximum of fifteen (15) CAR hours a year. Over the student’s 4-year high school career, the student is required to earn a total of sixty (60) CAR hours.
- Student assistants may tutor or perform non-confidential clerical duties. Student assistants may not perform duties relating to student records and grades.
- Student assistants must be on track to graduate and maintain satisfactory attendance and discipline on campus.
- The student’s counselor and Assistant Principal must approve the student assistant contracts in charge of guidance, as well as his/her parents, before the activity begins.
- **A student assistant class does not count as one of the student’s minimum five (5) class requirements.**
APPROVED COMMUNITY ACTIVITY REQUIREMENTS

The following projects are listed as examples. Students may use their own contacts as well.

**CAR activities meeting Educational needs:**
- Cross-age tutoring and/or peer tutoring set up through an organization, school, teacher,
- Working with non-profit organizations and schools that help children, i.e. daycare, nursery/preschools, after school-programs, educational programs at religious institutions,
- Volunteering to assist teachers after school.
- Organizational work for school programs, i.e., Community of Caring.
- Literacy programs at public libraries.
- Student assistants during the school day will receive a maximum of fifteen (15) CAR hours for one (1) year.

**CAR activities meeting Environmental needs:**
- Beautification of the community — school, district, city (parks and recreation), etc.
- U. S. Forest Service.
- Basin Water Conservation Program.
- Walnut Valley and Rowland Water District.

**CAR service-learning projects meeting Safety needs:**
- Conflict mediation programs in the schools, peer helpers for out of class activities.
- Volunteer activities with law enforcement or fire departments, i.e., Explorer Program.
- Explorer Scout program.
- Drug Alcohol Resistance Education (DARE).
- Neighborhood Watch programs.

**CAR service-learning projects meeting Human needs:**
- Language translation.
- Hours spent in organization and/or collection for food drives, etc. outside of school day.
- Senior citizens — nursing, convalescent, retirement homes, Meals on Wheels.
- Homeless shelters.
- Food banks, soup kitchens, holiday baskets
- Holiday toy/gift programs — Toys for Tots, Santa Claus Inc.
- Rowland Unified School District’s Family Resource Center
- Salvation Army, Red Cross, Goodwill Industries
- Coaching/officiating youth sports — AYSO, Little League, Pop Warner, etc.
- Animal shelters

**CAR activities meeting Political/Governmental needs in a democracy:**
- Voter registration.
- League of Women Voters.
- Working in campaign or political offices.
- City government/city hall.
- District Attorney’s office.
- Commissions (city, school).
- High School Student Representative to the Board of Education.

**CAR activities meeting Out of Class school activities:**
- School performances.
- Athletic events.
- School clubs.
- Competitions.
**COMMONLY ASKED QUESTIONS**

Q: Must I use one of the organizations listed in this packet for my CAR hours?
A: No. You may plan your own hours based upon your personal interests and local community organizations. Always check with your counselor if you are unsure if an activity would qualify.

Q: May I work with a partner, or in a group?
A: *It depends.* Some projects may lend themselves to working with more than one person. If you are interested in working with a partner or group, you must first discuss it with your counselor and get permission, as well as details, on how to allocate the hours for each member.

Q: May I work on CAR hours during breaks?
A: Yes. In fact, breaks are an excellent time to get in many of the required hours.

Q: Is it considered CAR hours if I get paid?
A: No. Paid experiences do not qualify for CAR hours.

Q: May I get CAR hours credit for tutoring my friends or relatives?
A: No. You may do a tutoring project only within an organized tutoring program. This could be through the school or public library, a local elementary or junior high school, or a high school such as CSF or Peer Helping.

Q: May I get CAR hours credit for doing odd-jobs or baby-sitting for my friends, neighbors or family?
A: No. All CAR projects must provide both an educational experience to you and a service to the community as a whole, not to just one individual or family.

Q: May I get CAR hours credit for working in my church?
A: *It depends.* Working on a CAR project with your church, such as a food bank or a day care program, would qualify as service-learning. Doing weekly janitorial work does qualify. However, doing religious activities, such as being an altar boy or reading scriptures, would not qualify.

Q: May I get CAR hours credit for donating blood?
A: No. You may work in a blood bank or blood drive as your CAR project; however, you may not get credit for any hours spent giving blood.

Q: May I work on a CAR project that is related to a club or organization that I am already in?
A: *It depends.* You may work on a CAR project that is established through organizations such as the Boy/Girl Scouts, Key Club, Rotary Club, etc. You may get credit for CAR for participation in another school class, club, program, etc. Check with your counselor.

Q: Can I graduate without completing CAR hours?
A: No. This is a graduation requirement.
**REMINDERS**

- **BE DEPENDABLE**
  Show up when expected unless you have called to make other arrangements.

- **BE PUNCTUAL**
  This will reflect well on you and benefit the organization when you are performing service learning.

- **BE FLEXIBLE**
  It is possible that a task planned for you will change. Adapt to the needs of the organization.

- **BE RESPECTFUL**
  Show courtesy and respect to the supervisors and clients at the organization where you are completing your service learning.

- **DRESS APPROPRIATELY**
  You are not only representing yourself and your school but the organization you are working with as well. Your clothing should be appropriate for the activity while reflecting pride in yourself, the school and the organization you are representing.

- **BE POLITE**
  Always speak politely to the people you are working with. Make eye contact and stand up straight when addressing someone. Use correct titles, such as Mrs. or Dr. Always say, “Please” and “Thank You.” In general, show good manners.
POSSIBLE CONTACTS FOR COMMUNITY ACTIVITIES REQUIREMENTS

The following is a partial listing of organizations you may contact for CAR hours. You are not restricted to these agencies for your projects.

Rowland Unified School District
Each school needs volunteers to work with students in reading and math, as well as in after-school recreational programs. You may call the service-learning liaison at the appropriate schools and volunteer your services.

**Elementary Schools**

<table>
<thead>
<tr>
<th>School</th>
<th>Phone</th>
<th>Principal/Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blandford</td>
<td>(626) 965-3410</td>
<td>Principal: Dr. June Sakaue 2601 Blandford Drive Rowland Heights, CA 91748</td>
</tr>
<tr>
<td>Northam</td>
<td>(626) 965-2404</td>
<td>Principal: Mr. Steve Stahl 17800 E. Renault Street La Puente, CA 91744</td>
</tr>
<tr>
<td>Hollingworth</td>
<td>(909) 598-3661</td>
<td>Principal: Mr. Michael Hoon 3003 E. Hollingworth Street West Covina, CA 91792</td>
</tr>
<tr>
<td>Rorimer</td>
<td>(626) 965-3333</td>
<td>Principal: Ms. Celia Munguia 18750 E. Rorimer Street La Puente, CA 91744</td>
</tr>
<tr>
<td>Hurley</td>
<td>(626) 965-2429</td>
<td>Principal: Ms. Yesenia Alvarez 535 S. Laura Avenue La Puente, CA 91744</td>
</tr>
<tr>
<td>Rowland</td>
<td>(626) 964-3441</td>
<td>Principal: Mr. John Martinez 2036 S. Fullerton Road Rowland Heights, CA 91748</td>
</tr>
<tr>
<td>Jellick</td>
<td>(626) 964-1275</td>
<td>Principal: Mr. John Staumont 1400 S. Jellick Avenue Rowland Heights, CA 91748</td>
</tr>
<tr>
<td>Shelyn</td>
<td>(909) 444-0584</td>
<td>Principal: Ms. Sarah Opatkiewicz 19500 E. Nacora Street Rowland Heights, CA 91748</td>
</tr>
<tr>
<td>Killian</td>
<td>(626) 964-6409</td>
<td>Principal: Ms. Karen Magana 19100 E. Killian Avenue Rowland Heights, CA 91748</td>
</tr>
<tr>
<td>Villacorta</td>
<td>(626) 964-2385</td>
<td>Principal: Dr. George Herrera 17840 Villacorta Street La Puente, CA 91744</td>
</tr>
<tr>
<td>Yorbita</td>
<td>(626) 964-3486</td>
<td>Principal: Ms. Amy Grigsby 520 S. Vidalia Avenue La Puente, CA 91744</td>
</tr>
</tbody>
</table>
K – 8 Schools
Ybarra Academy of Arts and Technology & Technology (909) 598-3744
Principal: Ms. Annette Ramirez
1300 S. Brea Canyon Cutoff Road
Walnut, CA 91789

Stanley G. Oswalt Academy (626) 810-4109
Principal: Mr. Jason Garcia
19501 Shadow Oak Drive
Walnut, CA 91789

Telesis Academy of Science and Math (626) 965-1696
Principal: Mr. Johan Schmitz
2800 E. Hollingworth Street
West Covina, CA 91792

Intermediate Schools
Alvarado (626) 964-2358
Principal: Mr. Scott Cavanias
1901 S. Desire Avenue
Rowland Heights, CA 91748

Giano (626) 965-2461
Principal: Mr. Carlos Ochoa
3223 S. Giano Avenue
La Puente, CA 91744

High Schools
Nogales ...................(626) 965-3437 Santana ...................(626) 965-3496
Principal: Ms. Andrea Brumbaugh Principal: Mr. Greg Perez
401 S. Nogales Street 341 La Seda Road
La Puente, CA 91744 La Puente, CA 91744

Rowland ...................(626) 965-3448
Principal: Mr. Mitch Brunyer
2000 S. Otterbein Avenue
Rowland Heights, CA 91748

Adult School
Rowland Adult and Community Education ...................................................(626) 965-5975
Principal: Mr. Rocky Bettar
2100 Lerona Ave.
Rowland Heights, CA 91748
EMERGENCY SERVICES AGENCIES/ORGANIZATIONS

EMANATE HEALTH INTERCOMMUNITY HOSPITAL
210 W. San Bernardino Road
Covina, CA 91723
(626) 331-7331
https://www.emanatehealth.org

EMANANTE HEALTH
QUEEN OF THE VALLEY CAMPUS
1115 S. Sunset
West Covina, CA 91790
(626) 962-4011
https://www.emanatehealth.org

HOUSE OF RUTH – Pomona (24 Hours Hotline)
P.O. Box 459
Claremont, CA 91711
(888) 988-5559
(Office) (909) 623-4364
https://houseofruthinc.org

LAW ENFORCEMENT

City of Industry Sheriff Station
150 N. Hudson
City of Industry, CA 91744
(626) 330-3322
https://lasd.org/industry/

Walnut Sheriff Station
21695 E. Valley Blvd.
Walnut, CA 91789
(626) 913-1715
https://lasd.org/walnut-diamond-bar

West Covina Police Department
1444 W. Garvey
West Covina, CA 91790
(626) 939-8500
https://www.wcpd.org

PASADENA RAPE CRISIS CENTER – Crisis Hotline
(626) 793-3385
(Run by Peace Over Violence)
Office
892 N. Fair Oaks Ave., Suite 17
Pasadena, CA 91103
(626) 793-5171
https://www.peaceoverviolence.org

SALVATION ARMY
1444 N. Citrus
Covina, CA 91722
(626) 332-2116
https://www.salvationarmyusa.org/usn/

TEEN LINE (Teens Helping Teens)
(310) 855-4673
Hours: 6:00 p.m. – 10:00 p.m.
https://teenlineonline.org
COMMUNITY SERVICES

BIG BROTHERS/BIG SISTERS OF GREATER LOS ANGELES (213) 481-3611
800 South Figueroa, Suite 620
Los Angeles, CA 90017
https://www.bbbs.org

DEL HAVEN COMMUNITY CENTER (626) 917-9789
15135 Fairgrove Avenue
La Puente, CA 91744
http://delhavencommunitycenter.org

ENVIRONMENTAL HEALTH-L.A. COUNTY PUBLIC HEALTH (626) 813-3380
1435 West Covina Parkway – Room #10
West Covina, CA 91790.
http://www.publichealth.lacounty.gov

WEST COVINA SENIOR CITIZENS CENTER (626) 331-5366
2501 E. Cortez Street
West Covina, CA 91791
https://www.westcovina.org/home

OTHER PUBLIC AGENCIES

AMERICAN CANCER SOCIETY (818) 905-7766
500 North Victory Blvd.
Burbank, CA 91502
https://www.cancer.org

AMERICAN RED CROSS (626) 799-0841
San Gabriel/Pomona Valley Chapter
430 Madeline Drive
Pasadena, CA 91105
https://www.redcross.org

CHILDREN’S HOME SOCIETY OF CALIFORNIA (213) 240-5900
1300 W. 4th Street
Los Angeles, CA 90017
https://www.chs-ca.org

EMPLOYMENT

KOREAN YOUTH & COMMUNITY CENTER (213) 365-7400
680 S. Wilton Place
Los Angeles, CA 90005
https://www.kycccla.org

DEPARTMENT OF VOCATIONAL REHABILITATION (626) 813-7662
1501 West Cameron Ave.
West Covina, CA 91790
https://www.dor.ca.gov
MARCH OF DIMES – GREATER LOS ANGELES DIVISION .................................(818) 539-2195
700 N. Brand St., Suite #950
Glendale, CA 91230
https://www.marchofdimes.org

SAN GABRIEL/POMONA REGIONAL CENTER ...............................(909) 620-7722
75 Rancho Camino Drive
Pomona, CA 91766
https://www.sgprc.org

HEALTH SERVICES

AZUSA HEALTH CENTER (Call for appointment) ..................................(626) 969-9686
150 N. Azusa Ave.
Azusa, CA 91702
http://www.elproyectou.us

EL MONTE COMPREHENSIVE HEALTH CENTER ...............................(626) 434-2500
10953 Ramona Blvd.
El Monte, CA 91731
http://dhs.lacounty.gov/wps/portal/dhs

L.A. COUNTY DEPARTMENT OF HEALTH SERVICES ...........................(323) 362-010
Edward Roybal Comp. Health Center
245 S. Fetterly Avenue
Los Angeles, CA 90022
http://dhs.lacounty.gov/wps/portal/dhs

LA PUENTE HEALTH CENTER .........................................................(626) 986-2900
15930 E. Central Avenue
La Puente, CA 91744
(Serves area north of Valley and west of Nogales Street)
http://dhs.lacounty.gov/wps/portal/dhs

POMONA HEALTH CENTER (and Teen Clinic) ......................................(909) 622-6516
750 S. Park Avenue
Pomona, CA 91766
(Serves area east of Nogales Street)

RUSD FAMILY RESOURCE CENTER ................................................(626) 854-2228
17800 E. Renault
La Puente, CA 91744
https://familyresourcecenter-rowlandusd.org

WHITTIER HEALTH CENTER ...............................................................(562) 464-5350
7643 S. Painter
Whittier, CA 90602
http://publichealth.lacounty.gov/chs/SPA7/index.htm
HOSPITALS

CASA COLINA FOR REHABILITATIVE MEDICINE .............................................(909) 596-7733
255 E. Bonita Avenue
Pomona, CA 91767
https://www.casacolina.org

CHILDREN’S HOSPITAL OF LOS ANGELES ..................................................(323) 660-2450
4650 Sunset Blvd.
Los Angeles, CA 90027
https://www.chla.org

CHILDREN’S HOSPITAL ORANGE COUNTY (CHOC) .......................................(714) 997-3000
1210 W. La Veta Ave.
Orange, CA 92868
https://www.choc.org

EMANANTE HEALTH
QUEEN OF THE VALLEY CAMPUS ............................................................(626) 962-4011
1115 S. Sunset
West Covina, CA 91790
https://www.emanatehealth.org

EMANATE HEALTH INTER-COMMUNITY HOSPITAL .................................(626) 331-7331
210 W. San Bernardino Road
Covina, CA 91723
https://www.emanatehealth.org

CITY OF HOPE ...............................................................................................(626) 256-4673
1500 E. Duarte Road
Duarte, CA 91010
https://www.cityofhope.org

HUNTINGTON MEMORIAL ..............................................................................(626) 397-5000
100 W. California Blvd.
Pasadena, CA 91105
https://www.huntingtonhospital.org

LAC-USC MED CENTER (GENERAL HOSPITAL) ........................................(323) 226-2622
Pediatric Emergency
1983 Marengo St.
Los Angeles, CA 90033
http://dhs.lacounty.gov/wps/portal/dhs/lacusc

PIH HEALTH HOSPITAL-WHITTIER ..............................................................(562) 698-0811
12401 Washington Blvd.
Whittier, CA 90602
https://www.pihhealth.org
WHITE MEMORIAL .................................................................(213) 268-5000
1720 Cesar Chávez Avenue
Los Angeles, CA 90033
https://www.adventisthealth.org/white-memorial/

WHITTIER HOSPITAL MEDICAL CENTER ...................................................(562) 945-3561
9080 Colima Road
Whittier, CA 90605
https://www.whittierhospital.com

HEALTH AGENCIES

AMERICAN CANCER SOCIETY-PASADENA ...................................................(626) 795-7774
99 South Lake Ave., Suite 400
Pasadena, CA 91101

AMERICAN HEART ASSOCIATION ............................................................(213) 291-7000
816 South Figueroa St.
Los Angeles, CA 90017
https://www.heart.org/en/affiliates/california/los-angeles

AMERICAN RED CROSS .................................................................(626) 447-2193
San Gabriel/Pomona Valley Chapter
400 S. Baldwin Ave.
Arcadia, CA 91007

EPILEPSY FOUNDATION OF GREATER LOS ANGELES. ..................(310) 670-2870
5777 West Century Blvd., Suite 820
Los Angeles, CA 90045
https://endepilepsy.org/greaterlosangeles/

MUSCULAR DYSTROPHY ASSOCIATION .................................................(310) 390-6802
6167 Bristol Parkway, Suite 325
Los Angeles, CA 90230
https://www.mda.org/office/greater-los-angeles

NATIONAL KIDNEY FOUNDATION ....................................................(818) 783-8153
15490 Ventura Blvd., Suite 210
Sherman Oaks, CA 91430
https://www.kidney.org/offices/nkf-serving-southern-california-and-nevada
RECREATION AND SPECIAL SERVICES

YOUTH ORGANIZATIONS

BOYS AND GIRLS CLUB OF LA PUENTE ..............................................................(626) 855-1552
503 Glendora Ave.
La Puente, CA 91744
https://www.wsgvbgc.org

CUB SCOUTS AND BOYS SCOUTS OF AMERICA ..............................................(213) 413-4400
San Gabriel Valley Council
2333 Scout Way
Los Angeles, CA 90026
https://www.glaacbsa.org/san_gabriel_valley

CAMP FIRE BOYS AND GIRLS .................................................................(909) 982-5400
Inland Southern California
1226 North Campus Ave.
Upland, CA 91786
https://www.campfiretoday.org

GIRL SCOUTS/BROWNIES/DAISES .............................................................(213) 213-0123
313 E. Foothill Blvd.
Upland, CA 91786

KOREAN YOUTH AND COMMUNITY CENTER ..............................................(213) 365-7400
680 S. Wilton Place
Los Angeles, CA 90005
https://www.kyccla.org/contact/locations-maps/

LA PUENTE RECREATION SERVICES DEPARTMENT .....................................(626) 855-1560
501 N. Glendora Avenue
La Puente, CA 91744
https://www.lapuente.org/government/departments/community-services

ROWLAND RECREATION DEPARTMENT .................................................(626) 965-5975
2100 Lerona Ave
Rowland Heights, CA 91748
recreation.rowland.k12.ca.us

WEST COVINA RECREATION DEPARTMENT ...........................................(626) 939-8400
1444 W. Garvey Avenue
West Covina, CA 91790
https://www.westcovina.o rg/departments/public-services-department/

YOUTH SCIENCE CENTER ...........................................................................(626) 854-9825
16446 Wedgeworth Drive
Hacienda Heights, CA 91745
https://www.youthsciencecenter.org
RECREATION AND SPECIAL SERVICES (Continued)

YOUTH ORGANIZATIONS (Continued)

YMCA EARLY LEARNING CENTER .................................................................(909) 860-9622
22600 Sunset Crossing Road
Diamond Bar, CA 91765
https://www.ymcapv.org/early-learning-center/

YMCA MAPLE HILL ..................................................................................(909) 861-3424
1673 Maple Hill Rd.
Diamond Bar, CA 91765
https://www.ymcapv.org/maple-hill/

SPORTS ORGANIZATIONS

AMERICAN YOUTH SOCCER (AYSO)
Rowland Heights/Hacienda Heights
https://www.ayso23.org/region23

ROWLAND HEIGHTS LITTLE LEAGUE
Rowland Heights
http://www.teampages.com/organizations/15994