

## **Community Service /Work Based Learning Graduation Requirements**

The Pasadena Unified School District has adopted new graduation requirements starting with the class of 2019. A new requirement is that all students will complete Community Service or Work-Based Learning hours. Students enrolled in a traditional diploma path (220 credits) will be required to complete forty hours of approved Community Service and/or Work-Based learning, whereas those participating in the alternative learning option (170 credits) are required to complete 40 Community Service and/or Work-Based learning hours.

### **The section below applies only to Community Service hours**

1. Completing ten hours of Community Service per year is recommended.
2. Seniors are encouraged to complete all of their hours by the end of first semester to ensure an accurate account of total hours completed by graduation.
3. PUSD guidelines for Community Service require students work only for a **Non- Profit Organization** (501c3, tax exempt status).
4. Students who are completing the International Baccalaureate Program and/or Pathways Certification requirements may use hours from those specific programs to fulfill the Community Service/Work Based Learning hours noted above.

### **Definition of Community Service**

The giving of one's time, efforts and skills outside of school class time for the purpose of benefiting the community (local or global), without monetary compensation to oneself or one's groups or organizations.

### **Selection of Community Service Opportunities**

1. Students select a "hands-on" Community Service project of interest and then contact the non-profit organization to sign up.
2. The non-profit organization must be able to use student volunteers outside of the school day on weekdays or on weekends
3. Students may receive Community Service hours for volunteering on political campaigns, to benefit an individual, or an issue. Students may receive hours for working on non-partisan events or working at the polls after school hours.
4. Students receive credit for working as "hands-on" support of charitable fundraisers

### **Options for Community Service include but are not limited to the following:**

|  |                      |                      |                                      |
|--|----------------------|----------------------|--------------------------------------|
| Humane Society   | Museums              | Habitat for Humanity | Parks/Recreation Center              |
| Police Station   | Senior Citizen Homes | Fire Station         | Hospitals                            |
| Religious Institutions (Church, Mosque, Synagogue, Temple) |                      | Libraries            | Tournament of Roses/Float Decoration |

### **These are not acceptable activities for Community Service and/or Work-Based Learning**

1. Babysitting or working at home
2. Working for a family based business without pay.
3. Sports teams and work outs
4. School and school activity participation

### **Guidelines for Verification Forms**

1. A supervisor from the organization of service must be able to verify the hours completed with a signature and business card. Parents and students may not sign as a supervisor on the verification form.
2. The verification form needs to be completed by the student and turned in to their counselor within one calendar month from the last day of service. Students can keep track of on-going Community Service hours on a monthly basis by using the Community Service timesheet available on the PUSD website via the Counseling link.
3. Students are encouraged to complete their Community Service hours during the summer months and turn in their verification forms in September.
4. **Complete page 2 with details of your activities.**

Please see your school counselor for questions regarding Community Service

**STUDENT WORK-BASED-LEARNING/COMMUNITY SERVICE FORM**  
 (Used for Multiple Date Entries for Individual Students)

Complete this form in detail. Turn it in within 30 days of completed service with the organization. Counselors and/or school officials may call to verify your completed hours.

Student Name: \_\_\_\_\_ Student I.D. Number: \_\_\_\_\_ School \_\_\_\_\_ Grade: \_\_\_\_\_ Email Address: \_\_\_\_\_

Pathway/Academy: \_\_\_\_\_

Service Type:     Unpaid/Paid Internship             Employment             Job shadow (Pathway, only)             Community Service

Organization Name: \_\_\_\_\_

| Date (MM/DD/YYYY) | Hours from ____ to ____ | Description of Duties or Activities | Total Hours |
|-------------------|-------------------------|-------------------------------------|-------------|
|                   |                         |                                     |             |
|                   |                         |                                     |             |
|                   |                         |                                     |             |
|                   |                         |                                     |             |

Grand Total (not to exceed 24 hours per page) \_\_\_\_\_

*To Be Filled Out By Employer or Site Supervisor – Student Evaluation*

|                             | Excellent                | Good                     | Average                  | Needs Improvement        | Not Applicable           |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Attendance & Punctuality    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appearance & Grooming       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attitude & Cooperation      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Initiative & Self Direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality of Work             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                            |
|----------------------------|
| <b>For Office Use Only</b> |
| Date Received _____        |
| Verified by _____          |
| Approved _____             |
| Language _____             |

Additional Comments:

Supervisor's Name: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Organization/Company Address: \_\_\_\_\_ Please attach Business Card.

Supervisor's Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent's Verifying Signature: \_\_\_\_\_