

COMMUNITY SERVICE LEARNING

Littleton High School (LHS) is committed to providing its students with an education that will enable them to be productive and responsible citizens. Through community service, students will learn to be members not only of their families and school, but of their community, their state, their country and their world.

Students graduating from Littleton High School are required to perform a minimum of fifty community service hours between the final day of classes as a eighth grader and the last day of classes as a senior. Community service hours will be pro-rated for transferring students. Students are encouraged to do more than the fifty hours required. When completed, students will receive one credit on their transcript.

It is strongly recommended that students complete the fifty hour minimum requirement by the end of their Junior year. Note: Students who plan to apply for membership in the National Honor Society must complete their 50 hours by the beginning of their Junior year.

Examples of community service activities and a list of community service placements are available through the Community Service Coordinator (CSC). Students may create and propose their own community service projects.

DEFINITION

A recognized community service activity is one which

1. Is performed without the student receiving payment or benefits.
2. Has some institutional or organizational affiliation (religious activities are not acceptable).
3. Is a service to at least one person other than the student or student's relative and that will benefit the "community".
4. Must be supervised by a person other than a relative of the student. Any exceptions require Administrative approval.
5. Is not community service mandated by a court or school disciplinary action.

COMMUNITY SERVICE COORDINATOR

The LHS Community Service Coordinator is available to all students each Thursday during both lunch periods in the cafeteria. The Community Service Coordinator will assist you in finding available service opportunities, providing agency contact information for projects, or defining your proposed project. All projects must meet the LHS definition of community service in the prior paragraph to fulfill the graduation requirement. **Community service hours that do not meet the LHS definition risk not being accepted towards fulfillment of the graduation requirement by the Principal or Assistant Principal.** Students are responsible to seek the advice of the Community Service Coordinator if they are unclear whether their project would meet LHS guidelines.

EXAMPLES OF COMMUNITY SERVICE ACTIVITIES

The following list of categories presents some examples of community service. Students are encouraged to seek out and propose other placements in their areas of interest. Note, all placements must meet the Littleton High School definition of community service to be counted toward the graduation requirement.

EDUCATION

Tutor
Club Leader
Library Volunteer
Office Volunteer

ENVIRONMENT

Recycling Projects
Conservation Projects
Maintenance and Clean-up Projects

SOCIAL AND CIVIC ACTION

Town Meeting Volunteers
Charitable Fund Raising
Community Supper Volunteer
Food Drives
Animal Shelters

RECREATION

Coaching Assistant
Team Manager
Activity Instructor

HEALTH AND SOCIAL

Hospital Aide
Handicapped/Disadvantaged Helper
Nursing Home Volunteer
Senior Citizen/Children Activities

FINDING A COMMUNITY SERVICE PLACEMENT

LHS recommends that students start the process by reviewing the material contained in this handbook. The Community Service Coordinator will communicate new community service opportunities as they become available throughout the school year.

ARRANGING A PLACEMENT

Students can locate an activity they would like to do at Littleton High School. Students should see the staff person during a study or after school to make arrangements (ex. community service in the LHS library: you would arrange to see the librarian). For placements outside LHS, call the contact person listed for the activity to discuss the project. In the event that you do not reach the contact person directly, leave a message stating your name, phone number and reason for calling. Ask the Community Service Coordinator for assistance if you are having trouble reaching a contact person.

COMMUNITY SERVICE PROJECT FORM

The Community Service Project Form documents student service hours. All community service projects must meet the definition of recognized community service as outlined in this policy. Failure to meet the guidelines may result in project hours not being accepted towards the graduation requirement.

Once the project is finished, students must fill out the Community Service Project Form. The student, parent and project supervisor must each sign, certifying that the information provided is accurate. Completed forms should be given directly to the Community Service Coordinator, Principal or Assistant Principal. Credit will be awarded only when the Community Service Coordinator accepts the hours. If submitted hours do not conform with LHS policy, students will be contacted by the Principal or Assistant Principal.

TRACKING COMMUNITY SERVICE HOURS:

Students are responsible to track their community service hours. LHS recommends students make and keep a copy of all completed Community Service Forms prior to submitting to the school. The Community Service Coordinator can provide students with a list of completed, accepted community service hours upon request.

LITTLETON HIGH SCHOOL

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John M. Harrington, Ed.D.
Principal

Keith J. Comeau
Assistant Principal

COMMUNITY SERVICE PROJECT FORM

STUDENT NAME: _____

STUDENT ID: _____ YEAR OF GRADUATION _____

PROJECT DESCRIPTION: _____

ORGANIZATION: _____

SUPERVISOR NAME: _____ PHONE # _____

SUPERVISOR EMAIL: _____

EXPLAIN HOW YOUR ACTIVITY WILL BENEFIT THOSE YOU ARE SERVING:

TOTAL HOURS OF SERVICE: _____	DATE COMPLETED ____/____/____
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I certify that the above information is accurate.

STUDENT SIGNATURE: _____ Date: ____/____/____

PARENT SIGNATURE: _____ Date: ____/____/____

SUPERVISOR SIGNATURE: _____ Date: ____/____/____

**ALL COMMUNITY SERVICE PROJECTS MUST MEET LHS REQUIREMENTS
TO FULFILL YOUR GRADUATION REQUIREMENT.**

For projects that were pre-approved, please have the Community Service Coordinator sign here.

COMMUNITY SERVICE COORDINATOR PROJECT APPROVAL	Signature _____
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**RETURN COMPLETED FORMS DIRECTLY TO THE COMMUNITY SERVICE
COORDINATOR, PRINCIPAL, OR ASSISTANT PRINCIPAL.**