



ARDENNE HIGH SCHOOL

COMMUNITY SERVICE PROGRAMME POLICY

AHS/CSP/2019-2020

Committed to serve as we ...Seek the Best

WHAT IS COMMUNITY SERVICE?

Ardenne High School's Community Service Programme allows its students to volunteer for projects and/or activities that benefit the school and the wider community; sustain the environment; and thereby give service to enrich the lives of others as well as themselves. This will assist the school to further fulfill its mission to encourage students to participate in community activities and become productive citizens. It is further predicated on the school's fifth core value of **Volunteerism**.

WHAT ARE THE BENEFITS OF COMMUNITY SERVICE?

Community Service should help students to:

- I. Demonstrate dedication and commitment to the environment and the welfare of others;
- II. Show creativity and innovation in the execution of tasks;
- III. See themselves as having a social responsibility to their school, the local, regional and global village;
- IV. Matriculate for colleges or universities as well as for job placements.

HOW DOES COMMUNITY SERVICE WORK?

The Community Service Programme gives students from Grades 9 – 13 the opportunity to voluntarily contribute to activities, services or projects within private, public, nonprofit or community-based organizations. Preferences should be given to agencies that depend on volunteers and are committed to service. (See website: www.ardennehighschool.edu.jm)

The focus of the Community Service Programme is to foster students' awareness and appreciation of life outside their main academic environment:

Students will be required to complete a minimum of 80% of their hours (a minimum of 12 hours for Grades 9 to 11 and 16 hours for Grades 12 and 13) outside the ambits of the school. However, bonus, make-up or extra hours can be earned within the internal school community with the approval of the Principal.

HOW WILL THE NECESSARY COMMUNITY SERVICE DOCUMENTS BE DISTRIBUTED?

All documentation will be made available to students of Grade 9 – 13 through the Community Service Coordinator, Grade Level Supervisors/Form Teachers and as posted on the school's web-page. All students of Grades 9 – 13 will be required to complete a Registration Form at the start of each year or grade level. Parents/Guardians will be required to acknowledge receipt of and to indicate their agreement to observe and obey all the policies and rules governing his or her child/ward and the operation of the Community Service Programme.

WHAT ARE THE RESPONSIBILITIES OF THE PARENT/GUARDIAN?

This important element of our students' development is a partnership between the school and home. Parents/guardians should carefully monitor the selection of the organization and the area/location outside of the school where his or her ward/child carries out the Community Service activity to ensure your child/ward's safety and accessibility to the organization. Also parents/guardians should ensure that the forms are correctly completed and submitted to the Community Service Coordinator by the date specified.

WHAT IS THE MODE OF DRESS?

Jobs or tasks that include bending or rigorous movements should not be done in school uniforms (during the work week). Appropriateness of clothing is therefore based on the task and time of day, for example, for physical or arduous work, an AHS T-shirt (white or house colour) and a comfortable pair of trousers (pants) would be suitable. **Students are not to be removed from school to complete community service hours of volunteerism.**

HOW WILL HOURS/POINTS BE EARNED FOR COMMUNITY SERVICE?

Community Service hours are gained by regular weekly or monthly commitments as follows:

- Grades 9 - 11 doing 15 hours per year.
- Grades 12 - 13 completing 20 hours per year.

Please note that the total number of hours for a given grade level for the academic year cannot be served in one or two blocks of time. A minimum of five (5) visits to the location/project/activity is required for each grade level. The hours must be evenly distributed throughout the academic year. For example, Grades 9-11 a maximum of three (3) hours per visit and Grades 12 to 13, a maximum of four (4) hours per visit.

WHAT IS THE DURATION PERIOD FOR THE COMMUNITY SERVICE PROGRAMME?

Grades 9 to 10 - September to March 15 (each year/each grade level)

Grades 11 to 13 - September to February 15 (each year/each grade level)

NOTE: **Only** prospective Grades **10, 11 and 13** students are allowed to complete some or all of the required hours during the summer break. Students who decide to do this must inform the community service coordinator.

PLEASE NOTE: THE EXTRA HOURS EARNED FOR THE CURRENT YEAR OR GRADE LEVEL IS NOT TRANSFERABLE TO A NEW YEAR OR NEW GRADE LEVEL.

Are there any penalties for non-compliance to the Community Service Programme?

Voluntary compliance will be encouraged. However, the following penalties will apply for non-compliance:

- Exclusion from Valedictory Service (graduation) or School Leaving exercise (Grades 11 and 13).
- Students will be assessed in this area as part of the requirements for matriculation to Sixth Form (Grade 11 students).