



# ARDENNE HIGH SCHOOL

## COMMUNITY SERVICE PROGRAMME

### POLICY

AHS/CSP/2024-2025

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. For this academic year **2024-2025**, students will be given the opportunity to complete these tasks **face-to-face/in-person** or **remotely** via a computer or other internet connected device, or as stipulated by the guidelines of the Ministry of Education.

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

Students are required to complete the following:

- Grades 9, 10 & 11 – Minimum of **5 tasks** with a duration equivalent to **15 hours**
- Grades 12 & 13 – Minimum of **5 tasks** with a duration equivalent to **20 hours**

### WHAT IS A TASK?

- A community service task is an **activity** done **voluntarily**, that needs to be accomplished within a defined period of time or to work toward an individual's or organizations work-related goals.
  - ✓ The duration of a **valid** community service task should range from:
    - **1 – 3 hours** for grades 9, 10 & 11 students
    - **1 – 4 hours** for grades 12 & 13 students
- Community service tasks done face-to-face/ in-person **MUST** be done at an organization that is geared towards helping others or one that depend on volunteers and are committed to service. Examples of such organizations include; **retirement homes, homeless**

**shelters, animal shelters, churches, hospitals, nurseries and centers for struggling students, schools (for instance homework/tutoring programs), among others.** Some tasks that can be done at these various organizations are:

- ✓ Assist with teaching/tutoring students
- ✓ Assist students with classwork
- ✓ Gardening
- ✓ Clean ups
- ✓ Donation drives
- ✓ Cleaning recreational areas
- ✓ Interacting with patients – combing hair, feeding, reading
- ✓ Making charts
- ✓ Setting up displays
- ✓ Kennel care

**N.B. *Marking books and papers are not community service tasks based on the stipulation of our programme.***

- Examples of tasks that can be done virtually are not limited to, but can include the following:
  - ✓ Designing graphics such as brochures, magazines, posters etc.
    - Graphics can be done to promote the sustainable development goals – highlighting healthy lifestyle, recycling ideas, facts on covid-19, cancer awareness and mental health. These can be shared with the general public on all social media platforms.
    - Graphics can also be done on a needs basis as requested by individuals or organizations e.g. designing business cards, creating logos and labels, flyers etc.
  - ✓ Tutoring or mentoring students, regarding homework, writing assignments, online safety, professional development.
  - ✓ Moderating or facilitating online discussion groups or live online events, to answer questions, to address harassment and cyber bullying, to counter fake news/misinformation, offer technical assistance, etc.
  - ✓ Providing technical support during live online events. This can be done for a club, school, church or other organization’s event, as requested.
  - ✓ Creating or editing a video - either recording it from home or creating such from video clips, photos, etc. – especially instructional videos for different subject areas.
  - ✓ Designing web pages and developing entire web sites for non-profit organizations such homes, churches, hospitals or any other outreach organization.
  - ✓ Editing documents for teachers, students, staff members from organizations as requested.
  - ✓ Organizing online programmes/shows/treats for children homes etc. – (done with a club, society or group)
  - ✓ Managing other online volunteers in projects – these tasks will be assigned by the community service coordinator
  
- Grades **9, 10 & 11** students are required to complete a **minimum** of **5** approved tasks.
  - ✓ The nature and duration of tasks should be equivalent to **15** hours of meaningful and impactful volunteering.
  - ✓ Students can engage in selected activities for up to **3** hours, which would result in a total of **5** tasks completing **15** hours.
  - ✓ If, however tasks only take **1** hour to be completed, it means that a total of **15** tasks should be done to complete **15** hours.
  - ✓ Students should **NOT** spend more than 3 hours completing any given task.

- Grades **12 & 13** students are also required to complete a **minimum** of **5** approved tasks.
  - ✓ The nature and duration of tasks should be equivalent to **20** hours of meaningful and impactful volunteering.
  - ✓ Students can engage in selected activities for up to **4** hours, which would result in a total of **5** tasks completing **20** hours.
  - ✓ If, however tasks only take **1** hour to be completed, it means that a total of **20** tasks should be done to complete **20** hours.
  - ✓ Students should **NOT** spend more than 4 hours completing any given task.
  
- Students doing in-person activities are only allowed to use **1/3** of their total hours doing clerical tasks (grades 9 to 11 = **5 hours**; grades 12 & 13 = **7 hours**). Clerical jobs involve duties like answering phone calls, taking messages, handling mail (including email), scheduling appointments, sorting and filing documents, shelving, maintaining records, faxing, scanning, making copies, data entry, typing and word processing, receiving customers and visitors and assisting customers. It is therefore extremely important to discuss with the identified organization the tasks that will be assigned before confirming selection.
  
- Students are only allowed to do **1/3** of their total hours, (grades 9 to 11 = **5 hours**; grades 12 & 13 = **7 hours**), doing activities on the premises of Ardenne High School.
  
- Where evidence of the duration of tasks cannot effectively documented, the community service coordinator reserves the right to do an assessment of the task and allot a time/duration.
  
- A task can only be assigned by an organization, a faculty advisor/teacher or the community service coordinator.
  - ✓ Where teachers, students, parents or organizations need volunteers a detailed request should be sent to [cspcoordinator@ardennehighschool.edu.jm](mailto:cspcoordinator@ardennehighschool.edu.jm) for review and approval.
  
- Where students are not able to connect with an organization or institution, they may mount an individual or group social media campaign (Facebook, YouTube & Instagram only) as approved by the school that will show the same spirit of volunteerism in aid of promoting good environmental practices, instructional videos of how to do things around the home or classroom and a healthy lifestyle.
  - ✓ Students are required to create a **minimum of five (5) original** posts (poster or video) related to their selected topic.
  - ✓ Social media campaigns must garner traffic, viewership and comments of up to 200 for each poster or video.
  - ✓ Students within the same grade level may work in groups of no more than three who must be clearly identified in the documents.
  - ✓ Students and their parents are responsible for forming their own groups to include assigning roles within the group. They must then communicate to the coordinator the composition of the group.
  - ✓ Postings must be in keeping with the Ardenne High School's Social Media Policy.

#### **HOW WILL THE NECESSARY COMMUNITY SERVICE DOCUMENTS BE DISTRIBUTED?**

- All documentation will be made available to students of Grade 9 – 13 via the various **Community Service Google Classrooms** and on the school's website ([www.ardennehighschool.edu.jm](http://www.ardennehighschool.edu.jm))
- All completed and signed forms **must** be submitted at the library on the specific deadline dates given to each class.

## **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 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.
- Parents/Guardians should carefully monitor the activities students choose to do in the virtual space to ensure that they are in keeping with the policies of the programme.
- Parents/guardians should ensure that the forms are correctly completed and submitted to the Community Service Coordinator by the date specified.

***N.B Students should not be stopped from their class sessions to engage in community service activities. Tasks should be completed on students' own time.***

## **HOW WILL HOURS/POINTS BE EARNED FOR COMMUNITY SERVICE?**

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

- Grades 9 - 11 doing 15 hours of tasks per year over a 3-year period. This totals to **45** hours at the end of grade 11.
- Grades 12 - 13 doing 20 hours of tasks per year over a 2-year period. This totals to **40** hours at the end of grade 13.

## **ARE THERE ANY PENALTIES FOR NON-COMPLIANCE TO THE COMMUNITY SERVICE PROGRAMME?**

Compliance involves completing the required amount of hours by the given deadlines set for submission. Voluntary compliance is 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 & 12 students).

## **WHAT IS THE DURATION PERIOD FOR THE COMMUNITY SERVICE PROGRAMME?**

Grades 13 - **September 2024 – February 2025**

Grades 12 - **September 2024 – March 2025**

Grades 11 - **September 2024 – February 2025**

Grades 10 - **September 2024 – April 2025**

Grades 9 – **September 2024 – April 2025**