

# Community Service Guidelines

“A community service program is being offered by the Orange Unified School District to encourage students in grades **10-12** to participate in worthwhile social service activities as part of their high school experience... While the OUSD community service program is **not** a graduation requirement, we believe that students need to become involved in their communities to fully appreciate the concepts of democracy, civic responsibility, and patriotism.”  
- OUSD Community Service Handbook, page 4

Canyon High School has opted to go one step further by recognizing students with a cord at graduation. Wearing the cord at graduation should be an honor and a distinction. In order to properly honor qualified students, Canyon High will be strictly enforcing the rules listed below in regard to community service distinction. Hours performed over the summer can be applied to the year of the student’s choosing (back to the last grade level or up to the current grade level), or can also be split, provided that the October 1<sup>st</sup> 2:30 p.m. deadline has been met.

1. **50 hours per year (10-12) of community service will be required for graduation cord distinction.**
2. **Hours should be turned in as they are accrued.**
  - a. Hours that are turned in for retroactive credit will require additional documentation.
  - b. Retroactive hours are subject to Career Center approval and may not be accepted.
3. **No late hours will be accepted** – “I didn’t know” or “I couldn’t get it signed” are simply NOT acceptable excuses.
  - a. **Summer** hours are due on or before **October 1<sup>st</sup> of each year, no later than 2:30 p.m.**
  - b. Hours accrued during the **school year** are due on or before **April 30th, no later than 2:30 p.m.**
4. **Hours performed at locations that are not listed in the district handbook MUST be approved by Career Center personnel prior to the time of service.**
  - a. Handbooks are available in the Career Center.
  - b. Your volunteer hours **MUST** be for a **non-profit** community organization.
  - c. Your hours may not be valid if you do not get the location approved first.
5. **All hours submitted MUST have a business card attached, signature of supervisor, and hours written in supervisor’s writing. Parent/relative does not qualify as supervisor.**
6. **All hours MUST be performed outside of the school day.**
  - a. Missing a day of school to participate in an activity is NOT a community service.
  - b. Lunchtime or class time activities are considered part of the school day and are, therefore, not acceptable.
7. **There are certain causes which, while commendable, are simply NOT community services.**
  - a. Working at a parent’s or friend’s company
  - b. Donating an item or money to a particular cause
  - c. Tutoring another student
  - d. Street Fair, snack bar and like activities for which an organization or club receives compensation.
8. **No double dipping will be allowed as students are already receiving recognition for these hours.**
  - a. An Eagle Scout or Girl Scout who must perform community service to earn his/her ranking may **NOT** apply the same hours toward the silver cord.
  - b. Confirmation candidates **must** perform community service; these hours do **NOT** count toward the silver cord.
  - c. A student, who is **required** to work an event (school registration, Street Fair) for a club or organization, (ASB, Ambassadors, NHS, etc,) may **NOT** count the hours for the silver cord.
  - d. Hours **required** for NHS, Key Club, Red Cross, etc., will not count toward the community service cord.

**Keep in mind that it is the responsibility of the individual student to turn in verification sheets to the CHS Career Center before 2:30 pm on the due date.**