

# COMMUNITY SERVICE GUIDELINES

A district review committee approved Community Service 11 and a basic framework and guidelines for evaluation were developed.

The course is intended to enable students to develop attitudes, skills and knowledge, which prepare them for the world of work, through encouraging a sense of social responsibility and enhancing self-esteem. Students will be involved in a variety of service activities in your subject area.

As a result of this course, students will develop transferable workplace attitudes and skills such as leadership, thoroughness, punctuality, organization, responsibility, flexibility, accepting feedback, taking initiative and gaining specific skills related to the area they are servicing. These qualities will be fostered through:

1. interpersonal skills developed in contact with teachers, students and other adults.
2. insight gained into specific educational programs in the school.
3. specific skills learned in order to fulfill the job description.
4. self-knowledge gained through feedback about strengths and weaknesses.
5. opportunities presented to develop self-esteem.
6. responsibility acquired through their contribution to the school.

## **CRITERIA FOR EVALUATION:**

1. **RESPONSIBILITY** - Regular and punctual attendance; takes initiative (finds work to do, can predict needs); works independently; understands tasks and does them without close supervision; demonstrates good organization (time and tasks assigned); reliable (completion of tasks assigned); assumes leadership role when possible.
2. **COOPERATION** - positive attitude about tasks; positive behaviour and attitude with sponsor and peers; willingness to be flexible; recognition of teacher's need for help (reaches out).
3. **SKILL DEVELOPMENT** - learn skills necessary to complete tasks assigned; accepts feedback in learning tasks.

# COMMUNITY SERVICE CONTRACT

STUDENT NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

TEACHER: \_\_\_\_\_ Period: \_\_\_\_\_

## Student

I agree to the terms for gaining acceptance into and credit for Community Service. Furthermore, I understand that once accepted, my attendance, attitude and work habits must be satisfactory to gain credit for the course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Teacher

I accept this student as a Community Service Student. He/she receives course credit if I assess his/her assistance as being satisfactory or better. A percentage will be assigned for the course, and attendance records will be maintained.

### TEACHERS OF COMMUNITY SERVICE

Please read the Community Service guidelines and the Community Service Evaluation Rubric and discuss the expectations and evaluation process with Community Service Student.

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date