

**SABA Academy High School
Community Service Rules**

- **Community Service** projects are well-planned, organized and voluntary efforts designed to address a specific need in the community. **Community Service** can be performed at county parks, libraries, public schools, hospitals, retirement/nursing homes, day care centers, churches and religious organizations, homeless shelters, Boy Scout/Girl Scout organizations, Special Olympics, campaigning for political candidates or camps.
- **Community Service** may not be performed for family or friends. No pay or material compensation may be received. **Community Service** cannot be performed during school hours.
- Projects should be supervised by a private or non-profit agency, public or governmental agency or religious organization. When the project is complete students must secure a letter of verification on company or organization letterhead verifying service and number of hours volunteered. The dates and hours on the letterhead must match the information on the student's log.
- Students must keep accurate logs of their service including the date, service performed, initial of supervisor and number of hours.
- When the **Community Service** hours are completed students should make an appointment with the High School Director so confirmation of the hours can be documented in the computer. Students should bring all originals plus one copy of logs, verification letters, and reflection pages for the Director to keep and place in their Academy file.
- 50 hours of service is required to receive an Academy Diploma.
- No more than **15 hours per** academic year that can count towards academic diploma. Transfer students must perform 10 hours per year of attendance at SABA Academy HS in order to graduate. Juniors entering the year in September must have 20 hours of community service documented and seniors entering the year in September must have 30 hours documented. Students may begin accruing hours beginning the summer prior to ninth grade. The yearly community service requirement may be satisfied by participation in either a single activity or a combination of approved activities.
- Forms and information are available on the SABA Academy High School website, <http://sabaacademy.org/highschool>. Click on the Community Service tab.

Graduation Year:

Confirmation of Hours



SABA Academy High School
Community Service
SABA Academy High School
4423 Fortran Court
San Jose, CA 95134
408.622.9924

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Agency/Volunteer Organization: _____

Agency/Volunteer Address: _____

Organization Phone: _____ Number of Volunteer Hours: _____

Type of Volunteer Work Performed: _____

Authorized Signature: _____

Authorized Name (Print): _____

Please check the statement that best describes the above named student						
Attendance	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Relates with others	Work well	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	With some difficulty	<input type="checkbox"/>
Judgment	Mature	<input type="checkbox"/>	Usually Good	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Ability to learn	Very Quick	<input type="checkbox"/>	Somewhat Quick	<input type="checkbox"/>	Slow	<input type="checkbox"/>
Dependability	Excellent	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>
Quality of work	Outstanding	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>
Attitude	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	indifferent	<input type="checkbox"/>

Comments:

Confirmation of Hours

SABA Academy High School Community Service Log

Student's Name_____ ID#_____

All students completing Community Service hours need to record the activities and hours on this log. The supervisor must initial each day to verify service. When turning in hours to the Director a letter of verification on company or organization letterhead is required.

Date of Service	Community Service Activity	Supervisor's Initials	# of Hours Completed

Total Hours _____

I have reviewed my son's/daughter's activity log.

Parent Signature

Date

Student Signature

Date

Confirmation of Hours

Graduation Year:

**SABA Academy High School
Community Service Reflection Page**

Student's Name _____ **ID#** _____
Date(s) of community Service _____

Describe your Community Service experience and the impact it had on you and the community.