

# Community Service Implementation Guidelines



Miami-Dade County Public Schools  
November 2017  
(Revised)

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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## Introduction to Community Service

Community service is an integral part of the education of our nation's youth. Through service to others, students improve their self-esteem, develop a sense of responsibility, and develop sensitivity to the needs of others and the community as a whole. In an effort to foster the goals of community service, an increasing number of states and school districts are developing programs to encourage, and even require, students to take a more active role in their community. The State of Florida has enacted legislation requiring community service requirement as part of the qualifications for Florida Bright Futures Scholarship program. The Superintendent's Diploma of Distinction also requires hours of community service. The community service requirement has been incorporated into School Board rule (5410- Student Progression Plan: <http://www.neola.com/miamidade-fl/>).

Following is the specific information included in the Student Progression Plan regarding Community Service:

### Community Service

*A community service project, which is described in Community Service Implementation Guidelines, incorporated by reference in this School Board Policy 5410 Student Progression Plan, is required for graduation for those students who select the four-year, 24-credit standard program. The school must approve and verify that the student's community service complies with the requirements specified in the Community Service Implementation Guidelines. In the implementation of the project, the student is to identify a social problem of interest, develop a plan for personal involvement in addressing the problem, and, through papers or presentations, evaluate and reflect upon the experience. No specific numbers of hours are required for graduation. A community service project is not a graduation requirement for students enrolled in the 18-credit ACCEL option. However, it should be noted that the [Florida Bright Futures Scholarship](#) Program requires community service hours as part of the eligibility requirements for the Florida Academic Scholars Award, the Florida Medallion Scholars Award and the Florida Gold Seal Vocational Scholars Award. Additionally, students should seek advisement regarding community service requirements for certain diploma options, such as the Superintendent's Diploma of Distinction, AICE, and IB, from their school counselor.*

**Approval of Student Community Service projects is an individual school's responsibility.** Please note the following important regulations regarding approving student projects to meet the community service graduation requirement:

Community serviced hours must be performed solely by the student and may be performed in a wide-array of settings for example: (1) a non-profit organization, (2) a government agency, (2) a school, (3) a hospital, (4) a retirement organization or home, or (5) for a disabled or elderly individual in need of assistance. **Students may not receive community service credit for activities in which the student receives compensation such as money, gifts or other benefits for their service. Students may not receive community service credit for work on an individual's political campaign or for volunteering in a relative's business.** The school must approve and verify that the student's community service complies with these requirements.

**The procedures to be used by schools to guide students in planning and implementing their community service projects are set forth on the following pages.**

## Defining Community Service

Community service projects are well-planned, organized, and voluntary efforts designed to address a specific need in the community. Well-conceived projects provide students with the opportunity to plan and implement a project to which they feel personally committed. Below is a brief description of the three ways to categorize community service projects - school-site service, group community service, and individual community service. **Students may fulfill the community service graduation requirement using any one, or combination, of these three project models.**

### School-Site Service Projects

School-site service is a traditional form of community service currently performed by students. School-site service provides a meaningful way to complete the community service project requirement while also helping meet the needs of the school community. School-site projects also provide excellent opportunities for at-risk students and for students with special needs; e.g., students that must work to provide family income. School-site projects should promote an on-going commitment on the part of students to provide support and assistance to their school.

Examples of School-Site Projects include:

- Student plans, coordinates, and monitors a school-wide letter writing campaign in support of an issue of local importance.
- Student tutors other students in reading, math, science, social science or other subject for a semester.
- Student serves as a Community Service aide to an appropriate teacher or counselor and assists with the efforts to implement and monitor community service experiences.

### Group Community Service Projects

Group service projects provide excellent opportunities for students to complete service requirements while also meeting the needs of an individual neighborhood or community. Group community service projects provide excellent service opportunities for organized student groups; e.g., service clubs, honor societies, or athletic teams. **(Membership in a service club or organization does not in itself meet an individual student's community service responsibility.)** Group projects should promote an on-going commitment on the part of students to provide support and assistance to the community.

Examples of Group Community Service Projects include:

- Students develop an Adopt-A-Park program that includes organizing and monitoring regular work details and beautification.

- Students work regularly at a senior citizens' center assisting with cleaning, food service, and visitations.
- Students work regularly at a children's home and assist with child care and school work; e.g., reading stories, helping with homework.

### Individual Community Service Projects

Individual community service projects allow a student to complete service requirements while addressing a community need to which he/she is personally committed. Individual projects should promote an on-going commitment on the part of the student to provide support and assistance to his/her community.

Examples of Individual Community Service Projects include:

- Student hosts story hours for younger children at a community library or at nearby elementary school.
- Student reads to or records for the blind.
- Student serves as a volunteer at a museum or cultural center.

## Community Service Within the Social Science Curriculum

The Next Generation Sunshine State Standards for Social Sciences includes objectives related to Civics and Civic Responsibility in all courses and grade levels, K-12. Civic Responsibility includes objectives and competencies that support the concept of community service at both the elementary and secondary levels. At the elementary level, students are introduced to the value of volunteerism and the importance of cooperation at home, at school, and in the community. At the middle school level, students are given the opportunity to experience group community service projects as well as master complex and rigorous content standards in a year-long Civics course. At the senior high level, the emphasis is on students identifying, planning, and implementing a community service project. Specifically, the Next Generation Sunshine State Standards for Social Sciences for the required 12<sup>th</sup> grade course in U.S. Government includes the following related benchmarks:

- SS.912.C.2.2 Evaluate the importance of political participation and civic participation.
- SS.912.C.2.5 Conduct a service project to further the public good.
- SS.912.C.2.8 Analyze the impact of citizen participation as a means of achieving political and social change.
- SS.912.C.2.10 Monitor current public issues in Florida.
- SS.912.C.2.11 Analyze public policy solutions or courses of action to resolve a local, state, or federal issue.
- *Please note: A student's community service project may or may not include specific reference to these benchmarks.*

## Identifying Meaningful Community Service Projects

To be meaningful, community service projects must address a real need or problem found within the school or community. Students must be given the opportunity to select a community service project that reflects both the needs of the community and their personal interests and skills. In addition, quality community service projects require an on-going commitment on the part of students. Hastily planned, short-term projects do little to foster the purpose of community service - to provide service to the community and personal growth opportunities for students.

The following criteria should be considered when a student selects a community service project:

- The project addresses a real community need or problem.
- The project provides the student with the opportunity to provide meaningful and vital community service.
- The project allows a student to gain a greater understanding of the community need or problem on which they are working.
- The project reflects the student's interests, talents, and abilities.
- The project provides the student with the opportunity to grow personally and academically.
- The project helps students connect classroom experiences to their service to the community.
- The project provides the opportunity for continuity of service and/or participation over a significant portion of the student's high school experience.

The organizations and agencies listed below typically welcome volunteers. This list should help students generate ideas for community service projects.

Chambers of Commerce  
Charities  
City governments  
Civic organizations  
Convalescent homes  
County agencies  
Cultural centers  
Day care centers  
Elementary or middle schools  
Hospices

Hospitals  
Libraries  
Museums  
Parks  
Political Organizations  
Recreation centers  
Religious organizations  
Service organizations  
United Way agencies  
Zoos



## **Service Learning**

As an extension and enhancement to the District's community service requirement, schools and/or individual teachers may wish to adopt a more comprehensive service learning model. Service learning is a method of teaching and learning that combines instruction with service to the community. Service learning helps students see the connections between school and real life, gain exposure to possible career choices, and practice responsible and productive citizenship. Service learning requires a change in approach from traditional and often isolated community service experiences to experiences that directly connects the classroom learning experiences of students to the services they are performing.

## Meeting the Requirements for Graduation

To complete the community service graduation requirement for Miami-Dade County Public Schools, each student must complete a community service project. The project may be completed at any time during a student's high school years. **No prescribed number of service hours is required unless students are working toward the Florida Bright Futures Scholarship Program or the Superintendent's Diploma of Distinction.** Please note the hour requirements for the following programs accordingly: the Florida Bright Futures Scholarship's Florida Academic Scholars Award requires 100 hours of community service, the Florida Bright Futures Scholarship's Florida Medallion Scholars (FMS) requires 75 hours of community service, and the Florida Bright Futures Scholarship's Florida Gold Seal Vocational Scholars requires 30 hours of service. For further information regarding the Florida Bright Futures Scholarship Program, please visit: <http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm>.

**Please note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.**

In addition, students who complete the course requirements for the course listed below also meet the community service requirement for graduation.

- **Voluntary School/Community Service** (210433001 .5 credit; social studies elective)

## Monitoring and Recording the Completion of Community Service Projects

The primary responsibility for seeing that community service projects are completed and recorded rests with the individual students. However, 12<sup>th</sup> grade government and economics teachers, counselors, office staff, and school-site administrators are also involved in this process. The information that follows outlines the procedures to be used in monitoring and documenting the completion of students' community service projects.

### Required Student Forms

To facilitate the monitoring and recording process, all students are required to complete the **Project Proposal**, **Project Summary Report**, and **Activity Log** forms (see Addenda A, B, and C). (Note: Only students working to meet the requirements for Florida Bright Futures Scholarship program or the Superintendent's Diploma of Distinction need to complete the Hours Completed section of the Activity Log form.) **Please note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.**

### Monitoring and Recording Procedures for Students Completing the Community Service Projects Prior to 12<sup>th</sup> Grade

- All students are required to complete the **Project Proposal** form prior to beginning the project. The Project Proposal should be reviewed and signed by the student's parent or guardian.
- The completed **Project Proposal** form should be submitted by the student to the appropriate counselor or the principal's designee for approval and signature. One copy of the form shall be retained by the counselor or principal's designee, and one copy shall be retained by the student.
- All students should record any service activities in which they are involved on the **Activity Log** as they work on the project.
- After the community service project has been completed, the student must complete the **Project Summary Report** and **Activity Log** and have each signed by a parent or guardian. (Only students working to meet the requirements for Florida Bright Futures Scholarship Program or the Superintendent's Diploma of Distinction need to complete the Hours Completed section of the Activity Log form.) **Please note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.**
- The completed **Project Summary Report** and **Activity Log** should be turned in to the appropriate counselor or principal's designee who approves and signs them, and will then be responsible for entering the project as completed in the M-DCPS ISIS computer file.

- A copy of the **Project Summary Report** and **Activity Log** should be retained for the cumulative record and another copy should be retained by the student.
- **The final authority in matters related to a student's Project Proposal, Project Summary Report, or Activity Log rests with the school's principal.**

## Monitoring and Recording Procedures for Students Completing the Community Service Requirement During the 12<sup>th</sup> Grade

- Government and economics teachers must remind all seniors that have not yet completed the community service project to do so. Counselors, using computer generated tools produced by ITS, are also responsible for reminding students of the need to meet the requirement.
- All students are required to complete the **Project Proposal** form prior to beginning the project. The Project Proposal should be reviewed and signed by the student's parent or guardian.
- The completed **Project Proposal** form should be submitted by the student to his/her government or economics teacher for approval and signature. One copy of the form shall be retained by the teacher and one copy shall be retained by the student.
- All students should record any service activities in which they are involved on the **Activity Log** as they work on the project.
- After the community service project has been completed, the student must complete the **Project Summary Report** and **Activity Log** and have them signed by a parent or guardian. (Only students working to meet the requirements for Florida Bright Futures Scholarship program or the Superintendent=s Diploma of Distinction need to complete the Hours Completed section of the Activity Log form.) **Please note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.**
- A copy of the **Project Summary Report** and **Activity Log** should be retained by the teacher and another copy should be retained by the student.
- School personnel are responsible for proper recording in ITS noting that students have met the Community Service Requirement.
- Each year, a class by class list of students will be produced by ITS for each 12<sup>th</sup> grade government and economics teacher that will indicate whether students have or have not completed the community service requirement. The lists will be produced to coincide with each report card grading period. These class lists will help teachers monitor the completion of the community service requirements by individual students.
- Students that complete their community service projects after the report cards for the fourth grading period have been completed by the government and economics teachers are responsible for submitting their **Project Summary Report** and **Activity Log** to the appropriate counselor or the principal's designee who will see that the necessary information is entered into the ISIS file. One copy of the **Project Summary Report** and **Activity Log** should be retained by the counselor or the principal=s designee and another copy should be

retained by the student.

- **The final authority in matters related to a student's Project Proposal, Project Summary Report, or Activity Log rests with the school's principal.**

## Information Technology Services (ITS) Support

The following support services are available from Information Technology Services (ITS):

- **ISIS Entries for Students that Complete the Community Service Requirements Prior to 12<sup>th</sup> Grade** - The registrar or data entry clerk enters the date the student completed the community service project into the ISIS file.
- **Mass Update Screen for Students that Complete the Community Service Requirements During 12<sup>th</sup> Grade** - Community service projects may be entered into the ISIS file as completed by manual entry on the update screen.
- **Community Service Tracking Report** - The Community Service Tracking Report lists all seniors enrolled at the school and indicates whether they have completed the community service requirement.
- **Community Service Class Lists for Government and Economics Classes** - This report indicates, by class and by teacher, whether a student has or has not completed the community service requirement.
- **Course Credit Analysis (CCA), Student History, and Counselor Summary Reports** - These reports include information regarding the completion of the community service requirement.
- **ISIS Field for Entry of Community Service Hours** - On the Miscellaneous screen, schools may enter the required hours of community service needed for Florida Bright Futures Scholarship program or the Superintendent's Diploma of Distinction. (The total hours must be entered.) A mass entry screen for entering community service hours is also available.
- **Please note the hour requirements for the following programs accordingly: the Florida Bright Futures Scholarship's Florida Academic Scholars Award requires 100 hours of community service, the Florida Bright Futures Scholarship's Florida Medallion Scholars (FMS) requires 75 hours of community service, and the Florida Bright Futures Scholarship's Florida Gold Seal Vocational Scholars requires 30 hours of service. For further information regarding the Florida Bright Futures Scholarship Program, please visit:**  
<http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm>.
- **Please also note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.**

# Community Service Project Proposal

**Addendum A**

**Student's Name** \_\_\_\_\_ **I.D. #** \_\_\_\_\_

**School** \_\_\_\_\_

**Grade Level** \_\_\_\_\_ **Title of Project** \_\_\_\_\_

**Project Starting Date** \_\_\_\_\_

**Directions:**

1. Complete the Proposal form in ink and sign it. Print clearly or type. Attach additional page(s), as needed.
2. Have the Proposal form signed by a parent or guardian.
3. Submit the Proposal for approval and signature. (Seniors submit the form for approval to their government or economics teacher. All other students submit the form to the appropriate counselor or the principal's designee.)

**Project Description** - What is your project? Be specific about what you will do.

**Need** - Why is this project needed? For whom will it be valuable?

**Final Results** - What do you hope to accomplish as result of your work?

I have reviewed my son/daughter's Community Service Project Proposal and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

**Parent/guardian's signature** \_\_\_\_\_

**Student's signature** \_\_\_\_\_

**Signature of approving teacher, counselor, or principal's designee** \_\_\_\_\_



# Project Summary Report

**Addendum B**

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

School \_\_\_\_\_

Grade Level \_\_\_\_\_ Title of Project \_\_\_\_\_

Grade Level Project Completed \_\_\_\_\_ Project Completion Date \_\_\_\_\_

**Directions:**

1. Complete the Project Summary Report in ink and sign it. Print clearly or type.
2. Complete all parts of the required essay as outlined below on your own paper.
3. Attach the essay to the Project Summary Report form. (It is strongly suggested that a duplicated copy be made of the essay.)
4. Have the completed Summary Report reviewed and signed by a parent/guardian.
5. Submit the Summary Report and attached essay for final approval and signature. (Seniors submit the Summary Report for approval to their government or economics teacher. All other students submit the Summary Report to the appropriate counselor or the principal=designee.)

**Required Essay:** Summarize your community service experience in essay form. Address each of the following in your essay.

- A. Briefly describe your project and the main activities of your project. Describe changes you made from your original proposal.
- B. Briefly outline the steps you took to plan, implement, and complete the project. Indicate how much time you spent in completing all aspects of this project.
- C. Describe the problems that occurred during the project. Explain how these problems were handled.
- D. Describe the impact you believe your project had on the community or on the people who received your service.
- E. Describe what you learned about your community as you worked on your project. Describe what you learned about yourself and the importance of giving something back to others.

I have reviewed my son/daughter's Project Summary Report and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

Parent/guardian's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Signature of approving teacher, counselor, or principal's designee \_\_\_\_\_

**Activity Log Form**

**Addendum C**

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

School \_\_\_\_\_

All students must use the Activity Log form to record their community service activities. **\*\*Only students working to meet the requirements for the Florida Bright Futures Scholarship program or the Superintendent's Diploma of Distinction need to complete the Hours Completed section of the Activity Log Form. Please note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.** Use additional sheets, as needed.

Date	Community Service Activities	** Hours Completed

I have reviewed my son/daughter's Activity Log Form and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

**\*\* Total Project Hours** \_\_\_\_\_

Parent/guardian's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Signature of approving teacher, counselor, or principal's designee \_\_\_\_\_

## Student Guide to Community Service

**Addendum D**  
**Revised 11/2014**

The purpose of this guide is to help you as you plan and implement your required community service project. If you have additional questions, see your counselor or the person in your school selected by the principal to coordinate community service activities. Seniors may also receive additional help from their government or economics teacher.

### What Is a Community Service Project?

**Community service projects are planned, organized, and voluntary efforts designed to address a problem or need in the community.** To be meaningful, community service projects must address a **real** need or problem found within the school or community. The community service project you choose to do should also reflect your personal interest and skills. In addition, worthwhile community service projects require an on-going commitment on your part.

### What Are the Community Service Graduation Requirements for Miami-Dade County Public Schools?

To complete the community service graduation requirement for Miami-Dade County Public Schools, you must complete a community service project between 9<sup>th</sup> and 12<sup>th</sup> grade. **No set number of service hours is required for the project unless you are working toward the Florida Bright Future Scholarship program or the Superintendent's Diploma of Distinction. It should be noted that the Florida Bright Futures Scholarship's Florida Academic Scholars Award requires 100 hours of community service, the Florida Bright Futures Scholarship's Florida Medallion Scholars (FMS) requires 75 hours of community service, and the Florida Bright Futures Scholarship's Florida Gold Seal Vocational Scholars requires 30 hours of community service.** For further information about these programs, see your counselor. **Please note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.**

You can also meet the community service requirements for graduation by successfully completing the following elective course:

- **Voluntary School/Community Service** (.5 credit; social studies elective)

### What Types of Projects Meet the Requirement for Graduation?

You may do any of a variety of projects in order to meet the graduation requirement. You can spend time with senior citizens in convalescent homes, tutor elementary students, work in a homeless shelter - and more! You may complete your project at a school or in the community. You may work as an individual and/or you may work in a group. Below is a brief description of the types of projects that are acceptable.

### **School-Site Service Projects**

School-site service is an excellent way of meeting the requirement for community service while also helping meet the special needs of a school. If you choose to complete a school-site project, you should commit to providing on-going support and assistance to the school.

Examples of School-Site Projects include:

- Student plans, coordinates, and monitors a school-wide letter writing campaign in support of an issue of local importance.
- Student tutors other students in reading or math for a semester.
- Student serves as a Community Service aide to an appropriate teacher or counselor and assists with the efforts to implement and monitor community service experiences.

### **Group Community Service Projects**

Group community service projects provide excellent opportunities for you to complete your community service requirement while also helping meet the special needs of an individual neighborhood or community. Group community service projects provide excellent service opportunities for organized student groups such as service clubs, honor societies, and athletic teams. Membership in a service club or organization does not in itself meet your community service responsibilities. However, you can work with others in the organization on community service projects in order to meet your responsibility.

Examples of Group Community Service Projects include:

- Students develop an Adopt-A-Park program that includes organizing and monitoring regular work details and beautification.
- Students work regularly at a senior citizens' center assisting with feeding and visitations.
- Students work regularly at a children's home and assist with child care or school work (e.g., reading stories or helping with homework).

### **Individual Community Service Projects**

Individual community service projects allow you to complete the service requirement while addressing a community need which interests you. When working on an individual project, you should be committed to providing on-going assistance to the community.

Examples of Individual Community Service Projects include:

- Student hosts story hours for younger children at a community library or at a nearby elementary school.
- Student reads to or records for the blind.
- Student serves as a volunteer at a museum or cultural center.

## **How Do I Select a Meaningful Community Service Project?**

You should think about the following questions before selecting a community service project:

- What need or problem exists in the community that interests you?
- What project can you develop in order to work on this need or problem?
- Will your project provide an important service?
- Does the project match your interests, talents, and abilities?
- Are there any special qualifications you need in order to work on the project?
- Will you be able to spend the necessary time on the project?
- What planning steps are needed before beginning the project?
- Who needs to be contacted before the project begins?

The organizations and agencies listed below typically welcome volunteers. This list should help you develop ideas for community service projects.

- Chambers of Commerce
- Charities
- City governments
- Civic organizations
- Convalescent homes
- County agencies
- Cultural centers
- Day care centers
- Elementary or middle schools
- Hospices
- Hospitals
- Libraries
- Museums
- Parks
- Recreation centers
- Religious organizations
- Service organizations
- United Way agencies
- Zoos

**Additionally, you are strongly encouraged to involve your parents/guardians in the process of selecting your project. While this is your project, their support is also necessary.**

## How Do I Evaluate the Effectiveness of My Project? - The Community Service Journal

How can you determine if you are accomplishing the plans you outlined in your **Community Service Project Proposal**? How can you evaluate the effectiveness of your project? Feedback from the people you are working with on your project can help you answer this question. Your own feelings, however, about what you have accomplished are also very important. To help you evaluate your progress toward meeting your project goals, it is suggested that you keep a journal of your progress. Journal entries could be made each time you work on your project, much like a diary, or they could be made periodically, much like a progress report. It is suggested that you attach the journal entries to your **Project Summary Report** to support what you say in your report.

Below are some questions you might consider for your journal. Feel free to add other questions.

- What compliments or positive input have you received about your project?
- What criticisms, if any, have you received?
- Has the criticism caused you to change your project in any way? Describe the changes.
- What do you feel is the main contribution you have made to the project?
- Have you been able to spend the time needed to make the project a success?
- What other assistance from students or the community is needed to improve the project?
- How does volunteering make you feel? Why do you feel this way?
- Overall, how do you feel the project is progressing?

## How Do I Receive Credit for the Community Service Project When It Is Completed?

You may complete the required community service project anytime between 9<sup>th</sup> and 12<sup>th</sup> grade; however, it is **strongly suggested** that you not wait until your senior year to begin work on this graduation requirement. To receive credit for the project, follow the procedures outlined below.

### Required Student Forms

- You are required to complete the **Project Proposal, Project Summary Report, and Activity Log** to receive credit for the community service project.

If you are also working to meet the requirements for Florida Bright Futures Scholarship program the Superintendent's Diploma of Distinction, you must complete the Hours Completed section of the **Activity Log** form. **It should be noted that the Florida Bright Futures Scholarship's Florida Academic Scholars Award requires 100 hours of community service, the Florida Bright Futures Scholarship's Florida Medallion Scholars (FMS) requires 75 hours of community service, and the Florida Bright Futures Scholarship's Florida Gold Seal Vocational Scholars requires 30 hours of community service. Please note: for specific community service requirements for other programs such as AICE or IB, please see your school counselor.**

- Copies of the three forms are available at your school.

### Receiving Credit for Projects Finished Before 12<sup>th</sup> Grade

- You must complete the **Project Proposal** form before beginning your project.
- Turn in the completed **Project Proposal** form to the appropriate counselor or the principal's designee for approval and signature. One copy of the form shall be kept by the counselor or principal's designee and one copy shall be kept by you.
- After you have completed your community service project, you must complete the **Project Summary Report** and the **Activity Log** and have them signed by your parent or guardian. (If you are working toward the requirements for Florida Bright Futures Scholarship program or the Superintendent's Diploma of Distinction, you must complete the Hours Completed section of the **Activity Log** form. Each of these programs requires a certain number of hours be completed; see above for specific number of hours.
- Turn in the completed **Project Summary Report** and the **Activity Log** to the appropriate counselor or principal's designee who will approve and sign them. A copy of the **Project Summary Report** and the **Activity Log** will be kept by the teacher and another copy should be kept by you.
- Your government or economics teacher is responsible for seeing that the project is entered into the school system's computer file as completed. This will be done by the school personnel.
- **The final authority in matters related to a student's Project Proposal, Project Summary Report, or Activity Log rests with the school's principal.**

**Florida Department of Education  
CURRICULUM FRAMEWORK - GRADES 9-12, ADULT**

**Subject Area:** Social Studies

**Course Number:** 2104330

**Course Title:**

Voluntary School/Community  
Service

**Credit:** : .5

- A. Major concepts/content. Students are engaged in activities which help them develop an appreciation for the concept of service to the school or community. In this issue approach, students are expected to examine topics, make informed judgments and apply problem-solving skills within a context of how they might best serve a local school or community. Teachers are challenged to encourage students to plan for the future and to act in the present.

The content should include, but not be limited to the following:

- identification of school or community issues and needs
- options for responding to identified needs
- development and implementation of a personal plan for providing school or community service

- B. Intended outcomes. After successfully completing this course, the student will:

1. Describe the need for school or community service.
2. Evaluate the need for school or community service as it affects political, economic, or social environments.
3. Investigate the political, economic, or social issues related to school or community service options.
4. Assess the political, economic or social value of school or community service.
5. Evaluate the personal effectiveness of school or community service.
6. Demonstrate an understanding of the organizational structure of volunteer service programs.
7. Develop and deliver an oral, written or visual presentation of the school or



community service project.

8. Provide documentation of at least 75 hours of school or community service.

C. Special note: None

## Anti-Discrimination Policy

### Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

#### **In Addition:**

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07.14)