

Letha Raney

International Baccalaureate Program

Community and Service Information



2014-2015



Community and Service is an integral component of the IB program. Students are encouraged to achieve their best, both academically and as members of the global community. Service to that community (school, city, state, country and world) develops a sense of civic responsibility and pride in One's efforts to contribute to the community at large.

The following guidelines for community and service are to be followed.

1. All service must be through any **officially recognized non-profit organization**. (Household chores and babysitting are not considered IB community and service.)
2. All work must be for an **event** OR must include **face-to-face contact with the public NO clerical work is allowed**. (Taking papers off the wall for a teacher, cleaning books in the library, and filing for a teacher are NOT examples of community service. Recording grades for a teacher or shelving books in a library are also NOT examples). However, if the clerical work is for an **EVENT** set-up, for example a PTA Parent Night, or the IB Meet and Greet where the student is helping to prepare, these hours **WILL** count as community service. Or if students are cleaning and shelving library books to prepare for a school or community Book Fair (which is an event), then the hours would be allowed for community service.
3. Students may work for a current teacher or past teacher in his/her classroom, but must make these arrangements ahead of time. The service may be only for a **specific event** or involve **face-to-face contact** with students. (The student should not be just helping teachers with general tasks. See #2 above.)
4. The written **Student Reflection** is required once the work is completed or the community service will not be counted.
5. All service must benefit the **general public**.

- (For example, work done under the supervision of a church may include activities such as putting together food baskets for the homeless or building shelters for the homeless. However, babysitting for the choir members or any other activity that solely benefits the members of that group will not be accepted). VBS hours are not allowed.
6. The following number of hours is expected to be earned per school year:
Grade 6 – 15 hours; Grade 7 - 20 hours; Grade 8 – 25 hours.
 7. Good behavior at any event is required. A report of misbehavior will result in the loss of service hours.
 8. Community Service must be completed in at least **2 different areas** and it is **at the discretion of the coordinator to accept hours if a service is not for the general public. (No pre-approval is required, with the exception of tutoring.)**
 9. **Tutoring** MUST be **pre-approved** as a student must have all A's and B's in the last Letha Raney grading period in order to tutor. No 7th grade student will be able to tutor for IB community and service credit until after the first Raney grade report. **There is a Tutoring Pre-Approval Request Form which must be submitted to Ms. Hudson at least 2 weeks before the first date of tutoring service. No community service credit will be given if this requirement is not met. Reapplication will be required after each new grade report.**
 10. The **logs** must be completed in **pen**. No white-out may be used or other changes made unless initialed by the supervisor.

Deadlines:

- **Community Service Books due for ALL Students: October 30, 2014**
- **Community Service Books due for ALL Students: January 30, 2015**
- **8th Community Service Books due (Final Collection) April 20, 2015**
- **6th & 7th Community Service Books due (Final Collection) May 7, 2015**

All completed logs and reflections should be organized in the IB Community and Service Booklet for all three deadlines. There will be no additional time given to obtain signatures, etc.

All items must be submitted directly to Ms. Hudson in the provided IB Community and Service Booklet with the exception of the Tutoring Request for Pre-Approval Form which should be submitted by itself for approval as needed.

Any other questions may be directed to Ms. Hudson at ahudson@cnusd.k12.ca.us or 951-736-3221.