

# Brandywine Heights Area School District

200 West Weis Street, Tipton, PA 19562



## **Brandywine Heights Area School District – Graduation Project**

### **Purpose:**

In the effort to encourage our students to develop habits of lifelong volunteerism, the completion of a service project will be required for all graduates of Brandywine Heights High School.

### **Summary:**

At Brandywine Heights High School, the Graduation Project will consist of the completion of 25 hours of community service (prorated for current seniors in the Class of 2017). Current seniors are required to complete 6 hours of community service. Should a student achieve 100 hours of community service (prorated for current 11<sup>th</sup> and 12<sup>th</sup> graders) throughout their HS years, they will graduate with a mark of PASS WITH DISTINCTION on their transcript. All seniors who obtain a PASS WITH DISTINCTION mark will also receive special recognition on report cards and during commencement exercises. In order to receive this honor, students in the Class of 2017 must complete 50 hours of service while students in the Class of 2018 must complete 75 hours of community service. Students in the Class of 2019 and 2020 must complete 100 hours of service to receive this honor.

### **Project Outline:**

- ✓ A minimum of 25 unpaid hours of volunteer service at the same location (maximum of two locations) and outside of school hours. Any other scenarios must be discussed and approved at the discretion of the student's district advisor.
- ✓ Service projects must provide a free service or product for the betterment of others.
- ✓ Hours utilized for school clubs may be utilized for/toward the service project.
- ✓ Volunteer service must be done with a non-profit organization. Exceptions may be made in cases where volunteering in a for-profit setting is directly related to a student's future career choice. This request must be made in advance to the student's district advisor. Approval will be granted at the discretion of the student's district advisor.
- ✓ **Students must turn in one-page service hour proposal to their advisor and receive approval before the start of their service.**
- ✓ In order to receive credit for a service project, students must include all necessary forms and information regarding the experience.
- ✓ Each senior student will be assigned an advisor from among District administrative staff. Advisors will verify that the community service has been completed.

## **Additional Notes:**

TRANSFER STUDENTS: Students who transfer to BHHS with evidence of having completed their graduation project at a previous high school will be given a PASS grade. Any transfer student who desires a mark of PASS WITH DISTINCTION may complete the service project as required at BHHS. Students transferring to BHHS as a 9<sup>th</sup> or 10<sup>th</sup> grader will be required to complete 100 hours. Students transferring to BHHS as a 12<sup>th</sup> grader will need to complete 50 hours to receive the honor, while students transferring to BHHS as an 11<sup>th</sup> grader will need to complete 75 hours to receive the honor. Final evaluation of the project itself may be done any time during the senior year, once completed. All seniors MUST submit their completed community service hours for final evaluation by the first school day of the fourth marking period, senior year.

BCTC STUDENTS: All requirements are the same regarding the above service hour requirements.

## **Outline for Community Service Requirement**

To receive credit for the project as a graduation requirement, students must complete the following:

Planning Phase (in the form of a one-page paper, students must create a detailed project plan and submit to their advisor:

- Students must identify a need in the community
- A description of why the proposed hours are important
- Identify academic link
- Write project goals (including contact person for the hours)

### Service Hours Phase

- Communicate with all necessary parties
- Log hours (date, time, etc.)

Reflection Phase (students must submit a one page, 12 font, 1.5 spaced paper)

- Reflection of service hours project

In order to receive credit for the graduation requirement, students must have submitted the service hours proposal and received written approval by the student's district advisor, hourly logs, supervisor's (person overseeing the hours as a contact person) signature upon completion, and reflection paper. Students are encouraged to include pictorial evidence of their service project in their portfolio. These should be submitted to Mrs. Farkas in the Main Office. You are encouraged to keep in contact with your advisor throughout the process. Each proposal will be approved/denied at the discretion of the student's district advisor.

## Volunteer Service Completion Form

Student Name: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Project Advisor: \_\_\_\_\_

Do you intend on graduating with distinction (additional hours required)?      YES                      NO

*Graduating Class of (circle one):*    2017    2018    2019    2020

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number and/or e-mail address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

**To Be Completed by Contact Person/Supervisor:**

Describe the type of community service in which the student participated:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Observations**

**YES**

**NO**

- |   |       |       |
|---|-------|-------|
| 1. The student has been actively engaged in this service project.                   | _____ | _____ |
| 2. The student has shown conscientious effort.                                      | _____ | _____ |
| 3. The student has disciplined work habits.   | _____ | _____ |
| 4. The student has produced a product or provided a service under your supervision. | _____ | _____ |

What is your overall evaluation? (please circle one)

Outstanding

Satisfactory

Incomplete

Other (please explain)

Total number of hours completed: \_\_\_\_\_

I, \_\_\_\_\_, certify that the above named Brandywine Heights High School student has completed community service with my company/organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

