

INTEGRATION CHARTER SCHOOLS
THE LOIS & RICHARD NICOTRA EARLY COLLEGE CHARTER SCHOOL

1 TELEPORT DRIVE
STATEN ISLAND, NEW YORK 10311
From High School to College to Beyond: Together!



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Dear Staff,

Each student is expected to complete no fewer than forty (40) hours of community service per year. We are very proud of this aspect of the curriculum. Volunteer work can be very rewarding and an eye opening experience for all. Community service can be defined as volunteer work that is rendered in activities that benefit the community or not for profit organizations. Working at a homeless shelter or organizing a blood drive would be examples of community service; working as a receptionist at the dentist's office would not. There are a wide variety of experiences that are acceptable.

There are three distinct programs that provide students with the opportunity to participate in community service. Students may enroll in a course (*Making a Better Staten Island* or as part of Participation in Government), work for the school at lunch (GSRV class), or complete an Independent Community Service Project.

For every 20 hours of service, activity will be logged into our Google Drive system and present students with a letter of completion for the College File. For every 54 hours of continuous service in one activity, students will receive one miscellaneous service credit. A completed journal will be submitted to **Gina or Quadir** containing the following in order for to successfully complete the project:

1. Time log listing the dates, hours and description of activities performed (filing, tutoring math, gathering signatures for petitions). Your supervisor should sign the log.
2. Self-evaluation. Include what you liked best/least about your community service, what you learned about yourself, and whether you would do this type of volunteer work again. You may include samples of any work you have done (if applicable).

Community Service Class (Lunch Time Service to school)

Students programmed into GSRV will receive one miscellaneous credit for 54 hours of Community Service. Students that are programmed will be assigned a community service project by the Coordinator of Service Learning or requested by their teacher. Students are

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available to work in offices at the school, tutor other students, or work for an individual teacher during a preparation or lunch period.

Independent Community Service

Once approved by the Coordinator of Service Learning, students may begin a project and complete as many hours as they wish but no fewer than 20 per term.

Participation in Government and Making a Better Staten Island

For those students who are enrolled in Participation in Government or Making a Better Staten Island, students will complete 10 hours of service by the end of the term. The social studies teacher will approve of the service work in advance, and the student will be responsible for submission of the documentation of the service.

Documenting Community Service

For every 20 hours or more per term, students can have their service logged into OnCourse if the service is documented as per the procedures below. The school will enter the service into OnCourse and generate a Community Service Letter for the student so that he/she may place it in their college file.

For every 54 hours of continuous service in the same activity, students can earn 1 GSRV Credit (class credit) with proper documentation. Students bring their service report to the program office to receive their P/F credit.

Hosting Community Service

Teachers/Staff may host students in GSRV or an Independent Project by completing the “request form.”

Student Documentation

Community Service will only be entered in OnCourse if the student provides the following at the completion of the community service to the site supervisor.

1. Log of Activity that clearly documents hours served.
2. End of activity evaluation.
3. Supervision Recommendation (if necessary).

COMMUNITY SERVICE LUNCH BAND (GSRV)

Student Request Form (or via Email)

Teacher Name: _____ Band(s) I Request a GServ Student: _____

Number of Student(s) I Request: _____, _____, _____

Brief Description of Work the Student(s) Will Complete:

Location Where Student(s) Will Be Working: _____