



# HAWKEN UPPER SCHOOL COMMUNITY SERVICE PROGRAM

## PROGRAM GUIDELINES

### History and Purpose

The Hawken Upper School Community Service program was established by students and faculty in 1994 to inspire a life-long commitment to community engagement and service to others. Through community service, Hawken students are encouraged to learn about Northeast Ohio, in particular Cleveland, as well as the global community, and reflect upon how their volunteer experiences impact them as citizens, learners and individuals. Meaningful engagement with others towards a common goal (e.g., care for the frail elderly, public awareness of invasive species, or quality education for Nicaraguan children) provides students insights into issues pertaining to social and civic responsibility that are critical to effective global citizenship. Students are encouraged to seek opportunities that will challenge them both personally and academically.

### Credit and Graduation Requirements

Every student is required to complete one full credit of community service to fulfill Hawken Upper School graduation requirements (*see Student Handbook*). The requirement is met by completing three  $\frac{1}{3}$  credits. The  $\frac{1}{3}$  credits are earned by completing service hours in the following ways:

- } **9<sup>th</sup> Grade: 10 hours of school service**
- } **10<sup>th</sup> Grade: 16 hours of non-school service**
- } **11<sup>th</sup> Grade: 16 hours of non-school service**

Sophomores who do not meet their 16-hour requirement by the end of the school year, must add an additional 4 hours of service to the hours remaining. All required hours must be completed during the summer and forms must be submitted for credit no later than the opening day of the next school year.

Juniors must complete their 16 hours by the last day of final exams. Students who do not meet this deadline forfeit their right to participate in Senior Project and must remain on campus during the last four weeks of their senior year engaged in a school service project.

*All community service requirements must be completed before a student will be allowed to graduate.*

### Reflection Paper

Every student is required to submit a paper reflecting on his or her service experience. The paper must be a minimum of 2 pages, typed and double-spaced and should discuss a service experience of particular significance for the student. The paper may be submitted at the end of either the sophomore or junior year (*see Reflection Paper Guidelines for details*).

### Further Guidelines and Information

- All students must submit the Student Contract before beginning their service for 10<sup>th</sup> grade credit.
- Students may not receive payment for their work.
- Service must be agency driven or sponsored; students are encouraged to earn non-school service hours outside their own immediate community.
- Students are permitted ONE walk-a-thon, phone-a-thon or race totaling 4 HOURS.
- Credit will not be given for training, orientations or rehearsals in preparation for a project.
- Sophomores and juniors may earn a total of 4 hours of school service during their 32 hours if there are opportunities available after freshmen are given their specific school service assignments.
- All Community Service forms are available on the Hawken School website ([www.hawken.edu](http://www.hawken.edu)) or through the Director of Community Partnerships and Service Learning ([smierke@hawken.edu](mailto:smierke@hawken.edu) or 440-423-2105).