

COMMUNITY SERVICE GUIDELINES

Completing a “Community Service Project” is a graduation requirement for all Miami-Dade County Public Schools students. At Miami High, the Social Studies Department is responsible for the implementation of this requirement.

Students are not required to complete any specific number of hours, unless they are applying for a special type of diploma or a scholarship. The stress is on the validity of the “project”, not the number of hours. The importance of community service is stressed as part of the curriculum in all Social Studies classes.

All proposal forms must be submitted to the student’s Social Studies teacher. The Social Studies teacher reviews the proposal before submitting it for approval to the Social Studies Department Chair. Projects cannot be started until the proposal has been approved. Once completed, project forms will then be submitted to the school registrar to be entered into the student’s cumulative record.

The following guidelines are to be followed:

1. Students must not receive academic, financial or club benefits for completing their project. The only one profiting should be the community or the community member.
2. Students must do their project during their own time, not during school time.
3. It is suggested that a student keep a “*journal*” or “*report*” of the project. This journal could be part of their essay and/or “**Addendum C**” (Activity Log).
4. There is no amount of hour requirement. If a student needs a certain number of hours for a scholarship or a special diploma, the hours will vary according to the scholarship, etc. However, for graduation, there is no specific hours requirement.
5. Note that it must be a “*project*” not simply an “*activity*”. An “*activity*” does not constitute a project. A project needs to have a reason and/or goal and/or an expected result. Projects are not simply acts of service, but rather, a program with a purpose. Activities such as blood-donation, can food or clothing donations, etc., could be converted into projects by proposing and/or explaining an “on-going” benefit to the community. For example, a student’s attempt to recruit other blood donors or organizing and distributing food or clothing can convert these worthwhile activities into projects.



6. It is suggested that students who begin their projects in the lower grades, keep track of hours in the event that they wish to apply for a scholarship that requires hours.
7. Students should make copies of the finished projects before submitting them.
8. All proposals must be signed by a parent or guardian.
9. If a student does not have a Social Studies class, the proposal needs to be submitted for approval directly to the Social Studies Department Chair before beginning the project.
10. The form should be typed or completed in ink.
11. “**Addendum A**”, the proposal form, must be signed by the Social Studies Department Chair approving the beginning of the project. Social Studies teachers never give verbal approval.
12. Questions on “**Addendum A**” are answered in English. Thorough responses to these questions could convert an activity into a project.

*Any questions concerning the Community Service requirement for graduation should be addressed to the Social Studies Department Chair or any Social Studies teacher.