Pattonville High School

PHS Students in Action: Tornado Clean-Up 2011

Community Service Handbook
History of Community Service

Beginning with the freshman class of 1993, all Pattonville High School students have been giving back to their school and community by completing a minimum of 50 hours of community service. This graduation requirement was initiated in order to support the district and school mission statements and to instill a spirit of volunteerism and service in our students.

Pattonville High School Mission Statement

“Every member of the Pattonville High School community will strive for academic excellence in a safe, caring environment which encourages respect, responsible citizenship, and life-long learning”

Pattonville School District Mission

That All Will Learn...
...to become responsible citizens in a nurturing environment where
  Diversity means strength
  Knowledge means freedom, and
  Commitment means success.

Pattonville School District Vision

We envision Pattonville as a(n)

  Caring community where all learners are valued, loved, respected and regarded as our hope for today and the future.

  Safe community where respect for self and others is demonstrated; where integrity and dignity guide behavior.

  Learning community where all are challenged to excel. We see students as life long learners and problem solvers who are academically prepared for success and committed to excellence.

  Interdependent community where unity among students, families, patrons and staff fosters learning, responsibility and an appreciation of the diverse individual.

We Envision All Pattonville Students as
  Contributing citizens of their school, community, country and world. We see students living their hopes and dreams through self-reliance, commitment, compassion and cooperation.

*Adopted by the Pattonville Board of Education on December 13, 1994.
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Rationale for Community Service

- Community service promotes responsible citizenship, development of self worth, decision making, and problem solving as a life-long learning process.

- Community service provides an opportunity for students to “give back” to the community and helps to promote a positive image of youth in the community.

- Community service integrates various academic skills, disciplines, and educational experiences in a meaningful way in a real life setting. Such skills promote the involvement into public policy and the understanding of civic literacy.

- Community service provides an opportunity for students to work with adults and to feel ownership in the community.

- Community service provides opportunities for various cultural, ethnic, and socioeconomic groups to work together.

- A spirit of volunteerism can be instilled in students who grow to appreciate the rewards of helping others and of giving their time and energy without receiving monetary rewards.

- Involving the student with not only his/her local district, but metropolitan St. Louis as well, expands the concept of community.

- Community service promotes a greater awareness of global issues and instills a sense of self-worth in our students.

- Colleges and places of business consider students that have been involved with service as strong candidates for admission and employment.

- Many college scholarships are available to students that have been involved and taken a leadership role in service.
PHS Community Service Requirement

50 hours of community service (and 24 credits) are required in order to earn a Pattonville High School diploma and walk in the graduation ceremony. Students may begin their service after they have successfully completed the 8th grade. (Students wishing to do tutoring for their service must wait until after their 9th grade year to begin) **All hours are due by May 1 of senior year.

Transfer students: Students that transfer to Pattonville High School after 9th grade will have the requirement pro-rated as follows:

- Transfer to PHS during 10th grade year: 37.5 hours required
- Transfer to PHS during 11th grade year: 25 hours required
- Transfer to PHS during 12th grade year: 12.5 hours required

**Hours completed while in attendance at another high school will not be accepted. However, after the student completes the Pattonville requirement, hours completed prior to transferring to PHS may be submitted. These hours will be verified and will appear on the student’s final transcript.

Parking

Parking a car on the high school property is a privilege enjoyed by many of our students. While seniors are given priority to buy a pass, some juniors may be able purchase a pass as well; space permitting. Students wishing to purchase a parking pass junior or senior year for the main lot must adhere to the following guidelines. (In addition to meting all other parking requirements set by the school)

- 35 hours of community service must be completed and submitted.
- Hours must be completed BEFORE July 31 prior to school year for which they wish to purchase the parking pass.
- Hours must be submitted to the Community Service Office BEFORE July 31.
- Hours will not be accepted during registration for this policy.
- 35 hours of service is required of ALL students wishing to purchase a parking pass including: COE, Positive School, Tech School, Band, Community Service Class, Child Development II and shortened schedule.

Honor Cord Guidelines

Pattonville High students that earn 150 (or more) hours of community service may be eligible to wear an Honor Cord at graduation signifying this outstanding accomplishment. The following guidelines are in place to support the Honor Cord policy.

- 150 hours (minimum) of service to the community during 4 years of high school
- 100 of the 150 hours must be completed OFF campus during non-school day hours
- A maximum of 50 hours will be counted from on campus, school day hours toward the Honor Cord. This includes (but is not limited to) Office Work, Lab Assistant, 5th Grade
Camp, PALS, Sports Teams Assistance, musical/play, teacher assistant, tutoring at PHS.

- Hours toward the Honor Cord must be completed AND submitted no later than the last day of the 5th grading period of the student’s senior year.
- It is the student’s responsibility to submit their hours in a timely manner.
- LATE HOURS WILL NOT BE ACCEPTED AFTER THE DEADLINE

*Students that meet all of the above requirements will automatically receive an honor cord and an invitation to Senior Honors Night.

**Community Service Procedures**

Students are encouraged, but not required, to get approval of a site before beginning service hours. (See attached lists of agencies and service opportunities) When the student finds an approved agency or project, the following procedures should be followed.

1. Contact the agency and ask to speak to the volunteer coordinator
2. Identify yourself as a PHS student and inquire about service opportunities for students.
3. Set up a time for an interview and/or orientation if required by the agency.
4. Inform the agency of your schedule or other conflicts.
5. Inform the CSO (Community Service Office) of location.
6. Take the PHS evaluation and timecard EACH time service is done at agency. Ask the volunteer coordinator to initial each day.
7. Treat all persons at each site with respect and follow agency guidelines and procedures.
8. If you are not able to volunteer on a particular day, it is YOUR responsibility to call the agency.
9. Ask the volunteer coordinator to complete the front evaluation including address and phone number with verification of hours.
10. Submit the completed evaluation form/timecard to the CSO by the established deadlines as follows:

   * Hours completed during the summer are due: SEPTEMBER 1
   * Hours completed 1st semester are due: DECEMBER 19 (Before winter break)
   * Hours completed 2nd semester are due: JUNE 1
   * ALL hours for graduation are due by MAY 1**

   LATE HOURS ARE NOT ACCEPTED!!

11. Students are responsible for turning in all evaluations and timecards.
    This is not the responsibility of the agency or the parent.
12. Check with the CSO (and on your report card) periodically to ensure hours have been entered.

**Important note: Service will only be accepted if the agency director or volunteer coordinator can verify the hours. This is especially important at hospitals and nursing homes that have strict guidelines for volunteers. Hours will be denied if the proper procedure is not followed at the agency. The agency or the PHS coordinator can remove students at any time.
Frequently Asked Questions

- **Where can community service hours be completed?**

  Hours can be completed at any not for profit agency, nursing home or hospital. **HOURS WILL NOT BE ACCEPTED THAT ARE DONE FOR A PRIVATE BUSINESS OR INDIVIDUAL.** Students should check with an organization prior to beginning to ensure it is a 501 (c) (3) agency.

- **Can students do community service by campaigning for an individual candidate or proposition?**

  No. Service must be non-political in nature. While there is great value in students becoming more civically involved, we do not want to mislead the community by having students campaign for certain individuals. Students may volunteer their time by working an election as Board of Election poll workers or for voter registration drives.

- **Can students perform community service at their church or place of worship?**

  Yes. Students are encouraged to find service sites with which they are already involved and are comfortable. However, we will not accept any hours that are during one’s worship service time. (This includes participation in choir, ushering, A-V help, etc.) Acceptable hours include: VBS, church picnics/dinners, service projects in the community, mission trips, general church maintenance, church school or church day care.

- **Can students volunteer at a daycare?**

  Students may volunteer at a daycare ONLY if the daycare is a recognized non-profit agency through the IRS. Hours completed at private daycares and in-home daycares will not be accepted. Daycares run at schools and churches are acceptable.

- **Can students perform community service during the school day?**

  Students are allowed to do community service at school through one of the following established programs:

  - Office Work (juniors and seniors only with application)
  - Lab assistant (junior and seniors only with application)
  - PALS (juniors and seniors only with application)
  - Community Service Club (recycling on Thursdays)
  - Child Development II
  - 5th Grade Camp (application and approval required)

  **Students are not allowed to do any other service during the school day, including during academic lab time.**
• Can students volunteer at local community centers?

Yes. Students can volunteer at community centers for special events and major projects. (Custodial work is not allowed) All opportunities must be approved through the CSO and volunteer coordinator.

• Can students do service on PHS campus?

Yes. Students can participate in any of the programs listed in previous question. In addition, students can help with sports team management (50 hours max per season), help with the fall play or musical or participate in major school projects, which are service related. Students are not allowed to do classroom assistance unless they receive prior approval from the CSO. Students are encouraged to embrace the spirit of service by finding agencies in the community that need their help! 😊

• Is participation in a club considered community service?

No. Club meetings, fundraisers and general activities do not qualify as approved community service. However, many of the clubs and extra-curricular activities at PHS do service projects. Students have many opportunities to get involved with a variety of activities! Some clubs that are service-oriented are:
  --PALS
  --Caring For Others
  --National Honor Society
  --Key Club
  --Community Service Club
  --Varsity Drill Team
  --About Better Choices
  --Teenage Health Consultants
  --International Club
  --STUCO
Community Service Opportunities
Summer 2011

Remember: Community service may only be done for a non-profit agency, nursing home or hospital. (Volunteering your time for a private business, individual or political candidate will not count toward your graduation requirement). Check with the CSO before beginning your service!

**You need to track your hours on a daily time log and submit a signed evaluation from the organization after service is completed. Pick up these forms in the CSO.

- **Maryland Heights Athletic Association** needs help with concession and ballpark maintenance. Call Ralph @ 574-5369.

- **MO Botanical Gardens SAGE** (Students as Garden Educators) Program is looking for volunteers. Call 577-5100 or visit [www.mobot.org](http://www.mobot.org)

- **St. Louis Challenger Baseball** BUDDIES program needs volunteers to be buddies with special needs kids playing baseball. Call 822-2518 or visit [www.challengerbaseball.org](http://www.challengerbaseball.org)

- Volunteers needed for **Maryland Heights Safety Town**—4 sessions June 13- Aug. 5. working with children. Applications available in CSO or call Maryland Heights @ 298-8700.

- **Volunteer with SENIOR OLYMPICS** Thurs. May 26 through Mon. May 30. Help is needed with a variety of sports. All events held at the Jewish Community Center in Creve Coeur. Come by CSO for an application or visit [http://stlouisseniorolympics.org/](http://stlouisseniorolympics.org/)

- Are you interested in **tutoring** over the summer? Sign-up with Mrs. Krohn in the CSO if you would like to get involved with **Pattonville’s summer school** from June 6th –June 24th.

- Student volunteers needed in **Pattonville Community Education Camps** at Drummond Elementary. **June 6-June 24 from 12:30-3:30 daily.** Contact Mary Reed @ 213-8094.

- **Harvey Kornblum Jewish Food Pantry on Schuetz** has volunteer opportunities. Call Kelly @ 812-9386.

- **Volunteer with SCOSAG** (St. Louis City Open Studio & Art Gallery). Come by CSO for info or visit: [http://www.scosag.org/volunteer/](http://www.scosag.org/volunteer/) Phone: 865-0060.

- **Therapeutic Horsemanship** in Wentzville summer session begins Sat. June 4-Thurs. Aug.20 (must be 14) Call 636-332-4940.
• Help on Father’s Day: **Sunday, June 19 at the Butterfly House in Faust Park.** Volunteers needed from 10:30-2:15. Other dates volunteers are needed: July 30 and Aug. 13 & Aug 21. Daily opportunities available as well in gift shop & children’s activities. Call Jessica at 636-530-0076.

• Volunteers are needed for the annual **Bridgeton Parade on July 4, 2011.** Call 739-5599.

• **Asthma & Allergy Foundation Golf Classic** needs volunteers (age 16+) at Forest Park Golf Course **July 10 & 11.** Call 645-2422.

• **International Institute** needs volunteers for an **International Festival August 27 & 28 in Tower Grove Park.** Call Sarah @ 773-9090.

• **Carondelet Park Rec Complex** needs **Child Watch Assistants (age 13+)** from June 7-August 19. Call Maribeth @ 768-9622.

• **Center for Hearing & Speech** needs volunteer office assistants (Webster Groves) (age 14+) one day/week for 2-3 hours. Call Martha @ 968-4710.

• Children's Hospital needs volunteers for **Summer Camp Independence for children with cerebral palsy.** Seven 1-week sessions run from June 7-July 30 from 8:30-4:30. Camp held in Webster Groves. Call 454-2642.

• **Summer Adventure Camp at Life Skills Foundation** needs youth volunteers in Olivette, St. Ann and Florissant. Call 567-7705.

• **FAST (Foster Adoption Support Team) in St. Charles** needs volunteers! E-mail yhouska@fosteradoptscc.org.

• Volunteer this summer at the **Bridgeton Trails Library.** Call 994-3300 and ask for the volunteer coordinator.

• **KidSmart tools for Learning** is an organization in **Bridgeton** that donates school supplies to schools/teachers in low income areas. Volunteers are needed all summer for various opportunities. Call 291-6211.

• **UMSL** has lots of volunteer positions for high school students. Do office support, art gallery assistant, child care, athletic camps and more! Call Elizabeth @ 516-4106 or come by the CSO for a flyer.

• **St. Louis ARC (Creve Coeur)** has youth volunteer opportunities. Must be 16 years old. Schedule an interview today. Call 817-2234

• **St. Vincent DePaul Thrift Store in Ballwin.** 636-207-7837
• **KUTO (Kids under 21)** needs volunteers to staff their emergency hotline for youth. Come to the CSO for info.

• **The Alzheimer’s Association** has many volunteer positions for high schoolers. Students can work in the office, the library, do data entry or be a receptionist. **Contact 801-0414 to get started!**

• Volunteer at the **ScholarShop** (by the Galleria) in retail. Call 725-7990

• **Newborns in Need in Creve Coeur needs volunteers.** Call 636-227-0247 or visit [www.newbornsinneed.org/easternmo](http://www.newbornsinneed.org/easternmo)

• **St. Louis Area Foodbank in Earth City:** Call Brett at 423-6100

• **Mathews Dickey** (382-5952) and **Herbert Hoover Boys and Girls Clubs** (652-8300) accept teen volunteers for various duties.

• **Habitat for Humanity** of St. Charles needs volunteers. Call (636) 949-5508.

• The **St. Louis History Museum** accepts teen volunteers. Call 454-3187.

• **St. Louis Science Center:** 289-1458 for teen opportunities.

• **The Magic House in Kirkwood:** 822-8900 ext. 22

• **St. Louis City Library:** call 539-0345

• **St. Louis County Parks and Recreation** has various volunteer oppt. Call 638-2100 ext. 15 for info.

• **South Side Day Nursery** has volunteer opportunities. Call 865-0322.

• **The Ronald McDonald Houses (Central West End)** have MANY volunteer opportunities for students. Call 773-1100.

• **Edward Jones Family YMCA** has volunteer opportunities. Call 439-9622.

**Hospitals:** To volunteer at a hospital, you MUST go through the hospital’s volunteer coordinator or the hours will not be accepted.

• Barnes-Jewish Hospital has a high school volunteer program for the Clayton and Kingshighway locations. (ages 14-18) Call 362-5450.

• DePaul Hospital takes volunteers 16 (junior in high school) Come to the CSO or call 344-7082.

• St. John’s Mercy accepts volunteers ages 14 and up. Call Barbara Fradkin at 569-6180 to schedule an interview or pick up an application in the CSO.
Animals:

- St. Louis Zoo—call 781-0900 ext.398
- St. Charles Humane Society accepts youth 14 and older: (636) 949-9918
- Therapeutic Horsemanship: Call (636) 444-9944
- Mostly Mutts Animal Rescue: Call Kelly @ 607-5852

Nursing Homes: To volunteer at a nursing home, you MUST go through the volunteer coordinator or the hours will not be counted.

- National Health Care: 291-0121
- Mark Twain Manor: 291-8240
- Mitzpah Manor: 209-1177
- Woodlands: 291-5911
- Bentley’s Extended Care: 426-0433
- Rosewood Care Center: 991-4066
- Abby Care Center (Bermuda/Hwy 70): 385-0910

United Way Summer Youth Volunteer Guide Oppts:

- American Cancer Society: 286-8173 - receptionist/office work
- Lemay Child & Family Center: 314-544-3338
- Stela Maris Child Center: 314-367-7950
- Bridgeway Counseling Services (St. Charles): 636-747-2229—child care
- Cardinal Ritter Senior Services: 961-8000—yard work
- Cedars at JCA (Chesterfield): 754-2127—beauty shop/manicurist/visitor
- Children's Home Society: 968-2350—activities/clerical
- Girl Scout Council: 890-9569—day camp/resident camp aide
- International Institute: 773-9090—youth activities/teacher aide
- KUTO (Kids Under 21): 963-7571—phone crisis worker
- MS Society: 781-9020—office work
- Jefferson Natl. Expansion Museum: 655-1725—support services
- Ranken Jordan: 872-6450—nursing unit/pediatric health
- Crisis Nursery North: 953-8030—child care aide
- St. Louis ARC: 817-2234—golf/soccer/softball assts./special events
- Girl Scouts of Eastern MO—camp counselors: 592-2300

***For more info on United Way agencies oppts, visit http://www.stl.unitedway.org/home.aspx or come by CSO for a packet.***
**You must submit a daily timecard AND signed evaluation of your summer service hours by.............SEPT. 2nd!! **

Juniors/Seniors: **35 hours of service need to be completed and submitted BEFORE July 31, 2011 in order to buy a parking permit for the 2011-2012 school year!!**

View the PHS Community Service Handbook at [www.phs.psd3.org](http://www.phs.psd3.org) for guidelines and downloadable forms! 😊

For more opportunities in the St. Louis Area for teens, visit: [http://www.stlouisvolunteer.com/](http://www.stlouisvolunteer.com/)
THAT ALL WILL LEARN

PATTONVILLE

SCHOOL DISTRICT
Pattonville High School
Community Service Evaluation

**Remember:** You cannot be paid for the service and it must be done through a NON-PROFIT community organization, nursing home or hospital. Volunteer work for a private business or individual will not be accepted.

**The timecard on the back of this sheet MUST be initialed each day that you help this organization.**

Student name _____________________________________________

Student number ____________________________________________

Class of □ '12  □ '13  □ '14  □ '15

Dates of Service ____________________________________________

Total hours ________________________________________________

Tutoring: □ yes □ no

(Timecard on back must be completed/initialled)

Organization ______________________________________________

Agency Address _____________________________________________

Phone # ____________________________________________

Sponsor’s Signature/Volunteer Coordinator _______________________

Description of duties or assignment ____________________________

---------------------------------------------------------------------

Dear Sponsor

We appreciate your taking the time to fill out the questions. Please circle the appropriate numbers below:

5=excellent  4=above average  3=average  2=below average  or  n/a=not applicable

Responsibility/Dependability

Shows concern for others  
(co-workers and those being assisted)  
5  4  3  2  1  n/a

Shows responsibility in attendance  
5  4  3  2  1  n/a

Arrives on time  
5  4  3  2  1  n/a

Completes assigned tasks  
5  4  3  2  1  n/a

Listens carefully to instructions  
5  4  3  2  1  n/a

Attitude on Job

Shows courtesy and respect  
5  4  3  2  1  n/a

Asks questions/uses resources  
5  4  3  2  1  n/a

Accepts tasks willingly  
5  4  3  2  1  n/a

Volunteers for extra duties  
5  4  3  2  1  n/a

Helps in a difficult situation  
5  4  3  2  1  n/a

Completes what (s)he begins  
5  4  3  2  1  n/a

Comments: ________________________________________________

---------------------------------------------------------------------

Dear Sponsor: Thank you for allowing this Pattonville student to engage in a meaningful service at your agency!

Please return to: Rebecca Krohn, Community Service Coordinator

Pattonville High School
2497 Creve Coeur Mill Road
Maryland Heights, MO 63043
(314) 213-8051
Fax: (314) 213-8651
A signed EVALUATION must accompany this timecard.... submit to the CSO!

**Deadlines to submit hours:**
- Summer hours are due: September 2nd
- First semester hours are due: December 22nd
- 2nd semester hours are due: June 1st

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Michael A. Fulton, Ed. D.
Superintendent of Schools

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Cindy Candler
Director

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Director

Ruth Petrov
Director

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For more information, contact:
Rebecca Krohn
Community Service Coordinator
Pattonville High School
2497 Creve Coeur Mill Road
Maryland Heights, MO 63043
(314) 213-8051