

## **COMMUNITY SERVICE GRADING POLICY SENIOR YEAR ONLY**

### **Community Service is a Rye Neck graduation requirement.**

In order to fulfill your community service requirement, you must document and verify the **minimum of 40 service hours (with at least 20 of those hours being completed outside of Rye Neck Schools)**. The community service plan you wish to follow may be designed by you or with the help of your counselor or Mrs. Kane in the Counseling Department. However, ***you must get prior approval before starting your service*** (unless the organization is on the pre-approved sites and activities list included in this packet).

Service hours must be documented on the proper forms. ***All out-of-school hours must be documented on letterhead and signed by a supervisor from the agency where you did your service.***

**Remember that all service must be with a NOT-FOR-PROFIT organization.**

### **SENIOR YEAR GRADE POLICY:**

- ❖ **FIRST QUARTER GRADE:** For 40 or more hours of documented service, students earn a Pass (P) for the first quarter.

If the student has not completed 40 hours, an incomplete (INC) will be given.

- ❖ **SECOND QUARTER GRADE:** For 40 or more hours of documented service, students earn a Pass (P) for the quarter.

If the student has not completed 40 hours, an incomplete (INC) will be given.

- ❖ **THIRD QUARTER GRADE:** All community service must be completed by the end of the third quarter. Students who have not completed their 40 hour requirement will receive a Failure (F) on their report card and graduation may be in jeopardy.

**NOTE: Your Community Service grade is on your report card and transcript.**