

## Service Hours

### Summary

- All service hours done outside of St. Therese require approval two weeks before service.
- Service hour pre-approval forms are available for download on the school website.
- Approval is granted **ONLY** by administration.
- Approval will **NOT** be granted if service is done prior to approval.
- Service hours may not exceed 5 hours for any outside organization.
- A new service hour record sheet should be turned in each trimester to the student's homeroom teacher.

In order to fulfill St. Therese's commitment to building community and encouraging a spirit of service within our students, each year St. Therese students will be required to fulfill a number of service hours as part of their educational and faith experience. Requiring service is also meant to encourage students to improve the world around them, develop Gospel values, promote personal growth and moral development, and to improve the quality of life for those served.

Service Hours		
<i>Note: School sports and clubs do <b>NOT</b> count towards this year's service hour requirement.</i>		
Grades	Hours	Details
1 & 2	Day of Service	Students in grades 1-8 will participate in a St. Therese sponsored school and parish community clean up during the school day.
3 & 4	Day of Service	
5 & 6	Day of Service + 10 hours	Students in grades 1-8 will participate in a St. Therese sponsored school and parish community clean up during the school day.
7 & 8	Day of Service + 15 hours	Students in grades 1-8 will participate in a St. Therese sponsored school and parish community clean up during the school day.

### Pre-Authorization Required for Service Hours

Students are required to get, complete, and obtain needed signatures on the St. Therese School Pre-Authorization Form for service hours **AT LEAST ONE MONTH BEFORE** the student service occurs. Only the principal and assistant principal can approve service hours. Any service hours completed before meeting all of the above requirements will not be approved or credited.

Students must use the school's service hour log to keep track of hours completed. The service hour log can be found on the school website. Students may also use an authorized proof of participation slip in lieu of signature on service hour sheet; e.g., a signed church bulletin by Fr. Li or Mr. Delfin.

It is a student's responsibility to make sure his/her service log is updated and signed by the teacher in charge or administrator within two weeks after the event.

### **Service Hours Completed Outside Of St. Therese**

Any service hours done for organizations other than St. Therese School cannot exceed five (5) hours per trimester (e.g., Girl Scouts). Individual hours for each activity will not be counted as service hours.

As always, please feel free to contact the school about ways you can encourage your child as they work to fulfill their obligations of service hours.

### **Failure to Meet Service Hour Requirements**

**It is the parents' responsibility to ensure that their child fulfills his/her service hour requirements.** If service hours are NOT completed, the report card may be held until the completion of the required service hours. An eighth grader may have his/her records held and not transferred to his/her high school.

If a student fails to meet service hour requirements, parents will be notified immediately. The student, parents, teacher, and administration will meet to formulate a plan to fulfill the required service hours, which may include summer school.