

**SABA Academy High School  
Community Service Rules**

- **Community Service** projects are well-planned, organized and voluntary efforts designed to address a specific need in the community. **Community Service** can be performed at county parks, libraries, public schools, hospitals, retirement/nursing homes, day care centers, churches and religious organizations, homeless shelters, Boy Scout/Girl Scout organizations, Special Olympics, campaigning for political candidates or camps.
- **Community Service** may not be performed for family or friends. No pay or material compensation may be received. **Community Service** cannot be performed during school hours.
- Projects should be supervised by a private or non-profit agency, public or governmental agency or religious organization. When the project is complete students must secure a letter of verification on company or organization letterhead verifying service and number of hours volunteered. The dates and hours on the letterhead must match the information on the student's log.
- Students must keep accurate logs of their service including the date, service performed, initial of supervisor and number of hours.
- When the **Community Service** hours are completed students should make an appointment with the High School Director so confirmation of the hours can be documented in the computer. Students should bring all originals plus one copy of logs, verification letters, and reflection pages for the Director to keep and place in their Academy file.
- 50 hours of service is required to receive an Academy Diploma.
- No more than **15 hours per** academic year that can count towards academic diploma. Transfer students must perform 10 hours per year of attendance at SABA Academy HS in order to graduate. Juniors entering the year in September must have 20 hours of community service documented and seniors entering the year in September must have 30 hours documented. Students may begin accruing hours beginning the summer prior to ninth grade. The yearly community service requirement may be satisfied by participation in either a single activity or a combination of approved activities.
- Forms and information are available on the SABA Academy High School website, <http://sabaacademy.org/highschool>. Click on the Community Service tab.

Graduation Year:

Confirmation of Hours



SABA Academy High School

Community Service
SABA Academy High School
4423 Fortran Court
San Jose, CA 95134
408.622.9924

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency/Volunteer Organization: \_\_\_\_\_

Agency/Volunteer Address: \_\_\_\_\_

Organization Phone: \_\_\_\_\_ Number of Volunteer Hours: \_\_\_\_\_

Type of Volunteer Work Performed: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Name (Print): \_\_\_\_\_

Table with 6 columns and 7 rows for student evaluation. Header: Please check the statement that best describes the above named student. Rows include: Attendance, Relates with others, Judgment, Ability to learn, Dependability, Quality of work, Attitude. Columns include: Excellent, Good, Satisfactory, Work well, Satisfactory, With some difficulty, Mature, Usually Good, Poor, Very Quick, Somewhat Quick, Slow, Excellent, Average, Below Average, Outstanding, Average, Below Average, Good, Average, indifferent.

Comments:



Confirmation of Hours

Graduation Year:
------------------

**SABA Academy High School  
Community Service Reflection Page**

**Student's Name** \_\_\_\_\_ **ID#** \_\_\_\_\_  
**Date(s) of community Service** \_\_\_\_\_

**Describe your Community Service experience and the impact it had on you and the community.**