



Radiant STEM Academy

Radiant STEM Academy Community Service Guide (RSA@C)

At Radiant STEM Academy, community service is one of the requirements to graduate from High School. Each student is required to perform a certain number of community service hours per school year to graduate. A total of at least 50 hours must be completed by the first week of April of their senior year (12th grade). 25 of those hours should be served at school helping teachers or administration (In School Service Hours).

Objectives

- Prepare students to work in different settings and get to know the work demands of different types of organizations.
- Instill the importance of serving the community and create an awareness of community services and the variety of organizations that exist to help others.
- Expose students to interact with a broad range of people beyond the school environment.
- Develop empathy and sympathy towards each other by applying the skills learned during services.
- Empower students to give back to their local community, state, nation, and the world beyond.

Requirements

- Each student must complete a minimum of 20 community service hours per school year and the hours must be logged in a volunteering sheet. The hours will then be verified by a representative of the organization the student volunteered at with the approval of their academic counselor.
- At least a minimum of 10 hours of volunteer work must be completed to serve as helping teachers or administration at RSA (in school service) and two separate organizations each year as part of the required 20 hours.
- RSA enrichment program qualifies the 10 hours in school volunteering service requirements.

Guidelines

- The organization for which a student volunteers must be a non-profit agency or a for-profit one that has been approved by their academic counselor, such as a hospital or nursing home.
- The student shall receive no pay, academic credit, award or any other compensation for the hours earned.
- Activities that do not qualify for community service hours include:
 - Hours without supervisor signature or contact info
 - Services required for the student for recompense, i.e., mandatory teen court service to dismiss a ticket.
 - Hours assigned due to legal or school discipline
 - Activities for which the student receives direct benefit, i.e., fundraising for a sports team or grade for a class
 - Jobs, internships with pay, or stipends
 - Receiving gifts, discounts, or service hours traded for benefits



Radiant STEM Academy

- Activities for which the student is paid or compensated in some other manner
- Activities that benefit a for-profit organization or business, unless approved by their academic counselor, i.e., a hospital or nursing home
- Babysitting and household chores during non-school services does not qualify for community service hours
- Tutoring or helping family members/friends with chores or daily routines does not qualify
- Working for a family business
- Helping relatives without broader community impact
- Attending religious services
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Recognition

RSA Cheetah Service Awards are given at the end of each school year if a student earned at least 25 service hours between the first day of the sixth six weeks and the last day of the fifth six weeks the following spring and verified within seven days of the last day of the fifth six weeks to count towards the RSA Cheetah Service Awards. All hours must be entered and approved by the 1st week of April. Award levels are as follows: Bronze 100 – 174, Silver 175 – 249, Gold 250+ hours. Every student may earn an RSA Cheetah Service Award each year.

How to get started

The list of Approved Volunteer Organizations is located on Volunteer, Research, and Summer Camp packet.

Frequent Asked Question (FAQs)

Q1: I didn't started RSA in 9th grade, how many hours of community service will be required for me to graduate?

A1: A student is required to have 20 hours of community service per school year. For graduation, the student must have at least 50 hours total of community service by the first week of April of the senior year. Student can transfer the service hours from the previous school attended.

Q2: Can I count community service hours I did over the summer?

A2: All verified and approved summer hours may be included in the following school year's count, i.e., summer 2021 hours count toward the 2021-2022 school year.

Q4: How do I count my community service work, hour-wise?

A4: Count each hour of actual work as one hour and round hours to the half hour mark as needed, i.e. 16 minutes beyond an hour can be rounded to 1.5 hours and 46 minutes beyond an hour can be rounded to two hours.

Q5: Does time spent planning an event count for service hours?

A5: Students should not count meeting times, shopping, cooking, sleeping, travel, planning or free time, but they may count any time spent publicizing the activity, including stuffing envelopes, hanging flyers, and similar tasks.

Q6: How do I find non-profit organizations for whom to work?



Radiant STEM Academy

A6: Opportunities will be emailed to you by the academic counselor. You may also ask your parents, neighbors, and friends for suggestions. If you are unsure whether an organization qualifies under the community service guidelines, please check with the academic counselor.

Q7: If I have a question about whether an organization meets the guidelines for community service hours, who should I ask for the guidance?

A7: Please see the academic counselor for all community and school's service hour questions.

Q8: May I count service hours twice? For example, if I perform service hours for RSA Enrichment Program, NHS, BPA, Red Cross, etc, can those same hours also count at RSA@C?

A8: Yes, you may count service for fulfilling each organization's requirements.

Q9: How fast will my hours be accepted?

A9: Usually within seven school days of being verified.

Q10: What's this RSA Cheetah Service Award, and how do I sign up for it?

A10: RSA Cheetah Service Awards are automatically given at the end of each school year if a student earned at least 25 service hours between the first day of the sixth six weeks and the last day of the fifth six weeks the following spring and verified within seven days of the last day of the fifth six weeks to count toward the RSA Cheetah Service Award. All hours must be entered and approved by 1st Week of April. Award levels are as follows: Bronze 100 – 174, Silver 175 – 249, Gold 250+ hours. Every student may earn a HP Scot Service Award each year.

Q11: How many hours do I need?

A11: Students must complete 50 total community service hours by the first week of April of their senior year. Recommended progress by grade level:

Freshman: 10 hours

Sophomore: 15 hours (25 total)

Junior: 15 hours (40 total)

Senior: 10 hours (50 total)

Q12: When can I start?

A12: Service hours can be completed anytime from the day after you finish eighth grade to 1st week of April of your senior year.

Q13: Where can I volunteer?

A13: Volunteer work must benefit those in need. Approved agencies and organizations include, but are not limited to, hospitals, social service agencies, fundraising organizations for health causes, and fundraising organizations for low-income schools.

Q14: How does donating count towards service hours?

Used items do not count toward RSA@C credit. For new/monetary donations, the ratio is \$25 = 1 hour and \$50 = 2 hours. While other organizations may have different requirements, you can only earn a maximum of two hours per donation event for RSA@C credit. To receive credit, students must provide proof of monetary value (receipt) to one of the Community Service Center sponsors and include a scanned copy as an attachment when submitting the hours at RSA.

Q15: When do I need to submit my hours by?

A15: Within 60 days of service beginning date. If you have a long-term project that will last longer than 60 days, please email the academic counselor to discuss the parameters for your project.



Radiant STEM Academy

Minimum Hours to Complete Table for Your Reference:

Semester Enrolled at RSA	Hours to Complete
1	8
2	14
3	20
4	26
5	32
6	38
7	44
8	50



Radiant STEM Academy

Enrichment Program

The High School Enrichment program is designed to provide current high school students, who are enrolled in the 9th grade or above, the opportunity to be involved in different volunteering, research, and internship activities offered at school.

Requirements and Eligibility:

- Student must be in good academic standing with attendance and discipline.
- Student cannot select more than one enrichment program.
- Students must receive written approval from the counselor to participate.
- Completed at least 3 high school credit courses or equivalent prior to the beginning of the 9th grade semester or term.
- Students must maintain at least B's in all content areas to remain in this program. Have not received a "W" "D", "F", "Incomplete", or "NP" grade in any content areas.
- Students who do not meet the above eligibility requirements must include letters of recommendation from the high school counselor or administration as well as a letter from parent/guardian with their packet.

Rules

1. Be with the assigned mentor on assigned time
2. Be prepared and follow the direction
3. Be respectful and courteous to one another and the mentor.
4. Use time wisely; stay busy.
5. Cell Phone & Communication Device are not allowed
6. All policies and procedures in the RSA handbook apply. Failure to follow policies will result in consequences.
7. Students cannot exit from the program until they provide signed letter from the parents to be exempt or are dismissed by counselor/administration/mentor.

Please select the programs (only one) that best suites you:

Volunteering/Research/Internship Program

Prerequisite: Counselor's Approval

Student must be in good academic standing with attendance and discipline. In this program students will learn to navigate and search for different volunteering, research, and internship opportunities offered at local/national institutions, hospitals, firms, companies, and charity organizations. Students will receive guidance in pursuing volunteering, research, and internship experience from the school or community setting. The purpose of this program is to develop skills to prepare for future college admission and employment. Student in this program must be committed, dedicated, and self-learners.

Soft Skills

Prerequisite: Counselor's Approval

Student must be in good academic standing with attendance and discipline. Students will learn the "soft skills" related to workplace. Students will work cooperatively as part of a team. Focus of the program will be on personal hygiene, professional dress, proper handshake/greeting skills, appropriate workplace social interactions, time management, problem-solving, short- & long-term goals, attitude, accepting constructive criticism, working under different styles of supervision, self-advocacy, career clusters, interview skills.

Study Skills

Prerequisite: Administration Approval



Radiant STEM Academy

In this program students will learn to manage behavior or academic challenges to effectively succeed in areas of need. Students will learn some basic Tarbiya skills, time management skills, self-control, and self-advocacy. Students will be taught to apply and identify some of the interpersonal strategies, communication skills, problem solving techniques, and some moral values to be used in a variety of environments.

Student Leadership

Prerequisite: Counselor's Approval

Student must be in good academic standing with attendance and discipline. In this program students will work in groups to practice and develop individual leadership and organizational skills. Some of the skills that will be covered are basic Tarbiya skills, decision making strategies, problem solving techniques, body language use, communication skills, and understanding some moral values to be used in a variety of environments.

Teacher AIDE

Prerequisite: Counselor's Approval

Student must be in good academic standing with attendance and discipline. Student must be dedicated, self-motivated, responsible, and trustworthy. Student must receive an approval from the Academic Counselor.

Office/Nurse Room & Counselling AIDE

Prerequisite: Students from STEM Endorsement Programs

Student must be in good academic standing with attendance and discipline. Students must be dedicated, self-motivated, responsible, and trustworthy. Some of the excitement for this program are delivering passes, sorting mail, alphabetizing and sorting various materials, delivering packages, etc. Aides are expected to stay in their assigned areas and follow the Counselor's or Nurse's directions. Aides will also serve as tour guides to new learners and help with High School Night information session.

Library Assistant

Prerequisite: Librarian Approval

Student must be in good academic standing with attendance and discipline. Students must be dedicated, self-motivated, responsible, and trustworthy. There is a class size limit of four students per period. In this will cover some of the skills related to information literacy and public relations. Students will be navigating the library system, locating information both physical and digital, shelving books, and assisting librarian with different tasks. Students are expected to use business etiquette, computer and research skills, navigation of the library system, and will follow library services protocol.

I understand that I selected this enrichment program _____ and I will do the best of my ability to be productive in this program. I also understand that if I fail to adhere to the school policies and procedures there will be consequences and dismissal from this program. I understand that the program I selected is not confirmed until I receive approval from the counselor, administration or mentor.

Student Name (Please print) _____

Student signature: _____ Date: _____

Parent/Guardian Name: (Please print) _____

Parent/guardian Signature: _____ Date: _____



Radiant STEM Academy

Enrichment Program Monthly Evaluation Sheet

To Be Completed by the Mentor

Must be complete and return at the end of the month to: Academic Counselor

Month of:	
Student's Name	Grade
Mentor's Name	Mentor's Signature/Date

The Career Ready Ethics and Values incorporate the importance of workplace expectations as a vital part of preparing students for life after high school.

Grading Scale A = EXCEEDS EXPECTATIONS B = MEETS EXPECTATIONS C = NEEDS IMPROVEMENT U = UNACCEPTABLE	A	B	C	U
Criteria				
Attendance – Comes to work when scheduled, arrives and leaves on time, notifies mentor in advance of unplanned absences.				
Character – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Follows school's policy.				
Appearance – Displays appropriate dress, grooming, hygiene and etiquette.				
Attitude – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.				
Productivity – Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions and procedures, and is a team player.				
Organizational Skills – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.				
Communication – Displays appropriate nonverbal (eye contact, body language) and oral (listening and grammar) skills.				
Cooperation – Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with mentor and/or peers; works well in small and large groups alike.				
Respect – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all students and adults at all times.				
Teamwork – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, displays good service attitude, seeks opportunities to learn and demonstrates mannerly behavior.				



Radiant STEM Academy

In School Volunteer Hours Monthly Evaluation Sheet

To Be Completed by the Mentor

Must be complete and return at the end of each semester to: Academic Counselor

Month of:	
Student's Name	Grade
Mentor's Name	Mentor's Signature/Date

The Career Ready Ethics and Values incorporate the importance of workplace expectations as a vital part of preparing students for life after high school.

Grading Scale A = EXCEEDS EXPECTATIONS B = MEETS EXPECTATIONS C = NEEDS IMPROVEMENT U = UNACCEPTABLE	A	B	C	U
Criteria				
Attendance – Comes to work when scheduled, arrives and leaves on time, notifies mentor in advance of unplanned absences.				
Character – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Follows school's policy.				
Appearance – Displays appropriate dress, grooming, hygiene and etiquette.				
Attitude – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.				
Productivity – Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions and procedures, and is a team player.				
Organizational Skills – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.				
Communication – Displays appropriate nonverbal (eye contact, body language) and oral (listening and grammar) skills.				
Cooperation – Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with mentor and/or peers; works well in small and large groups alike.				
Respect – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all students and adults at all times.				
Teamwork – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, displays good service attitude, seeks opportunities to learn and demonstrates mannerly behavior.				



Radiant STEM Academy

Volunteer Hours or Community Service Log Sheet Grades 9-12

To Be Completed by the Student and turned in to Academic Counselor

Student Name	Expected Graduation Date

Date	Task Performed (Brief Explanation)	Hours Worked	Agency or Organization name	Title/Signature of Supervisor and phone number/email address
Total Volunteer Hours				