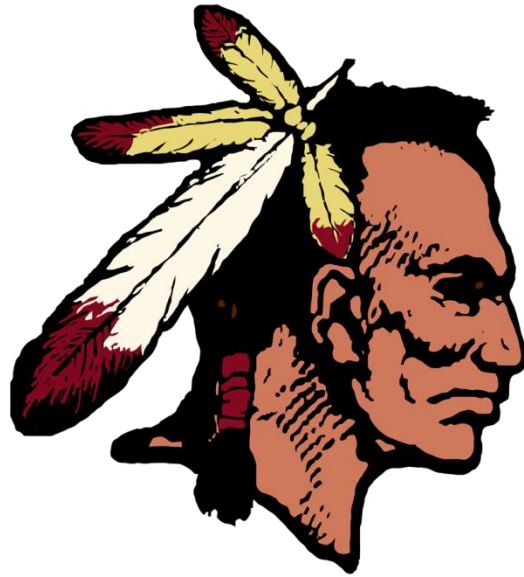


# MILLERSBURG AREA SCHOOL DISTRICT

*Home of the  
Indians*



## HIGH SCHOOL COMMUNITY SERVICE PROJECT HANDBOOK

(Approved 8-16-22)

Millersburg Area School District  
799 Center Street  
Millersburg, PA 17061

## INTRODUCTION

The High School Community Service Project is a meaningful learning experience that is part of every student's educational responsibility in the Millersburg Area School District. The project gives each student an opportunity to give back to their school and community through service projects which demonstrate the merits of Citizenship, Responsibility, Honesty, Integrity, Trustworthiness, Self-Respect, Courage, Perseverance, Respect, Caring, and Fairness. These same merits were demonstrated by the Susquehannock Indians and represented by the feathers that were worn in their headbands.

This High School Community Service Project Handbook describes the components of the project which includes an activity log, an additional hours form, and the final Checklist.

The Millersburg Area School District School Board has adopted the High School Community Service Project as a requirement for graduation from high school. More importantly, however, the Millersburg Area School District believes the Project is a positive learning activity that serves all students well as they pursue their life goals, both now and in the future.

The High School Community Service Project must be completed successfully for a student to fulfill District graduation requirements. Any student who has not completed the requirements for graduation will not be permitted to participate in graduation ceremonies, nor will the student receive a diploma until the project is satisfactorily completed.

Millersburg Area School District  
799 Center Street  
Millersburg, PA 17061

## **SYNOPSIS**

Students will be required to accumulate twenty (20) hours of approved service\*. In doing service projects, students will be learning about citizenship, responsibility, honesty, integrity, trustworthiness, self-discipline, courage, perseverance, respect, caring, and fairness. To aid the progress of this project, students will attend one (1) Advisement Meeting per marking period each marking period of their high school career totaling twelve (12) meetings before their senior year, and four (4) during their senior year.

**\*Due to the Covid-19 Pandemic, students in the following classes have had their Community Service Hours reduced.**

**Classes of 2023 – 2024 – 15 hours needed in total.**

## **REQUIRED FORMS**

Students are required to complete an Activity Log (Form 1405). This form needs to be signed by the Supervisor at each log entry **before each Advisement Meeting**. This form must also be signed by the Advisor at each Advisement Meeting of the Junior Year.

Students **and** Advisors **MUST** complete the Checklist (Form 1410). After the student completes the 20 hours, the student must present to the students in an Advisement Meeting. Following the presentation, the Advisor will sign form 1410 and submit it to the guidance office.

Students may be issued Additional Requirements/Hours. Additional Requirements may be issued up to the day the student completes the final presentation during the student's Senior Year. Seniors should complete their projects by March 15 of their senior year.

## **ADDITIONAL REQUIREMENTS**

Students receiving disciplinary actions from the school may be required to perform additional elements (i.e., hours over and above the existing requirements for the Community Service Project) in the following manner:

Each Level 3 offense **may be assigned** additional hours of community service

Each Level 4 offense **may be assigned** additional hours of community service

\*This information will be provided to the Advisor prior each Advisement Meeting. The Advisor will review this information with the student.

## GRADUATION PROJECT ADVISORS & ROOMS

TBD	-	A-153	Deiter, Meghann	-	A-120
Barcavage, Tracy	-	A-149	Rebuck, Deana	-	Susq. Center
Book, Ted	-	C-145-Art	Latshaw, Natalie	-	A-153
Campbell, Ken	-	B-147-Band	Robbins, Gretchen	-	A-152
Everhart, Tonya	-	A-139	Kerr, Will	-	C-131-Shop
Foust, Gabriel	-	A-130	TBD	-	A-134
Hepler, Leslie	-	A-137	Riland, Brandi	-	C-114
Keim, Corey	-	A-151	Wagner, Molly	-	B-146
Klinger, Erique	-	A-133	Petersen, Marc	-	A-132
McAlanis, Sarah	-	A-154	Witman, Michael	-	HS Gym
Robyn Evans	-	A-131	Wright, Aaron	-	A-135
Potteiger, James	-	A-150			

During the school year 2022-2023 the high school students will be meeting with their advisors on the dates listed below:

September 30, 2022	-	1st period
December 8, 2022	-	3rd period
February 22, 2023	-	5th period
May 2, 2023	-	7th period



### **ACTIVITY LOG GUIDELINES**

The student **MUST** document progress toward completion of the Graduation Project. Progress should be occurring on a regular basis, and the student **MUST** show **at least 20 hours (15 for Class of '23-24)** worked in community service. Up to 10 hours may include time spent volunteering during school sponsored activities (e.g. conservation club, student council) and be accumulated throughout ninth, tenth, and eleventh grade years.

The student will be required to log the date(s) of work, how long the student worked, who was involved, what was done, and where the work was done. The student must write a minimum of three sentences for each log entry. Recording thought and/or reactions each time will aid the student when preparing the final oral presentation.

### **PRESENTATION GUIDELINES**

The Presentation **MUST** be given to the Advisement Class through the use of any type of media such as Power Point, Pictures, iMovie, Video, etc. The Presentation should be of an appropriate length to adequately describe the community service hours. The Presentation **MUST** demonstrate the merits listed in the introduction. Presentations that are incomplete or do not receive a satisfactory rating from the advisor **MUST** be revised and presented again until they are of acceptable quality.

The Presentation should begin with a brief summary of the service project(s). Define the goal of the project(s) and explain why the project was chosen. Then explain what was learned from doing the project. The student should also indicate what was learned about oneself and explain the impact doing the project has had on the community, career or educational goals.

### **SENIORS**

Student project due date is the 135<sup>th</sup> day of school (Thursday, March 23, 2023) for the members of the senior class. If project is not presented by that date, the student will be placed on Academic Probation and lose all school extra-curricular privileges, including loss of parking privilege, until the project is completed.

Form 1405 – High School Community Service Project – Activity Log



Student Name:

Date/Time	Logged Hours with Title	Description / Reactions / Insight

Supervisor Initials	Advisor Initials

**Note:** You **MUST** log a minimum of 20 hours of approved activity for completion of High School Community Service Project.  
 Make additional copies as needed.

Form 1406 – Graduation Project:  
 Additional Requirements

Millersburg Area High School  
 799 Center Street, Millersburg, PA 17061



Student Name:

Date:	Added Graduation Project Requirements for Disciplinary Purposes		
Date Earned	Assigned By	Level	Additional Hours

\*Additional hours must be served beyond the initial requirements set forth in the project

guidelines.

### Form 1410 – High School Community Service Project Checklist



Student Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

	Date(s)	Advisor Initials
1. Activity Log (1405) <i>from student</i>	_____	_____
2. Additional Requirements (1406) <i>from Administration</i>	_____	_____
3. Completed Project Checklist (1410)	_____	_____
1. Oral Presentation	_____	_____

**Graduation Project is determined to be...**

\_\_\_\_\_ **Satisfactory**

\_\_\_\_\_ **Not Yet Satisfactory**

Signatures

_____	_____
Student	Date
_____	_____
Advisor	Date