



New York City Department of Education
RICHMOND HILL HIGH SCHOOL
89-30 114th Street
Richmond Hill, NY 11418
(718) 846-3335

Frances DeSanctis, Principal

Debra C. Bodie, AP, ext. 410

Dear Parent (or Student):

Over the years, many of our students have volunteered in community schools and social service agencies as part of our Community Service Learning Program. The students complete 40 hours of unpaid community service under the direct supervision of a cooperating teacher or other on-site supervisor. For this service they earn one elective credit towards graduation.

Please be aware that our program is rigorous and demands of the student the following:

- 1.) A **recommendation form** signed by the student's guidance counselor.
- 2.) A **student contract** signed by both the student and his/her parent.
- 3.) A **liability disclaimer** signed by a parent.
- 4.) A **weekly time log** to be kept by the student.
- 5.) A **daily reflective journal** (diary) to be kept by the student.
- 6.) **Weekly meetings** with the student's supervising teacher at Richmond Hill High School.
- 7.) A **signed evaluation** to be completed by the student's on-site supervisor.
- 8.) A **final 500 word reflective paper** in which the student writes about what he/she learned from participating in the program.

These requirements are designed to ensure that our students take their volunteer duties seriously and that their experience is truly an educational experience for them.

If you are a parent reading this, please discuss the program with your child. Emphasize that he (or she) will be making a serious commitment to others when he (or she) signs up for the program.

If you are a student reading this, please think carefully about whether you think this program is for you. It can be a fun and rewarding way to earn a high school credit, but you must take it seriously.

Sincerely,

Ms. Vojvodic, ext. 401 (Room 410)
Coordinator, Community Service Learning Program