



2018-2019 STUDENT SERVICE HOUR REQUIREMENTS

for Grades 4-5

Handbook Statement for Student Service Hours:

Student Service Hour Requirement

In keeping with the mission of St. Helen Catholic School: "to provide a well- rounded education emphasizing Catholic ideals of academic excellence, personal integrity, Christian service and enduring faith," the guidelines below must be followed:

- * 5th graders must complete **8 hours of service** within the school or community (at least 4 hours must be in the community).
- * 4th graders must complete **6 hours of service** within the school or community (at least 3 hours must be in the community).

These student service hours are independent and in addition to the Family Service Requirement. **Only student service hours served on campus may count for Family Service Hours (maximum of 5 hours allowed).** These student hours **MUST** be recorded in the Family Service Hour binder (or electronically) by the parent by April 15 to count for the current school year. The religion teacher is not responsible for recording these hours.

Service Hour Guidelines- Students

- Service hours accrued during the summer months prior to the beginning of school will be accepted.
- At least one-half of the hours are due at the end of the 1st semester.
- Altar serving for funerals/weddings **outside the school day** will be accepted as service hours. If a student takes a financial blessing for this service, he/she cannot "double dip" by taking both the gratuity and claiming service hours.
- The signature of the person supervising the work/service being done is required.
- Service opportunities will be posted or relayed by teachers as they arise.
- Service hours will be counted as a major test grade in Religion at the end of each semester. All hours earned and verified should be turned in to the student's Religion teacher as soon as they are completed.

Grading will be based on actual service hours earned, a typed paper, and service hour record sheet to be turned in to the religion teacher on or before Monday, April 26, 2019. This paper will count as one of the 4th Quarter projects.

Grading System

Actual Service Hours	60 pts	6 th Grade – 10 hrs. 7 th Grade – 10 hrs. 8 th Grade – 10 hrs.
Paper	35 pts.	25 pts. - content 5 pts. - complete and correct sentence structure 5 pts. - neatness and presentation
Record Sheet	5 pts.	
Bonus points	5-15 pts.	Additional hours, service commendation/s, excellent documentation and outstanding service rendered.
TOTAL	100 pts.	

Please see reverse side for other notes.

2018-2019 STUDENT SERVICE HOUR REQUIREMENTS - NOTES

for Grades 4-5

1. For each hour under 10 hours (6th -8th Grade), 5 points will be deducted from 60 pts. For each hour over 60 pts., ½ pt. will be added up to a maximum of 5 bonus points.
2. Typed paper should be in 12 pt., Arial or Times New Roman, and double spaced. Minimum of 5 sentences per question. The paper should explain :
 - a. Why service is necessary within the Church and School community?
 - b. How service for others is necessary for your growth as a Christian?
 - c. Which type of service you most enjoyed and why?
 - d. What type of service to the Church and community do you see yourself performing as you grow into an adult?

Service hours must be totaled on the Service Hour Log Sheet. **The log sheet must be attached to the back of the paper.** The hours must be signed off on by a representative of the school, church, or other approved organization.

3. **Photos (3 OR MORE)** of service hours performed will form part of the documentation.



