

MADISON ACADEMY SERVICE LEARNING POLICY

Revised May 2017



Madison Academy faculty and students are committed to growing as compassionate humanitarians and therefore choose to be active in community service. For “just as the Son of Man did not come to be served, but to serve” (Matthew 20:28) we must also “serve wholeheartedly, as if [we] were serving the Lord [and] not men” (Ephesians 6:7).

All students will be required to complete **twenty-five (25) hours** of local/global community service for **every year in attendance** (pro-rated for transfer students). In the spirit of the service learning requirement, the following policy will help provide guidelines for engaging in enriching community service.

1. The 25 hours per year (beginning with the 2016-17 school year) are a diploma requirement and will be recorded on the student’s official transcript. Proper documentation must be completed prior to re-enrollment or diploma and transcript release.
2. Students will develop, evaluate, and revise an Individualized Service Plan (ISP) each quarter as part of the Religion curriculum. The ISP will include:
 - a. A variety of agencies to allow for a beneficial experience
 - b. Location of their community service hours.
 - c. Contact information for an approved service site (site, supervisor, address, phone, email).
 - d. Activities or responsibilities during the time of service
 - e. Scheduled date / time of service
 - f. Approval signatures from parents / guardians
2. Upon completion of a service activity, the hours must be documented on the appropriate service learning form to include:
 - a. Number of hours completed
 - b. List of activities at the service project site
 - c. Official signature, title, and contact information for any clarification deemed necessary
 - d. Supervisors comments
 - e. Student’s reflection
3. School group activity sponsors may submit a roster of participants on a service project. However, it is the students’ responsibility to verify that the hours appear on record.
4. Teachers who arrange class-wide service activities must determine if the project is for credit or service learning hours. (*cannot count twice*)
5. Service learning hours cannot be completed for a job which someone is employed to do.
6. Community service hours will not be accepted for any of the following circumstances:
 - a. Service for which a student receives financial or grade compensation
 - b. Court-directed or school disciplinary related community service
 - c. Fundraising for a school sponsored activity
 - d. Service to one’s own family
 - e. Community Service hours performed prior to June 1
 - f. Hours do NOT rollover to the next year.
 - g. However, a student may submit more than the 25 hours required to be reported on the student transcript.