

Meeting the Requirements for Graduation

To complete the community service graduation requirement for Miami-Dade County Public Schools, each student must complete a community service project. The project may be completed at any time during a student's high school years. **No prescribed number of service hours is required unless students are working toward the [Florida Bright Futures Scholarship program](#) or the Superintendent's Diploma of Distinction (a minimum of 75 hours of service are required for each.)**

In addition, students who complete the course requirements for the courses listed below also meet the community service requirement for graduation.

- Voluntary School/Community Service (210433001 .5 credit; social studies elective)
- Voluntary Public Service (050037001 .5 credit)

Monitoring and Recording the Completion of Community Service Projects

The primary responsibility for seeing that community service projects are completed and recorded rests with the individual students. However, 12th grade government and economics teachers, counselors, office staff, and school-site administrators are also involved in this process. The information that follows outlines the procedures to be used in monitoring and documenting the completion of students' community service projects.

Required Student Forms

- To facilitate the monitoring and recording process, all students are required to complete the
- **Project Proposal, Project Summary Report, and Activity Log** forms (see Addenda A, B, and C).
- (Note: Only students working to meet the requirements for [Florida Bright Futures Scholarship program](#) or the Superintendent's Diploma of Distinction need to complete the "Hours Completed" section of the **Activity Log** form.)

Project Proposal Form

- All students are required to complete the **Project Proposal** form prior to beginning the project. The Project Proposal should be reviewed and signed by the student's parent or guardian.
- The completed **Project Proposal** form should be submitted by the student to the appropriate counselor or the principal's designee for approval and signature. One copy of the form shall be retained by the counselor or principal's designee, and one copy shall be retained by the student.

Activity Log

- All students should record any service activities in which they are involved on the **Activity Log** as they work on the project.

Project Summary Report

- After the community service project has been completed, the student must complete the **Project Summary Report** and have signed by a parent or guardian. (Only students working to meet the requirements for Florida Bright Futures Scholarship program or the Superintendent's Diploma of Distinction need to complete the "Hours Completed" section of the **Activity Log** form.)
- The completed **Project Summary Report** and **Activity Log** should be turned in to the appropriate counselor or principal's designee who approves and signs them, and will then be responsible for entering the project as completed in the M-DCPS ISIS computer file.
- **The final authority in matters related to a student's Project Proposal, Project Summary Report, or Activity Log rests with the school's principal.**

Monitoring and Recording Procedures for Students Completing the Community Service Requirement During the 12th Grade

- Government and economics teachers must remind all seniors that have not yet completed the community service project to do so. Counselors, using computer generated tools produced by ITS, are also responsible for reminding students of the need to meet the requirement.
- All students are required to complete the **Project Proposal** form prior to beginning the project. The Project Proposal should be reviewed and signed by the student's parent or guardian.
- The completed **Project Proposal** form should be submitted by the student to his/her government or economics teacher for approval and signature. One copy of the form shall be retained by the teacher and one copy shall be retained by the student.
- All students should record any service activities in which they are involved on the **Activity Log** as they work on the project.
- After the community service project has been completed, the student must complete the **Project Summary Report** and **Activity Log** and have them signed by a parent or guardian. (Only students working to meet the requirements for Florida Bright Futures Scholarship program or the Superintendent's Diploma of Distinction need to complete the "Hours Completed" section of the **Activity Log** form.)
- A copy of the **Project Summary Report** and **Activity Log** should be retained by the teacher and another copy should be retained by the student.

Community Service Project Proposal

Addendum A

Student's Name _____ I.D. # _____

School _____

Title of Project _____

Grade Level _____ Project Starting Date _____

Directions:

1. Complete the Proposal form in ink and sign it. Print clearly or type. Attach additional page(s), as needed.
2. Have the Proposal form signed by a parent or guardian.
3. Submit the Proposal for approval and signature. (Seniors submit the form for approval to their government or economics teacher. All other students submit the form to the appropriate counselor or the principal's designee.)

Project Description - What is your project? Be specific about what you will do.

Need - Why is this project needed? For whom will it be valuable?

Final Results - What do you hope to accomplish as result of your work?

I have reviewed my son/daughter's Community Service Project Proposal and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

Parent/guardian's signature _____

Student's signature _____

Signature of approving teacher, or counselor _____

Project Summary Report

Addendum B

Student's Name _____ I.D. # _____

Grade Level When Project Was Completed _____ Project Completion Date _____

Directions:

1. Complete the Project Summary Report in ink and sign it. Print clearly or type.
2. Complete all parts of the required essay as outlined below on your own paper.
3. Attach the essay to the Project Summary Report form. (It is strongly suggested that a duplicated copy be made of the essay.)
4. Have the completed Summary Report reviewed and signed by a parent/guardian.
5. Submit the Summary Report and attached essay for final approval and signature. (Seniors submit the Summary Report for approval to their government or economics teacher. All other students submit the Summary Report to the appropriate counselor or the principal's designee.)

Required Essay: Summarize your community service experience in essay form. Address each of the following in your essay.

- A. Briefly describe your project and the main activities of your project. Describe changes you made from your original proposal.
- B. Briefly outline the steps you took to plan, implement, and complete the project. Indicate how much time you spent in completing all aspects of this project.
- C. Describe the problems that occurred during the project. Explain how these problems were handled.
- D. Describe the impact you believe your project had on the community or on the people who received your service.
- E. Describe what you learned about your community as you worked on your project. Describe what you learned about yourself and the importance of giving something back to others.

I have reviewed my son/daughter's Project Summary Report and understand that a community service project must be completed in order to meet the graduation requirements for Miami-Dade County Public Schools.

Parent/guardian's signature _____

Student's signature _____

Signature of approving teacher, or counselor _____

