



Griswold High School

303 Slater Ave, Griswold, CT 06351

Michele Walworth, Capstone/Community Service Coordinator

mwalworth@griswoldpublicschools.org (860) 376-7640 x4214

www.griswold.k12.ct.us/ghs/student-life/capstonecommunity-service

Erin Palonen

Principal

Marceline Dillon

Assistant Principal

Please return this top page only to Mrs. Walworth's mailbox located in the front office by September 17, 2021

Student Name (please print) _____ **Class Year** _____

- I am aware that each student must successfully complete all components of the Capstone/Community Service Project in order to receive the Capstone and Community Service Credits that are required to graduate from Griswold High School
- I understand students are required to complete a minimum of **10 hours of Community Service each year for a total of 40 hours by graduation**. (Exception: Class of 2023 has 30 hours. New students entering GHS after freshman year will be prorated and required to do 10 hours a year per enrollment at GHS.)

NEW FOR 2021/2022

- Community Service must be for a non-profit organization only. Community service can not be done for friends, family or neighbors. *Please see the additional Community Service Guidelines also handed out with this acknowledgement form for more detailed information.*
 - Hours Forms must be turned in **within a month of the completion date of the volunteer position** or will not be accepted. Treat your community service hours as an assignment and have all forms signed off by the supervisor on time and handed in within a month. Forms handed in late will not be accepted.
 - All community service hours will be performed in person only. No online activities will be offered or approved this year.
 - All community service hours will take place after school. There will be no opportunities during study hall or during school to earn community service. This provides equity for all students in reaching their community service goals.
 - Community Service projects that are with 'for-profit' organizations must be approved in writing by Mrs Walworth. There are situations where a regular business may be eligible for community service work. Please email Mrs. Walworth for help.
 - Students can not earn their hours all in one location. They must volunteer in at least two places with a max of 20 hours per location. Of course, any hours turned in prior to September 9, 2021 are grandfathered in under last year's rules.
 - This year your student will receive either a P (pass) or F (fail) on their report cards for Community Service. Completion of 10 hours is a Pass. Any hours under 10 hours completed is a Fail. Reminder, this does not affect your GPA but you must earn 1 credit for Community Service in order to graduate from GHS.
- I understand any community service hours performed over the summer will count as the following academic year's community service commitment. Students have until October 1, 2021 to get those hours in for credit. Forms received after this summer deadline will not be approved.
 - The maximum hours a student can volunteer per non-school day is 8 hours. Any hours over that will not be approved.
 - The final deadline for forms for hours earned in the 2021/2022 school year is **May 6th**. Mrs. Walworth's 10 month yearly assignment is up on May 26, 2022.
 - In keeping with Griswold's Vision of the Graduate, you acknowledge that parental support is an important component in the successful completion of their Capstone and Community Service requirements.
 - Students will always seek parental permission for any of their community service hours. You will ensure their safety by making sure they are in an environment you approve of and know about. All Community Service participation will follow Connecticut State laws for children under the age of 18. <https://www.ctdol.state.ct.us/wgwkstnd/minors/wg18yrs.htm> Hours that do not adhere to Connecticut State Laws will not be approved.
 - I have read the attached Guidelines and understand that if I have any questions or concerns, I will contact the Capstone/Community Service Coordinator, Michele Walworth at mwalworth@griswoldpublicschools.org

Parent/Guardian Name (printed): _____ Date _____

Parent/Guardian Signature: _____

Student Signature: _____

(ver 9/3/21)

COMMUNITY SERVICE GUIDELINES

(ver 9/3/21)

Information and Requirements:

- 40 hours due by April 1st of your senior year
- 10 hours a year are due which will be reflected as a Pass or Fail grade on your report card
- **Starting 2021-22 School year all hours must be at a non-profit organization.** There is a list online at:
<https://www.griswold.k12.ct.us/ghs/student-life/capstonecommunity-service/local-contacts> and also in the Google Classroom
- Students should accept the Google Classroom invite ASAP
- Mrs. Walworth will use Google Classroom, Morning Announcements, bulletin boards, assemblies, emails and appointments to communicate with the students
- Community service hours must be handed in on the formal Hours Form which is available online, outside of the front office and room 4214 and in Google Classrooms
- All completed Hour Forms should be submitted within 1 month of the date of the performed community service. Forms received after those dates will not be accepted. Treat this as an assignment and hand in promptly
- Students with Case Managers are encouraged to work with their Case Managers to meet their Community Service Goals. No exemptions or modifications will be granted unless part of an IEP process. If any questions or concerns please contact your case managers or guidance counselors
- Students are required to seek out their own volunteer opportunities as well as develop new initiatives
- Failure to complete Community Service will result in not earning enough credits to graduate

What is NOT approved:

- Any service you receive payment for
- Community service performed for family, friends or neighbors is **not allowed**
- Community service where your parents or family is employed is **not allowed**
- Any hours that are NOT at a non-profit business are not allowed unless you have requested prior approval from Mrs. Walworth in writing on the Pre-Approval Form (in Google classrooms and online)
- Any online activities. All Community Service must be in person
- Any service you have to perform for a curriculum-based class for graded credit (i.e. CNA program)
- Hours over 8 in one 24-hour period will not be accepted. 8 hours max per day is allowed
- Absence from class or school to perform community service
- Emailed Hours forms will not be accepted. Please hand in to front office. Mrs. Walworth is not responsible for lost Hours Forms. Please make a copy before handing it in
- In school clubs such as Drama, FBLA, Student Leadership Council or Teen Legislative Council will not earn Community service hours for attendance. However, any community service projects they set up for outside of the school day that benefits the public will be accepted
- Travel time to Community Service events is not counted
- Hours that can not be verified by Mrs. Walworth will not be accepted. Please make sure you have filled out your forms with all the proper information
- Forged forms – will meet disciplinary action
- Hours that do not meet the State of CT Safety protocols will not be approved.
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Principal

Marceline Dillon

Assistant Principal

September 3, 2021

Welcome new students, parents and guardians!

Over the last few years our Griswold High School educators have created Griswold Public School's "Vision of the Graduate." The Board of Education and Administrators have adopted this important vision, as a district, as it speaks to the essential transferable skills utilized in the world outside of high school.

Griswold Public School's Vision of the Graduate

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| <p><u>Effective Communicator</u></p> <p>The Griswold graduate demonstrates an ability to communicate effectively and confidently through writing, speaking, listening, presenting, collaborating and other forms of creative expression.</p> | <p><u>Resilient Problem Solver</u></p> <p>The Griswold graduate demonstrates an ability to achieve goals by taking risks, and solving problems with flexibility, strategic planning, attention to detail and perseverance.</p> |
| <p><u>Critical Thinker</u></p> <p>The Griswold graduate demonstrates an ability to gather and evaluate information, analyze objectively, form a judgment, develop a hypothesis, and initiate inquiry through the mastery of multiple literacies.</p> | <p><u>Engaged Citizen</u></p> <p>The Griswold graduate demonstrates an ability to engage in service-oriented and civic-minded activities and to utilize cultural literacy and integrity to make responsible and culturally sensitive decisions.</p> |

As a result of this vision and in keeping with current Connecticut State mandates, each GHS student (starting with the Class of 2023) will be required to complete a Capstone Project during their senior year. More information and directives will be forthcoming in regards to the Capstone Project as your student approaches their junior and senior years.

Students will also be required to complete a minimum of 10 hours of Community Service each year for a total of 40 hours by April 1st of their graduating year. *(Note – The Class of 2023, due to a BOE Addendum as a result of Covid-19, only has to complete 30 hours. All other classes still have 40 hours. Students who join us later will be prorated to 10 hours a year total during their time at GHS. Partial year additions will also be prorated as required.)* Completion of the Community Service and Capstone requirements earns you 1 credit each which is required by the BOE. You will not reach your graduation expectation if you do not complete these 2 credits.

Community Service is a significant opportunity for students to become active participants in their community in a positive way. Community service allows students to acquire life skills and knowledge, as well as to provide a service to those who need it most. I am honored to be the Capstone/Community Service Coordinator and will be working with your student to track their hours, answer questions, find opportunities, brainstorm and help direct their civic and social expectations as part of Griswold's "Vision of the Graduate."

I will be reaching out to your students through Google Classrooms – the same platform as their other classrooms. I will share volunteer requests, forms, ideas and information. To track your student's hours you can view their Community Service hours in In-Campus. Directions are in your student's Community Service Google Classroom. Please make sure they accept the invitation to join. Capstone will be offered as a class and tracked and graded in typical classroom fashion by other educators of the Capstone team. I am available by appointment during study halls, lunches or after school to meet with your student. Please email me.

Please review and keep the attached Community Service Guidelines and this letter for further reference. After two years of building this program from the ground up, I have recognized where the integrity and structure of the program could be enhanced. Conversations with other local high schools have helped me to define these important guidelines as we start off a new and exciting year. Remember – Community Service is not just 'free-work' for a business or individual, it is a thoughtful and meaningful connection with our community to engage in service-oriented and civic-minded activities.

Attached you will find the Acknowledgement Form that confirms your understanding of the Capstone/Community Service requirements and its implications toward graduation.

Signed Acknowledgement Forms should be returned to the front office into Michele Walworth's mailbox by September 17, 2021. Failure to return the Acknowledgement Form may result in loss of certain privileges for your student. (i.e. dance tickets). Please treat that form the same as you would a syllabus confirmation form from any other teacher.

These documents and more are available to your student in their Community Service Google Classroom folder and on our website: <https://www.griswold.k12.ct.us/ghs/student-life/capstonecommunity-service>. Please remind your student to accept and join the Community Service Google Classroom.

If you have any questions, you may reach me at mwalworth@griswoldpublicschools.org. Please note that I am a part time employee and if I do not return your email right away, I will on the next business day. I am typically in my office Tuesday, Wednesday and Thursday's.

Thank you again and I am looking forward to being part of your student's High School experience at GHS!

Sincerely,

Michele Walworth
Community Service/Capstone Coordinator
Griswold High School
mwalworth@griswoldpublicschools.org
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Community Service Guidelines (ver 9/3/21)

KEEP FOR YOUR RECORDS

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****New for 2021/2022**** - Forms are due ONE MONTH FROM THE COMPLETION DATE OF YOUR SERVICE. Please make a copy of this form for your own records. Lost forms are not the responsibility of the Community Service Coordinator.

Community Service Form

See Guidelines on back of this form for more information

Use one form per event. If multiple dates are at the same place, use one form per month.

Student Information

Student Name:

Graduation Year:

Community Service Event Information

Name of the Non-Profit Business and/or Event:

Event Supervisor Name. Please Print:

Date(s) of Service:

Event Supervisor Phone Number:

Total Hours:

Event Supervisor Email:

Are any members of your family employees or owners of this organization? ☐ Yes ☐ No
(this includes parents, grandparents, aunts, uncles, cousins, etc.)

Description of Community Service. Include dates/hours and brief description of what you did.

Event Supervisor Signature:

Date:

Parent Signature:

Date:

Student Signature:

Date:

Hours will be verified and logged into Infinite Campus once they are approved. Instructions on how to access your hours is in Google Classrooms. If forms are incomplete, Mrs. Walworth will return them to you.

Community Service Coordinator Approval:

Date: