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SAN FRANCISCO
WALDORF
HIGH SCHOOL

Student Service Program
2009-2010

service in the community
in-school service projects

*The best way to find yourself is
to lose yourself in the service of others. ~Mahatma Gandhi*

*Change will not come if we wait for some other person
or some other time. We are the ones we've been waiting for.
We are the change that we seek. ~Barack Obama*

You must be the change you wish to see in the world. ~Mahatma Gandhi

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Student Service Program Overview

San Francisco Waldorf High School will embark this year, in a modest way, on a journey to re-create and expand our service learning program for our students. Service learning projects endeavor to accomplish the following goals:

- *Foster the development of a sense of concern for others*
- *Meet community needs*
- *Create a collaboration between school and community*
- *Create a structure that allows time to think, talk, and write about the service activity*
- *Include an evaluation by everyone involved: students, teachers, community agency*
- *Incorporate significant input from students*
- *Integrate with each student's academic curriculum*

In the past 12 years, 9th and 10th graders have participated in **Project Week**, which includes some of the elements of service learning. We will continue this program, which sends groups of students to various organizations in the Bay Area to work for one week in an effort to assist with the needs of these agencies that serve our community.

Although pulling weeds in The Presidio may seem a thankless task at times, it accomplishes very important results toward the removal of non-native species that threaten our ecological environment. Assisting the Recreation and Parks Department in beautifying a particular park system gives us the selfless opportunity to create beauty for others in a small way. Spending time with the elderly in a retirement facility gives them immeasurable joy that they would not otherwise experience, and we receive the reward of knowing that we have made a small difference in someone's life. Spending countless hours shelving food products at the Food Bank is hard work, but the result is that this organization can distribute much needed food to the homeless and to families whose parents are out of work in this difficult economic time.

Service learning most importantly helps each of us to understand how fortunate we are and how so much can be gained for others with even the smallest efforts from us.

Although our service learning efforts this year may not accomplish every goal, we hope to expand our students' awareness of giving selflessly for the benefit of others. By creating new structures for student service, we hope we will achieve small steps in this direction.

Service In the Community

This year's calendar includes seven Student Service Days. While faculty and staff do in-service work, planning and grading, students will use these days to work with an organization of their choice. The Student Service Program Coordinator, Ms. Barbara Allen, will work with students to identify an agency that is an appropriate fit for them, and by October, they will contact the organization and setup their Service Days in the community.

Our most important goal this year will be to help students identify the right organization for them. We want their service in the community to be meaningful and rewarding. Volunteering is an opportunity for personal growth, and although it may not require any special prior experience, it represents our willingness to help others.

Parameters for volunteering in community organizations

- **20 hours per school year** must be completed each year during the academic year (may include June-Aug)
- seven student service days are designated each year
- each student will be provided with a **Student Service Days Schedule**: student will complete the schedule and submit it to the Service Program Coordinator
- students are responsible for contacting their organization and arranging their service schedule
- organizations must be approved by the Program Coordinator (provide the name and contact information for organization's representative)
- additional summer service is encouraged (eg summer camps, etc.) – provide name of camp, organization and contact information
- **Service in the Community Sign-Off** (1-page) will be posted online and must be completed at the end of each day of service; student can hand deliver to the Service Program Coordinator, or the organization representative can submit it to the school; summer service documentation such as camps, etc. can be documented at the end of the summer service; follow the same guidelines as above, being certain to have the *Sign-Off* form completed and submitted

In-School Service

Instead of counting hours for service given in the high school, this year we are initiating a year-long project for each student's service contribution. A wide variety of service opportunities are listed below, and these projects cover all aspects of the life of the high school. We hope that students will consider where they would like to give of their time to provide services that support the goals of the school.

Parameters for In-School Service

- a list of in-school service projects will be provided to all students, and they will commit to one project for the entire year (see list below)
- projects are ongoing for the entire school year, with daily or weekly or seasonal involvement
- 7 student service days are designated each year during which some in-school service may be given
- Most in-school service can be given after school, during lunch, or during study hall (additional service can be given during the summer). Some service may be oriented around events or athletic competitions.

- each student will be provided with an ***In-School Service Plan***; the plan will be completed and submitted to the Service Program Coordinator by the first week in October (the plan provides specific service and dates); the *In-School Service Plan* is posted online
- Each faculty/staff service sponsor will maintain an ***In-School Service Quarterly Report*** form for the students assisting them. Rather than calculating “hours,” faculty or staff will submit a quarterly report evaluating the student’s service (eg, “Jill has reported as requested and been very cooperative in completing her service;” and submit a brief description of what the service is).

Athletes have a rigorous after-school schedule, so they have to make a special effort to get their in-school service done. For example, they can opt for working with admission (as ambassadors or at open houses), with classroom related service that they can accomplish within the school day, or with special events when they are available to assist parents. They can also serve in athletics when they are out of their own sport season. With appropriate planning and commitment, they can also volunteer during the summer.

Program Coordination

Accomplishing the goals of the Student Service Program will be coordinated by Ms. Allen, the Student Service Program Coordinator.

Coordinator

The Service Program Coordinator is responsible for communication to all students about the service program with details about both out-of-school and in-school parameters and responsibilities. Ms. Allen is also responsible for identifying service opportunities both in and out of school. Faculty and staff will cooperate by providing in-school service opportunities and overseeing in-school service.

The Program Coordinator will attend class meetings to present program information and assist students with completion of their *Service Schedules* and *Plans*. If necessary, appointments with students will be scheduled during September and October to be certain they have completed their ***Student Service Days Schedule*** and their ***In-School Service Plan*** by the first week in October.

Service Reporting

Ms. Jane Gallardo is responsible for monitoring ***In-school Service Quarterly Reports*** from faculty and staff, which will be entered by faculty at the end of each quarter with the students grades and evaluations.

Ms. Allen is responsible for receiving ***Service in the Community Sign-Off*** forms and entering that information into the student’s record with the assistance of Ms. Jessica Eicher.

Class Meeting Presentations

The Program Coordinator will speak with students at their class meetings to assist in completing service plans/schedules and to review progress.

At those meetings:

- At the beginning of each year, speak about the out-of-school organizations we partner with and receive other organizations that students wish to serve
- At the beginning of each year, connect each student with an out-of-school organization that they would like to work with for the year
- outline process for signing up to do their out-of-school service on the Student Service Days – each student completes a ***Student Service Days Schedule***
- delineate in-school work at these meetings and assist students in selecting the service they will provide (we provide a finite list of projects in which they can participate)
- by the first week in October, have every student signed up for both in-school and out-of-school plans
- remind students that the ***Service in the Community Sign-Off*** form and the ***In-School Service Plan*** form are posted on the website
- Discuss how projects are going; may solicit written evaluations from students

Student Service Program Forms

Service in the Community

Student Service Days Schedule – form to be completed by each student delineating when and where they will complete their in-community service; (a limited amount of in-school service may also be indicated on this form, if projects are offered)

Service in the Community Sign-Off – form to be completed by a representative of the community organization for which the student does service and submitted to Ms. Allen by the end of each quarter (this record will be recorded with grades and student evaluations at the end of each quarter)

Service in School

In-School Service Plan – form to be completed by each student delineating their in-school service commitment

In-School Service Quarterly Report - form to be completed by faculty/staff confirming student in-school service (this record will be recorded with grades and student evaluations at the end of each quarter)

In-School Service Projects

You may speak with the sponsors of any of the listings below to determine if you could signup for that project. First come, first served. Other projects may be approved.

ADMISSION AMBASSADORS

Admission – Ms. Barry

Ms. Barry needs Admission Ambassadors to take on a variety of tasks such as host visiting students, attend high school fairs, speak at our Open Houses; and/or provide open house setup/cleanup.

LIBRARY SERVICES

Library - Ms. McGill

Ms. McGill needs library assistants who work for her on an as needed basis. You can work after school or during study hall or at lunchtime.

WOLVERINE SERVICE BOOSTERS

Athletics – Mr. Lopez

Mr. Lopez needs team managers, team scorekeepers, volleyball and basketball scoreboard managers, volleyball sideline judges, etc.

STUDENT SUPPORT SERVICES

Notetakers – Mr. Gierlach

Students will be selected by Mr. Gierlach to serve as notetakers throughout the school year.

Class Videos – Mr. Gierlach

Students will arrange to video classes on an as needed basis for students who are missing school due to illness.

BUILDING & GROUNDS SERVICES

Landscaping/Gardening – Dr. Burket & Ms. Capers

A variety of projects will be assigned to beautify the school grounds. You will be called on as needed to participate in landscaping projects.

Lost and Found – Ms. Allen

Organize lost and found, separating clothing from work and food containers; bi-weekly on Friday, bag up stuff for export; collect all lost work, clothing, etc. --- walk through halls and check classrooms --- and either put in *mailboxes* or in the *lost work station* or in the *lost and found box*.

Student Mailboxes – Ms. Allen

Each Friday after school, empty all student mailboxes into a storage box provided by Ms. Allen. Work will be filed in the box by grade. .

Storage – Ms. Allen

Provide assistance in keeping the storage closets organized as needed.

Broken Furniture Patrol – Ms. Allen

Find broken furniture and place in disposal area as needed.

Furniture moving team – Ms. Allen

Assist in moving furniture as needed.

TEACHER/PARENT ASSISTANTS

Events – Ms. Allen

Students will be on call to assist parents with whatever help they need for each of our events during the year. Up to 10 students may qualify for this service, but they must be available when called upon.

Tablecloths – Ms. Davis

Keep our supply of tablecloths clean and stored properly. You will wash/iron/fold any tablecloths used either for events or other school purposes (2-3 students needed).

Art Classes – Art Faculty

Two students in each art class will assume a cleanup monitoring responsibility. Cleanup begins 10 minutes before the end of each class. You will supervise the cleanup at the end of each of your art classes throughout the year; make certain all your classmates participate in whatever cleanup needs to occur. Two students needed for each class. For example, make sure tabletops are cleaned, (let us know if you need spray bottles/cloths); check floors (all stuff put away properly); clean sink, once per week.

Art Studios & Art Displays– Ms. Townsend

You will be responsible for cleanup of art tools and organization of work, equipment, etc. on an as needed basis. Assist Art Faculty in hanging student work for displays around the school as requested. Two students for each Studio as needed (eg. Studio 100, Studio 200), a total of four students.

Choir Assistants – Mr. Weber

Two students will assist Mr. Weber in the management of sheet music, folders, and set up for each class.

Music Closet – Mr. Greenlief

Assist with organization of music storage at the end of each jazz/orchestra class (2 students each of the 3 days).

Jazz/Orchestra Class – Mr. Greenlief

Make certain that Room 151 is orderly after jazz/orchestra class (2-3 students needed).

Classroom Care – Various Faculty/Staff

You will work with faculty who have assumed responsibility for a specific classroom throughout the year. Assist your faculty sponsor in making the room beautiful (water plants, hang new artwork, etc.). At the end of each day, make sure your room is beautiful and orderly, and that it has been properly cleaned. Care for plants weekly; always think of ways to make the room a place that all students love to work in. Teachers may elect to have you work on specific days, eg Mon & Wed, another crew on Tues/Thurs, and another crew on Fri.

Below is a list of the classrooms, library and Herbst Hall (you can select one room to care for):

Biology Lab - Dr. Burket

In addition to the above responsibilities, assist Dr. Burket with feeding critters, watering plants, etc. This can be done at lunch, study hall, or after school, Dr. Burket will give you a schedule.

Chem Lab - Ms. Alba

Physics Lab - Dr. Carini

In addition to the above responsibilities, assist Dr. Carini with putting away equipment and materials, and organization as needed. He will give you a weekly schedule.

Room 151/Earth Science - Mr. Kim, Ms. Calderera, Mr. Phillips

Room 105 – Ms. Hou

Room 111 – Ms. Albrecht

Room 112 – Ms. Gressel

Room 106 – Ms. Apana

Room 107 – Ms. Thiersch

Room 108 – Ms. Lemberg and Mr. Weber

Room 113 – Dr. Renegar
Room 114 – Ms. Kuschner and Mr. Farey
Studio 100 – TBA
Studio 200 – Ms. Townsend
Library – Ms. McGill
Herbst Hall – Ms. Allen

SAFETY & SECURITY SERVICES

Safety Preparedness – Ms. Allen & Mr. Jackson

Two students will work with these project sponsors to evaluate our disaster supplies needs (go online and determine what is needed; contact Cory Powers and see what can be ordered; find out if we can store large bottles of water (Arrowhead); etc. Students will also assist with scheduled drills.

ADMIN ASSISTANTS

Administration – Ms. Allen/Ms. Eicher/Ms. Gallardo/Ms. Davis

You will be asked to assist in a variety of tasks, such as filing, copying, delivering mail, answering phones, posting class lists and schedules and special notices, etc. You can do this work after school, at lunchtime, or during study hall. You will be on call on an as needed basis.

College Counseling Assistant – Ms. Rudsten

One student needed to check various college websites to verify that they are still current and active. File college materials in appropriate folders. Assist with parent mailings and make file folders as needed.

PUBLICATIONS, COMMUNICATION, & IT SERVICES

Yearbook Editors – Ms. Lemberg

Two editors will work with Ms. Lemberg on coordinating the yearbook work and committing to meet all deadlines.

Sports Reporters – Ms. Allen

Students will be responsible for submitting an overview of our games for publication in either the weekly announcements or in the HS online newspaper. Athletes may wish to take on this task.

School Event Photography – Ms. Kuschner

You will be responsible for taking photographs at school events on an as needed basis.

AV/Sound Equipment Assistant – Mr. Solberg & Mr. Phillips

Two students from each grade will be signed up for this service project. You will learn how to provide technical assistance with both the AV equipment and the sound equipment and be on call to provide assistance throughout the year as needed.

Videographer - TBA

You will be responsible for video taping events or activities as requested.

Organizations in the Community

Below is a listing of some of the community organizations that our students have enjoyed working with:

Glide
Raphael House
San Francisco Food Bank
Life Vision International

Park Presidio Stewards

San Francisco Botanical Gardens
Alemany Farm
Garden for the Environment
Friends of the Urban Forest

San Francisco Bike Coalition
San Francisco Zoo
Oakland Zoo

YMCA
San Francisco Zen Center

Marin Symphony
Shipyard Artists

Various Pre-School Programs