

Additional Community Service FYI's

1. You, yes, you. You **must sign in and out** at the Round House every day that you attend your site. **That's sign, not print.**
2. No, your friend cannot sign for you. Only you.
3. If you have CS during first period, you must come to school **first** to sign in.
4. If you have CS during fourth period, you must **come back** to school to sign out.
5. Signing both in and out effectively closes "the loop" of your time off campus. **You must sign both in and out.**
6. If you sign out but don't go to your CS site, you will be given an off-campus violation.
7. Once you have submitted your release forms, you will also have a CS pass from me for each term.
8. You have a copy of the timeline, and you are responsible for all due dates. I will post reminders near the clipboards in the Round House, but you are the one who has to keep track of when to turn in paperwork.
9. If your job site is closed, you must sign in at the Round House then report to Mr. Litchfield in E-7 for further instruction. This includes days when the other schools are not otherwise in session.
10. If you are sick, it is your responsibility to call your job site and let them know. This is common courtesy.
11. On Casa's testing days it is your job to let your job site know that you must attend the job site at a different time.
12. If you need to make up days missed at your site, that is your responsibility. See me if there are questions or concerns.
13. If your job site has a different dress code than Casa's, you have to follow your job site's rules.
14. You will need extra **Supervisor Grading Sheets**. All extra forms are in E-7.
15. If you need to see me during the day, I am available before/after school, and during 1st and 2nd period. *Please do not interrupt my classes.*
- ***16. If any part of your required Community Service paperwork (grading sheets, attendance logs, essays) is not satisfactorily completed by 10 days beyond the end of the grading period, you will NOT receive credit for this course.**

Yes, I really understand the above stipulations, and promise to abide by them.
Yes, I have a copy of the time line for all due dates.

signature date

print name class period