

GCHS SITE /SUPERVISOR APPROVAL FORM:

Student Information:

First Name: _____ Last Name _____

Religion Teacher: _____ Grade: 9 10 11 12

Site Information -IN SCHOOL:

Name of Teacher: _____

Period (*on day 1*): _____

Supervisor Signature: _____

Site Information- OUT OF SCHOOL:

Name of Organization: _____

Supervisor Name: _____

Address: _____

Email: _____ Telephone /Fax: _____

Supervisor Signature:

Approved by:

GCHS Service Director (Mrs. Silber): _____ Date: _____

(This form must be signed by the Service Director before you submit to your teacher)

IN SCHOOL:

Important Information:

Students and teachers are reminded that *all* placements must meet the following criteria:

1. **The student is to help the teacher with general tasks in the classroom or office.**
2. **Students will not engage in any activity involving assessment of student work. Specifically, grading homework, quizzes, tests, exams or projects. Students are never permitted to enter grades for any activity into a teacher roll or grade book nor in constructing, collating or copying quizzes, tests, exams or projects.**
3. **Students are never permitted at any time to access a computer using a teacher's log in passwords or websites and resources hosted or offered by Gloucester Catholic intended for teacher use. Students using computers must use their own log in passwords or their own computer.**
4. **Students are not permitted to supervise the classroom or students when the teacher is out of the room.**
5. **All the ordinary procedures concerning student conduct and behavior as outlined in the Gloucester Catholic Student-Parent Handbook are binding during my period of service.**

Lastly, only actual time doing service work will be counted for service hours. Any down-time during the activity cannot be counted (for example: sitting around talking or hanging out)

OUT OF SCHOOL:

Students are reminded that *all* placements must meet the following criteria:

1. **Sites should be non-profit & engaged in activities that are not contrary to Catholic teaching. Examples of non-profit organizations are shelters, food pantries, after-school tutoring programs, child and adult mental and physical rehabilitation centers, elderly care centers, etc.**
2. A contact person/supervisor must be provided for each student at a given placement.
3. Students must be under adult supervision at all times.
4. Students must receive proper orientation to the task(s) they will be undertaking.
5. Students must keep a time sheet & supervisors provide an evaluation of the student's performance.
6. **Students may not fulfill their requirement at home, in a family business, helping out a neighbor or friend, or through an agency or site that provides a family member as a supervisor.**

If after submitting this form you decide to change your intended service project, please notify the Service Director of this change BEFORE beginning that new service work. Any unapproved projects run the risk of not counting for the fulfillment of your service hours.

The **student** must complete the form on the reverse, answering all questions fully. If you need help or have any questions please email aturse@gchsrams.org