

Upper St. Clair School District

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Upper St. Clair High School



June, 2013

Dear Parent(s) and/or Guardian(s):

A key component of the ninth grade Honors/Honors MYP (Middle Years Programme) American Civics course is completion of **five-(5) non-school hours** of approved community service. The purpose of the letter is to inform you of the parameters of this service and to encourage your child to seek out and complete his or her service during the summer break. Time constraints increase significantly for students during the school year, thus completion of the service during summer vacation is recommended. However, note that the deadline for completion of the service is January 9th, 2015. Additionally, please note that for the MYP students, these five hours will count toward their required 30 hours of community service.

Many sites in the Pittsburgh region are pre-approved as acceptable organizations for community service; however, often students pursue fulfillment of their service hours through organizations outside of the approved list. If this is the case, the student **must complete an online pre-approval form** and will be notified if service at his/her organization is acceptable. A list of the pre-approved organizations and all other information pertaining to the community service requirement can be found online through the **USC High School Community Service Portal**. To access this portal, please follow these simple steps:

1. Go to the Upper St. Clair School District Web page (<http://www.uscsd.k12.pa.us>)
2. Choose *Upper St. Clair High School* from the **Select a School** drop-down menu
3. Go to *Teacher Pages*
4. Choose *Mr. D. Kirchner*
5. Choose *Community Service Portal* on the left side of the page

The information in the Community Service Portal is the simplest and most straightforward way to plan and fulfill your student's community service requirement. However, if questions arise please call and leave a message on my voicemail (412-833-1600, Ext 2649). You may also email me at dkirchner@uscsd.k12.pa.us.

Sincerely,

A handwritten signature in black ink that reads "Doug Kirchner".

Doug Kirchner
Curriculum Leader
Social Studies Department
Upper St. Clair High School