



SILVER CORD

2018-19 HANDBOOK



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CONTACT

Sarah Paulsen, Silver Cord Program Supervisor
 silvercord@waukeeschools.org
 515-987-2726

Office Location: Waukee High School
 School year hours: Monday-Friday 7:30-11:30 a.m.
 Summer: please call for an appointment

waukeesilvercord.org
 www.facebook.com/WHSilvercord
 @whsilvercord

PROGRAM OVERVIEW

Mission Statement

The purpose of the Silver Cord Program is to instill within the students the importance of community service and encourage students to be accountable for investing in their own education and in the community on a regular basis during their school years.

Starting the Program

Students are eligible to earn silver cord hours beginning November 15 of their 9th grade year. Students can begin tracking volunteer hours at any time during their high school career. There is no requirement to earn a specific number of hours each year. The last day to earn hours is April 30 of the senior year. All students at Waukee High School, Prairieview and Timberline are registered for the Silver Cord Program. Login to the silver cord website with your Waukee Community School District username and password to begin adding volunteer hours.

Recording Hours

1. Student logs in to the silver cord website with their @waukeeschools.org username and password. Student can view approved and pending volunteer hours, add hours, view approved organizations, and submit organizations for approval.
2. Student finds available opportunities via the link on the silver cord website or in weekly school announcements, or by following Waukee High School Silver Cord Program on Facebook and/or Twitter.
3. Student views the approved volunteer organizations under View Organizations. If interested in volunteering with an organization that is not listed, the student submits the organization for approval. The approval process can take up to 10 business days. Student will be notified via email when the organization has been reviewed.
4. Student volunteers with organization. Student asks for supervisor's full name and email address. This information will be required if the student needs to submit the organization for approval. The approving supervisor cannot be another student or a parent, unless that parent is employed or directly affiliated with the volunteer organization.
5. Student adds hours on silver cord website within 30 days of volunteer service. Students can earn a maximum of eight silver cord hours per day. Service cannot be during a the student's regularly scheduled school day, even if the student is excused from class. Submitted time cannot include meals, breaks or travel.
6. When hours are submitted, the entry is marked as pending and an email is automatically sent to the organization contact requesting verification of the hours. The Silver Cord Supervisor is notified when the contact responds.
7. The Silver Cord Supervisor reviews the submission and approves or denies the hours. The status of the entry is changed to approved (green check mark) or denied (gray x). Student is notified that the hours have been reviewed.

Guidelines

- Students are eligible to earn silver cord hours between November 15 of their freshman year and April 30 of their senior year.
- Students who have volunteered 175 hours by April 30 of their senior year will have the distinct honor of wearing a silver cord during their graduation ceremony. (The Class of 2021 began the program on December 22, 2017 and will need to volunteer 165 hours.)
- Students can earn a maximum of eight silver cord hours per day.
- Students may choose to earn up to half of their total silver cord hours volunteering within the Waukee Community School District.
- Silver cord hours cannot include meals, breaks, or travel.
- Silver cord hours cannot be approved by a student.
- Silver cord hours cannot be approved by a parent, unless the parent is employed or directly affiliated with the organization and would also approve hours for other volunteers in the same activity.
- A student cannot earn hours during his/her regularly scheduled school day, even if the student is excused from class. A student can earn hours during an open block.
- Silver cord hours must be submitted within 30 days of the volunteer service. The volunteer organization must be included in the list of approved organizations on the silver cord website before hours can be added. Students should plan ahead and submit organizations for approval prior to the 30 day deadline.

Transfer Students

Transfer students are eligible to earn a silver cord at graduation. Total hour requirements will be prorated based on the date of enrollment in the district and possible participation in a similar program at a previous school. Please notify the Silver Cord Supervisor if you are a transfer student.

Finding Approved Volunteer Opportunities

Students can earn silver cord hours for any non-profit 501(c)(3) organization. A link to available opportunities is listed on the silver cord website and in your school announcements. Opportunities are also shared on Facebook and Twitter under Waukee High School Silver Cord Program. Students are not limited to posted opportunities; however, all organizations must be included in the organization dropdown menu on the silver cord website before hours can be added. Students must plan ahead and submit organizations for approval prior to the 30 day deadline.

Scholarships

The Silver Cord office can provide letters of community service verification for college admission, scholarship applications, or other applicable opportunities.

Recognition

The Silver Cord Program recognizes students that have reached the 50, 100 and 175 hour milestone. Students are awarded the following:

At 50 hours: Students receive a Waukee Silver Cord window cling. Parents may purchase a "Proud Parent of a Silver Cord Volunteer window cling for \$5 through RevTrak.

At 100 hours: Students receive a Waukee Silver Cord lanyard.

At 175 hours: Students receive a certificate signed by the Waukee High School Principal and the Silver Cord Supervisor. Students are awarded their silver cord on graduation day and have the distinct honor of wearing it over their graduation gown during the ceremony. Silver cords are provided by the Waukee Community Education Department. Students keep their silver cord to remember the people they have served and the experiences gained as a silver cord participant.

Acceptable and Non-acceptable Service Activities

Volunteer service hours must meet a clear need and be performed through a non-profit 501(c)(3) agency or affiliated organization. Exceptions are made for nursing homes and some daycare center opportunities. Other exceptions must be approved in advance by the Silver Cord Faculty Advisory.

Students may choose to earn up to half of their total silver cord hours volunteering for the Waukee Community School District. This includes all K-12 buildings, the district office, and Community Education programs. Not all WCSD activities are eligible for silver cord hours. The following requirements apply:

- The work is above and beyond what is expected.
- No varsity letter, school credit or grade is given.
- The student or organization the student belongs to does not receive financial or other compensation. This includes but is not limited to direct sales, fundraisers or donations. An exception may be approved in advance if the organization donates the profits to charity.

Students who provide service to a team by participating as a manager can earn a maximum of 15 hours per year for that activity.

Students who provide service to fellow students by participating in a supplemental band or crew can earn a maximum of 15 hours per year for that activity. Theater crew is not eligible for silver cord hours.

Accepted religious activities include, but are not limited to: mission trips; teaching or assisting with weekly bible school, vacation bible school, or confirmation classes of younger students; babysitting during religious services; working on a production or sound crew.

Silver cord hours may not be directly involved with the rituals, services, or ceremonies of any specific religion. Examples of non-acceptable activities include but are not limited to: singing in the choir, candle lighting, reading from religious texts, altar service, or collecting offerings.

Other examples of non-acceptable service include:

- Babysitting, yard work, or helping individuals, whether related or non-related.
- Acting as a participant in a charity walk, run or fundraiser.
- Music or athletic practices.
- Service which is part of an academic, court ordered, or discipline requirement.
- Participation in self-improvement workshops or clinics.
- Activities for which a student is financially compensated.

Appeal Process

If a student or parent(s) wish to appeal a decision of the Silver Cord Supervisor, they must do so in writing to the Director of Community Education within three (3) business days of the receipt of the Silver Cord Supervisor's decision. The Director of Community Education shall consider the circumstances and evidence of the case and shall make a decision, which will be communicated in writing to the student, parent(s), and Silver Cord Supervisor. The decision of the Director of Community Education shall be made within fourteen business days following the date on which the appeal was received.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

It is the policy of Waukee Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

Human Resources Manager: Roxy Livermore

Waukee Community School District
560 SE University Avenue, Waukee, IA 50263
Phone: 515.987.5161
Fax: 515.987.2701
Email: rlivermore@waukeeschools.org

Director of the Iowa Civil Rights Commission

Grimes State Office Building
400 E. 14th Street, Des Moines, IA 50319
Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights

Department of Education
Citigroup Center, 500 W. Madison Street, Suite 1475,
Chicago, IL 60661-4544
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov

The Waukee Community School District complaint procedure is outlined in [Board Policy 405.51](#).