

COMMUNITY SERVICE CREDIT

The Lyon County School District (LCSD) recognizes the importance for students to be active in their community, and that a student's education should not be limited to the classroom experience alone. As such, this policy authorizes students to receive elective credit towards promotion and graduation for completing approved service-learning activities in accordance with Nevada Revised Statute (NRS) 389.165.

The LCSD also recognizes that an important part of citizenship may involve community service projects. A student may earn service-learning credit by actively participating in approved community service projects. According to NRS, Community Service Credit must be completed outside of school hours. A student may not receive credit for the completion of a community service project if the project duplicates a course of study in which the student has received instruction. A student cannot receive payment or compensation for work done as part of a community service project. The Site administrator has final authority to determine which activities qualify for this credit.

The LCSD, in compliance with NRS 389.165, offers students in grades 9 through 12 the ability to earn no more than one elective credit for an approved Community Service Project towards graduation. Students may earn one half (.50) credit for every sixty (60) hours completed and by providing evidence of learning as outlined in the contracts and learning plans located in the appendix. District-approved credits will not count toward the courses required for graduation but may be applied to a student's elective credit requirements.

If a student chooses to obtain credit through Community Service, they must complete the LCSD Community Service Contract, which requires parent/guardian and school administrator approval. Upon completion of the contract, students must submit evidence of the completed work to their designated school representative for final approval and the awarding of credit. Credit will be awarded at the school for which the student is enrolled and attending.

Reference: NRS 389.165

Adopted 11/18/25

APPENDIX A



Lyon County School District



Community Service Agreement

This agreement outlines the terms and conditions for students to earn elective credit through documented community service hours. This opportunity is designed to encourage civic engagement, personal development, and responsibility within our community. The service must be completed outside of school hours and may not count towards the student's academic load. Each student is responsible for completing all the requirements of the service plan and obtaining a teacher or mentor to sign off on the hours and work completed. The mentor may include a civic/religious leader, or non-familial designee. The mentor may not be a family member. Students may earn a maximum of 1 credit. P/F grades are awarded for community service and do not affect the student's Grade Point Average (GPA).

<u>Credit Earned</u>	<u>Required Hours</u>
<u>Half Credit (0.5)</u>	<u>60 Hours</u>
<u>Full Credit (1.0)</u>	<u>120 Hours</u>

Student Information

Student Name: _____ Student ID #: _____

Grade Level: _____ School of Attendance: _____

Anticipated Start Date: _____

Anticipated End Date: _____

Student Service-Learning Plan

The Student agrees to:

1. **Select an Approved Site:** Choose a community service organization or project that is **non-profit, and not for personal gain.** All service sites must be pre-approved by the Administrator before service begins.
 2. **Maintain Documentation:** Accurately log all service hours using the official school Community Service Log Sheet, noting the date, time, detailed description of tasks, and total hours served each session.
 3. **Obtain Verification:** Ensure that an authorized representative (supervisor) from the service organization signs the log sheet for each entry to verify the time and service performed.
 4. **Uphold Professionalism:** Represent the school with integrity by adhering to all rules, regulations, and dress codes of the service organization. Maintain a positive, dedicated, and responsible attitude throughout the service period.
 5. **Submit Documentation Timely:** Submit the completed and verified log sheets to the Administrator by the designated deadline for credit review.
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Parent/Guardian Responsibilities

The Parent/Guardian agrees to:

1. **Provide Oversight:** Encourage and support the student in finding a suitable, safe, and pre-approved service site.
2. **Facilitate Logistics:** Assist the student with transportation and scheduling necessary to complete the required hours.
3. **Acknowledge Risks:** Understand that the service activities take place off school grounds and assume responsibility for the student's safety, liability, and supervision during the time spent at the service site.
4. **Monitor Progress:** Review the student's progress and log sheets periodically to ensure they are fulfilling the requirements of this agreement.

Administrator Responsibilities

The School Administrator (or designated representative) agrees to:

1. **Approve Service Sites:** Review and approve the selected community service site to ensure it meets the criteria (non-profit, civic, educational value).
2. **Notify the School Board:** Annually a report will be given to the School Board outlining all approved Community Service credit opportunities that were given over the past academic school year. This can be placed on the consent agenda at the June board meeting.

3. **Provide Needed Paperwork:** Furnish the student with the official Community Service Log Sheet and any other necessary forms or guidelines.
4. **Verify Completion:** Review and audit the submitted log sheets and documentation to confirm that the required hours have been legitimately completed and verified.
5. **Award Credit:** Upon successful verification of the required hours, ensure the appropriate half or full elective credit is applied to the student's transcript.

Evidence of Service

The student agrees to submit the following artifacts for assessment:

- Log entries summarizing the progress of their service (1 entry for every 5 hours of time)
- Time/activity logs (verified by mentor/supervisor) in no less than 30 minute increments
- Photos/videos with captions
- Final project or presentation (e.g., slideshow, report, demo)
- Other: _____

Student Agreement

I understand that I am responsible for completing all approved activities safely and honestly. I agree to:

- Follow the learning plan and safety protocols.
- Maintain regular communication with my supervising teacher/mentor.
- Submit required documentation by deadlines.
- Represent my school and district with respect and integrity.

Student Signature: _____

Date: _____

Parent/Guardian Approval

I give permission for my child to participate in the selected Community Service Project. I understand:

- My child will be participating in off-campus community service activities outside of regularly scheduled school hours.

LYON COUNTY SCHOOL DISTRICT
BOARD POLICY

IKDA

- I am responsible for ensuring transportation, safety equipment, and supervision (as needed).

- I will support my child's service learning goals and help ensure timely documentation.

- By signing this Release and Waiver of Liability, and for consideration of my child/children's participation in Service Learning activities, I fully and completely waive, release, discharge, and promise not to sue the Lyon County School District, their directors, officers, administrators, employees, volunteers, agents, supervisors, participants, assigns, sponsors, their representatives (collectively, the "Releasees"), for any and all liability, claims, demands, actions, and any other causes of action whatsoever (whether direct or derivative), arising out of or related to any loss, damage, or injury that I may have, whether caused by the negligence of the Releasees or otherwise, while my child/children are participating in such activity, (including those outlined) or while in, on, or upon the premises where the activity is being conducted, including but not limited to: recovering for my injuries, loss of consortium, child's companionship, comfort, and society, loss of income, non-economic damages, (including, but not limited to medical bills and expenses related to the treatment of injuries), my pain and suffering caused by mental anguish, emotional distress, and physical injuries suffered by my child/children. This waiver does not inhibit my rights relating to pursuit of claims for willful or intentional actions which are the proximate cause of such injury or damage.

Parent/Guardian Name:

Phone Number: _____ Email: _____

Parent/Guardian Signature:

Date: _____

Teacher/Mentor Approval

Supervising Teacher/Mentor Name: _____ Title: _____

Phone Number: _____ Email: _____

☐ I have reviewed the service learning plan and approve this contract.

Signature:

Date: _____

School/Administrator/Designee Approval

Supervising Teacher/Mentor Name: _____ Title: _____

Phone Number: _____ Email: _____

☐ I have reviewed the service learning plan and approve this contract.

Signature:

Date:

After work is completed, students will review their evidence of service with their mentor/teacher. Once the mentor/teacher signs off, all documentation should be submitted to the designated administrator of the student's school.

- Log entries summarizing their participation in the activity (1 entry for every 5 hours of time)
- Time/activity logs (verified by mentor/teacher) in no less than 30 minute increments
- Photos/videos with captions
- Final project or presentation (e.g., slideshow, report, demo)