Disclosure: Students should secure parent/guardian approval prior to agreeing to participate in a particular community service opportunity. Because most community service occurs off-campus, the Lycée International de Houston is not responsible for any injury that occurs during the service. By signing the agreement, the student and adult are deemed to fully assume all such risks, and in consideration of the right of the Student to participate in Activities, agree that to the fullest extent allowed by the law they waive and release any potential future claim they might otherwise have been able to assert against the school, any employee, agent or volunteer of the School (“Released Parties”) by or on behalf of the student or any parent, administrator, executor, trustee, guardian, assignee or family member and further understand that transportation or activities at another location are “field trips” or “excursions” for which it is complete.
# Table of Contents

I. Description of Community Service Component of LIH .............................................................. 4  
II. Expectations for Community Service .......................................................................................... 4  
III. Requirements for Satisfying Community Service Component ................................................... 4  
IV. Requirements for Transfer Students ........................................................................................... 5  
V. Requirements for Recognition of Community Service................................................................. 5  
VI. Community Service Forms........................................................................................................... 5  
VII. School Year 2022-2023 Cover Sheet ........................................................................................... 6  
VIII. Lycée International de Houston Service-Learning Log ........................................................... 7
I. Description of Community Service Component of LIH
Students in middle school are asked to complete at least 15 hours of Community Service and students in high school are asked to complete at least 25 hours of Community Service per school year. Community Service is a component of our program because the Lycée International de Houston has begun a tradition of encouraging service. We endeavor to provide students opportunities to provide service to their community, connect their academic studies with hands-on experiences, and assist them in developing a sense of responsibility and commitment.

II. Expectations for Community Service
The Lycée International de Houston students will complete 15 or 25 hours of community service every school year, which they will submit to their homeroom teacher. Students should inform their homeroom teachers of what service they intend to complete prior to doing it. Students are to complete service that benefits our community and is not for profit. If students are completing a task for a grade in a course, it does not count as community service. Students can earn a maximum of 25 hours per year for on-campus activities.

III. Code of Conduct for Community Service
Maintain appropriate behavior while conducting Community Service. Observe similar standards of behavior and ethical conduct to that is required of students. For example, you are expected to be honest and fair, respect other people, and work to the best standard of your ability. While conducting Community Service, students must also set a good example by maintaining professional conduct and language.

NEVER DO ANYTHING THAT MAKES YOU FEEL UNCOMFORTABLE.

IV. Requirements for Satisfying Community Service Component
In order for students to pass their grade level in the third trimester of every school year, they must submit at least 15 or 25 hours of community service to their homeroom teacher. The record of hours will be due as follows:

- **6, 7, 8, and 9**—The final week in May
- **10, 11, and 12**—The final week in April

V. Hours will not be granted for Community Service
Hours will not be granted for the following:
- General club membership (although students may receive hours for activities done through club membership that they participate in)
- Any activities that primarily serve a student’s own interests
- Activities for which a student is compensated
- Jobs, Internships, Co-ops
• Shadowing or Apprenticeships
• Non-verifiable work (the student must be able to present the name, phone number, and email of the third-party organization through which service was completed or evidence that sufficiently supports their service)
• Service performed for a parent/guardian or relative
• Office Aid or similar work within the school day

VI. Requirements for Transfer Students
Students who transfer into the Lycée International de Houston are responsible for the community service hours for their enrolled terms.

Transfer students are responsible for 8.33 hours each trimester they are enrolled at the Lycée International de Houston.

For example:
  Trimester 1 transfer student: 25 hours
  Trimester 2 transfer student: 16.66 hours (16 hours and 40 minutes)
  Trimester 3 transfer student: 8.33 hours (8 hours and 30 minutes)

Homeroom Teachers will need to record the transfer student’s name and term that they transferred into Lycée International de Houston to keep accurate records.

The Service Learning/Community Service Certificate and Cord requirements will not change.

VII. Requirements for Recognition of Community Service
Students may receive special recognition for completing more than the required hours. Students must apply for recognition and show proof of hours volunteered. Students will receive a certificate for completion of the following community service hours:

• **Bronze** — 150 to 200 hours
• **Silver** — 201 to 300 hours
• **Gold** — 301 to 399 hours

A Service Learning/Community Service Cord may be earned upon graduation for those students who have earned 400 or more cumulative hours. In addition to demonstrating proof of hours completed, students must make a brief presentation to their advocacy during their senior year about the community service that they have completed while attending the Lycée International de Houston. **Graduating seniors must apply for the Service Learning/Community Service Cord.**

VIII. Community Service Forms
In order for students to satisfy the Community Service component, students need to complete a Lycée International de Houston Service-Learning Log of hours completed and a reflection. The forms are included in this handbook on the following pages.
Lycée International de Houston Service-Learning Log

IX. School Year 2022-2023 Cover Sheet

Student Name ________________________________ Grade __________________

Homeroom Teacher(s) __________________________ Total Hours For Year ______________

Reflection on Providing Service to my Community this School Year

________________________________________

I attest that I have completed a total of ________ hours as recorded on the attached document(s).

Student Signature
________________________________________ Date ____________

Parent /Guardian Name (print) ________________________________

Parent Signature __________________________________________ Date ____________
Lycée International de Houston Service-Learning Log

Student Name__________________________________ Grade ____________

One-Time Volunteer Activity____________________________________________________

Teacher Name _________________________________ Prior Approval______ Date _________

Activity Supervisor_________________________________ Title ________________________

Contact Information (phone and/or email) ____________________________________________

Address of Activity_______________________________________________________________

Student has volunteered __________ hours.   Supervisor Signature __________________________

Student Reflection:

Student Name__________________________________ Grade ____________

One-Time Volunteer Activity____________________________________________________

Teacher Name _________________________________ Prior Approval______ Date _________

Activity Supervisor_________________________________ Title ________________________

Contact Information (phone and/or email) ____________________________________________

Address of Activity_______________________________________________________________

Student has volunteered __________ hours.   Supervisor Signature __________________________

Student Reflection:
X. Lycée International de Houston Service-Learning Log

Volunteer Activity (multiple days) __________________________________________________

Teacher Name _______________________________ Prior Approval ______ Date ____________

Activity Supervisor ___________________________ Title _____________________________

Contact Information (phone and/or email) ____________________________________________

Address of Activity ______________________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Supervisor's Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student has volunteered a total of __________ hours. Supervisor Signature__________________________

Student Reflection:

I attest that I have completed a total of ______ hours as recorded on this document.

Student Signature________________________________________ Date ______________________

Parent /Guardian Name (print) ____________________________________________________________

Parent Signature________________________________________ Date ______________________
Community Service Suggestions
The following are suggestions for activities students may complete satisfying their community service. This is not intended to be an exhaustive list, and students should seek prior approval from their homeroom teacher. **Students may only complete 25 hours of on-campus activities.**

- **Planting**—Plant trees, shrubs, flowers, and other plants
- **Public Awareness**—Convey information about health issues, public safety, social and environmental concerns, or other subjects that will serve our community
- **Public Media**—Produce communications, including videos, to convey information about health issues, public safety, social and environmental concerns, or other subjects that will serve our community
- **Service to those with Disabilities**—Provide services to those with physical and/or intellectual disabilities by reading to them, assisting them with daily tasks, or providing them with other opportunities for them to experience independence
- **Recreation Programs**—Facilitate recreation or outdoor education programs for the community
- **Recycling**—Increase public awareness of the importance of recycling and collecting and process items
- **Special Equipment**—Construct special equipment that will serve our community, such as wheelchair ramps or other supports that assist those with disabilities to access independence
- **Tutoring**—Work with teaching staff to help younger students in need of extra tutoring. Tutors may teach groups or individuals.
- **Visual Arts**—Design art for non-profit organizations or public information. Design parks or other public spaces.
- **Voter Education**—Distribute voter registration information. Assist potential voters with registering to vote, accessing polling stations, and voting.
- **Youth Agencies**—Facilitate youth leadership groups such as YMCA, 4-H, Boy Scouts, Girl Scouts, Junior Achievement, etc.

**Donate clothes that you no longer wear**—Search your closet to find items in good condition that you’ve outgrown or don’t wear anymore. Take them to your local Goodwill, Salvation Army, or shelter. It’s also worth a call to schools and shelters in your area—most plan several clothing drives throughout the year.

- **Donate food**—Pick up some non-perishables to donate to your local food bank.
- **Donate toys**—Certain shelters, fire departments, and foster parent organizations, alongside organizations like Delivering Good, welcome new or slightly used toys and stuffed animals.
- **Pick up some trash**—Head out to a local conservation area, beach, or hiking trail, and spend a few hours beautifying your surroundings. Start small in your own neighborhood or maximize your impact by looking for events hosted by environmental nonprofits.
- **Pass on birthday gifts for the benefit of others**—For your next birthday, ask that people give donations to a charity of your choice instead of gifts. When you drop off the donations, ask about volunteer opportunities.
- **Give back to the troops**—Send a package or cards to deployed troops, veterans, wounded soldiers, or first-responders through organizations like Project Gratitude. Or donate used cell phones to help deployed troops communicate through Cell Phones for Soldiers.
• **Find others to join a shared cause**—Create or join a campaign through DoSomething.org. You can choose the cause, the amount of time you have available, and the type of service in which you want to participate (donations, face-to-face, events, taking a stand, etc.).

• **Donate books**—Collect children’s books and other reading materials for shelters, libraries, and schools, then ask if they need volunteer readers.

• **Let your voice be heard in politics**—You know how everyone always says, “write a letter to your senator?” Write a letter to your senator. Find out when your senators or representatives are holding public meetings; attend them. It’s one of the easiest ways to make sure the issues you care about get to the ears of the people who can fix them. If this develops into a passion, consider attending a social justice summer program that shows you how to add power to advocacy.

• **Help those close to home**—Offer to rake leaves, shovel the driveway, or do housework for someone in need. You might discover something fascinating about your neighbor or unearth a network of connections that was quite literally just around the corner.

• **Help a walk-a-thon**—Volunteer to run/walk/ride for an event, like Race for the Cure or Relay for Life.

• **Make a difference in a child’s life**—Events like “World Foster Day” always need support, as they aim to help children in foster care feel loved, cared for, and special no matter what the circumstances.

• **Share the fun with those who cannot participate**—Been told you’re “too old” to trick-or-treat because you’re “in high school” and “at this point, you’re basically stealing candy from children?” Never fear. Dust off that old Jedi costume and put on your walking shoes, because no one will judge you if you’re collecting for UNICEF this Halloween.

• **Be a part of those who make Dr. King’s dream a reality**—Join other people in your community for an event associated with the National Day of Service in honor of the Rev. Martin Luther King Jr. This annual day happens in January around the MLK holiday, but the website has ideas on how to stay involved with causes year-round.

• **Join one of the many ways to celebrate Earth Day**—Mark your calendar! Earth Day is April 22, and a whole slew of nonprofits have planting or cleanup events to give the planet a well-deserved pat on the back. You can also check to see if there are any festivals in your area.

• **Help bring awareness to the invisible community that lives among us**—Organize or participate in a sleep-out to connect with organizations that fight homelessness.

• **Put food on the table for those who don’t have any**—Thanksgiving is another rallying point for service organizations. Invite your whole family to volunteer with you at a local shelter near the holiday to aid in one of their large-scale meal operations.

• **Bring a smile to a child’s face**—Once you’ve donated toys and games, help charities in your area distribute them! Local organizations often host holiday parties or gift giveaways. Check with shelters, foster organizations, libraries, and religious organizations to see when they need volunteers or donated goods.

• **Help stories come to life at your local library**—Ask your library to see if they need volunteers for after-school clubs or children’s book groups. If you’re lucky, you could wind up performing afternoon puppet shows in a hat and a cape or having glitter thrown at you by a pack of third graders!

• **Help animals find forever homes.** Channel the energy you expend sending dog pictures to your group chat and start to use it to help the real lives of real animals. Check the volunteer guidelines at your local animal shelter or ASPCA chapter.
COMMUNITY SERVICE HANDBOOK ACKNOWLEDGEMENT FORM

After reading the Community Service Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgment below (both parents/legal guardian and student(s) and return this page to the school office.

**Parent Acknowledgement**
As a parent or guardian of the Lycée International de Houston student, I acknowledge the Community Service and the policies contained within.
I have reviewed the Community Service Handbook with my student in an effort to promote a better understanding of the Lycée International de Houston rules and expectations.
I acknowledge receiving the Community Service Handbook policy on student behavior.
I have read these materials and understand all rules, responsibilities, and expectations.
I understand that the Community Service Handbook policies may be amended during the year and that such changes are available in the school office.
I understand that my failure to return this acknowledgment will not relieve myself or my student from being responsible for knowing and complying with the School rules, policies, and procedures.

_________________________________   _______________
Signature of Parent Guardian       Date

**Student Acknowledgement**
As a Lycée International de Houston student, I acknowledge the Community Service Handbook and the policies contained within, are available to me.
I acknowledge receiving electronic access to the Community Service Handbook policy on student behavior.
I have read these materials and understand all rules, responsibilities, and expectations.
I understand that the Community Service policies may be amended during the year and that such changes are available in the school office.
I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with School rules, policies, and procedures.

_________________________________       ________________________
Student Name (Printed)                   Date

_________________________________   _______________
Signature of Student        Date