

**RICHFIELD PUBLIC SCHOOL**

**ADMINISTRATIVE GUIDELINES**

**YOUTH SERVICE REQUIREMENT FOR  
GRADUATION FROM RICHFIELD HIGH SCHOOL**

**I. DEFINITION**

"Youth Service Activities," as referred to in these guidelines, are defined as any activities performed by students for no pay that help meet the needs of others in the school and/or community.

"School," as referred to herein, is defined as any school in Richfield Public School District #280.

"Community," is defined as the entire geographic area inhabited or frequented by any Richfield High School student; it might well extend beyond the confines of Richfield, MN.

**II. GOALS OF THE YOUTH SERVICE PROGRAM**

The fundamental goals of the Richfield High School Youth Service Program shall be:

- A. To involve students in helping to meet real needs existing in the school and community.
- B. To help students form the habit of participating in activities that positively affect their school and/or community.
- C. To give students the opportunity to devise and pursue new ideas aimed at improving their school and/or community.
- D. To involve students in constructive collaborative effort with other residents.
- E. To heighten students' senses of responsibility for the welfare of others in the school and community.

**III. ORGANIZATIONAL PLAN**

**A. Requirement**

All senior students will be required to perform a minimum of fifteen (15) hours of youth service between the end of their junior year and the end of their senior year. This allows them to perform their service during the summer months also.

**B. Accreditation/Recordkeeping**

1 Each time a student completes service hours, they will submit a form to the  
2 counseling office. If a student does not complete the 15 hours of service  
3 requirement by the date determined by the administration for that graduating  
4 class, they will be allowed to participate in the graduation ceremony but will  
5 not receive a diploma until the Youth Service Requirement is complete.  
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7 C. Exemplary Service  
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9 Those students performing at least one hundred (100) hours of service will  
10 receive special recognition at the end of each school year.  
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12 D. Types of Youth Service  
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14 There is virtually no limit to what a student can do to fulfill their youth service  
15 requirement. A very broad division of places where help is always needed  
16 might be as follows:  
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- 18 1. Social Agencies (e.g., food shelves, community centers, nursing homes,  
19 hospitals, day care centers)
- 20 2. Schools (e.g., peer tutoring, teaching assistantships, clerical assistance  
21 in Guidance/Career Center, Media Center, High School office, hall  
22 monitoring)
- 23 3. Special projects (helping senior citizens with house cleaning, laundry,  
24 home repair, or just visiting, helping with recycling programs, producing  
25 public service videos, caring for small children)  
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27 E. School Support of Youth Service  
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29 It is the responsibility of Richfield High School to provide a variety of youth  
30 service opportunities to students.  
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32 **IV. EVALUATION**  
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34 The Richfield High School administration will work with the student government to  
35 evaluate the youth service program and modify it as needed.  
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38 Dated: May 21, 1990

39 Reviewed: August 15, 2011; July 15, 2014

40 Revised: October 4, 1999; August 4, 2003; May 4, 2009; December 16, 2024  
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