



## CNHS SERVICE POLICY

### 2018-2019 School Year

#### **Intent & Mission**

##### ***Serving the "Least of These" Outreach and Charity***

Catholic Schools are called to reach out to the suffering, the poor, and the vulnerable in our midst in concrete acts of charity. Just as the Gospel tells us, our lives will be judged by our response to the "least of these", so too our school should be measured by our help for those less fortunate in our community and beyond. We offer support to a wide array of local and global nonprofits, schools, and churches.

In their pastoral message, the US Conference of Catholic Bishops teaches "preferential treatment for the poor and vulnerable". We intend to reflect this teaching in our Community Based Service Learning Program.

#### **Access to and Accumulation of Hours**

With this mission in mind, at the beginning of every school year, we offer an orientation to our students about the service requirement. They attend a Service Fair to meet with mentors and representatives from different nonprofit organizations in our community. We give our students ample time to complete the requirement, approximately ten months.

Students will log on to the x2VOL service hour recording system to document their service hours performed. Once the service hours have been logged by the student, hours are verified by the non-profit organization in which the student performed the service. Finally, the pending service hours will then be given final approval by the Service Learning Office. Students are required to check the "Oath/Honesty" box each time they log in service hours on x2VOL. They are also asked to write a brief reflection for the service performed on x2VOL.

Students can begin accruing **a maximum of 15 hours** mid-June of the summer prior to the new school year in which they intend to claim those hours. Students may also earn **a maximum of 5 hours** per school year by way of CN approved donation opportunities.

The Service Coordinator and nonprofit organizations post current requests for service on x2VOL. Religion teachers and the CN Service Program Coordinator will be made aware of new service opportunities via email and will announce them in classes.

### **Service Definition & Criteria**

\*Service is an activity that is supervised by an adult, non-relative (over 25) where students help in the community of nonprofits.

\*Freshman and Sophomore students must choose service opportunities from the CN approved non-profit list provided by the CBSL office.

\*Service may not occur in a for profit business or organization.

\*Service must be for an individual or group other than the student's family.

\*There can be no monetary compensation for service performed.

\*Service must be completed outside of class time and does not include the CN Thanksgiving Service Day, the Homeroom Christmas Family Drive or the Holy Thursday "Washing of the Feet" service event.

\*Service clubs, ASB & student council students may only claim hours for meetings when they are actively planning for a nonprofit service event at which they also serve. Regular informational meetings do not count.

### **Grading Procedure**

Grades will be earned as outlined below:

A = 25 + hours

B = 20-24 hours

C = 15-19 hours

D = 10-14 hours

F = Under 10 hours

Graduation Requirement = 2.5 credits per school year for a total of 10 credits over 4 school years.

### **ALL SERVICE HOURS MUST BE COMPLETED BY MAY 1<sup>ST</sup>, 2019**

This policy applies to all students, including international students.

Should a student earn a letter grade of D or F by the May 1<sup>st</sup> service hour due date, students may be placed on a service hour remediation contract. A student may be given the opportunity to remediate a service grade of D or F to a grade of C by completing double the hours needed. The contract for this remediation will be determined by the CBSL office and supported by the CN Administration Team.

The requirement for remediation is double the amount of incomplete service hours and will be due by June 15, 2019. A remediation contract will reflect details on a case by case basis. This will not change the total hours recorded in x2VOL, but will be reflected in the service grade recorded in Aeries. If the remediation is not completed, the service grade earned will remain as recorded after the May 1<sup>st</sup> deadline. Furthermore, if the remediation is not completed by June 15, 2019 the student and parent(s) will meet with the Cardinal Newman Administration to determine the status of the student.

\*Senior students are to follow the CBSL procedures within their Religion and English classes for service credit to be awarded according to the service project requirements.

## **SERVICE CONTINUUM**

### **FRESHMAN YEAR**

Students will be introduced to service opportunities by the CBSL office and their Religion teacher. A listing of the CN approved non-profits will be made available to all students from which they must choose service opportunities. The CBSL office will provide a variety of service opportunities in order to give the freshmen a sampling of service possibilities. The Seven Themes of Catholic Social Teaching and Corporal Works of Mercy will be studied in Religion class.

### **SOPHOMORE YEAR**

Students will be encouraged to identify two social issues based on the Seven Themes of Catholic Social Teaching and or Corporal Works of Mercy in order that they may use their God given talents aiding those in need through a CN approved non-profit. Sophomores must choose service opportunities from a list of CN approved non-profits.

### **JUNIOR YEAR**

Students will identify one or two agencies to complete service hours. Students will study social issues in Religion class and will begin formal peer reviewed research in English class. This will assist students in choosing an area to develop a CBSL service project for the senior year. Students will be encouraged to complete 10 service hours in the fall semester investigating a potential service project. Students will establish a relationship with a community mentor to create and propose a CBSL service project of their interest.

### **SENIOR YEAR**

The CBSL service project at the senior level allows the student to work with a mentor in the community while receiving direction from their Religion and English teachers with CBSL assignments. The CBSL service project does require the student to go beyond volunteerism putting the God given gifts and talents to work in the community. The CBSL service project also must be worked on each month of senior year, August – May. The CBSL service project culminates in a formal board presentation made to a panel of community and business leaders, educational and non-profit leaders, CN faculty and staff. This presentation allows the student to demonstrate mastery of the Cardinal Newman Mission Statement.

#### **Please address any special circumstances to:**

Mrs. Karen Rubattino  
Service Program Coordinator - Grades 9, 10, and 11

Mr. John Contreras  
Director of Service Learning

## **CBSL Committee Members**

### **CBSL English Teachers**

Dr. Maryanne Berry  
Mrs. Eleanor Trent  
Mrs. Catherine Eggleston  
Mrs. Heather Wilson  
Mrs. Elizabeth Stimmel  
Mr. Eddie Wolbert  
Mr. Ian Parelius

### **CBSL Religion Teachers**

Fr. Moses Brown, Chaplain  
Mr. John Contreras, Director of Service Learning  
Mrs. Melissa Lobbregt  
Mrs. Alice Meyer  
Mr. Ryan Corriveau

Updated September 5, 2018  
For the 2018-19 school year