
ST. PIUS X HIGH SCHOOL

JUSTICE EDUCATION AND SERVICE LEARNING

COURSE MANUAL



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

*"Come, you have my Father's blessing!
Inherit the kingdom prepared for you
from the creation of the world.
For I was hungry and you gave me food,
I was a stranger and you welcomed me,
Naked and you clothed me.
I was ill and you comforted me...
The just will ask him: 'Lord, when did we see you hungry
and feed you...when did we welcome you...
or clothe you?'...
Jesus answered them, 'I assure you that as often as you did it
for one of the least among you,
you did it for me'."*

Matthew 25:34-40

THE OFFICE FOR CAMPUS MINISTRY AT ST. PIUS X HIGH SCHOOL

✠ *Instaurare Omnia in Christo* ✠

TABLE OF CONTENTS

Letter from the Head of School	3
Letter from the Director of the Office for Campus Ministry	4
Letter from the Christian Service Learning Program Coordinator	5
Letter to the Students	7
Dominican Sisters Mission Statement; SPX Mission Statement	8
Service is Faith in Action: Christian Service Learning Mission	9
Program Goals	10
Course Outline	11
Grading Standard	12
Small Group Reflection Group Meetings	13
Service Agency Considerations	14
Service Contracts	17
Evaluation of Student and Verification of Hours	18
Reflection Papers Guidelines and Format	19
Request for Extensions	21
Missed Deadlines and Penalties	21

The following are listed separately on the Justice Education and Service Learning Portal:

Agency Catalog

Acknowledgment Form

Service Contract

Reflection Group handouts

THE OFFICE OF HEAD OF SCHOOL



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

January 18, 2018

Dear Parents/Guardians of St. Pius X Class of 2019:

At St. Pius X High School, we believe that ministry and service is integral to personal growth and faith development; we have always encouraged students to embrace opportunities to give of themselves to others through service. Beginning in the second semester of the junior year and in connection with the social justice theology class, students are required to complete 100 hours of community service (0.5 units of *Christian Service Learning* credit will be awarded). We hope that by learning to balance time for self and others, our students' desire to serve others will become part of a life-long activity. The service course must be completed by October of the senior year. We consciously place the service requirement during this busy time of a student's life, because we want to help our students learn how to use their time wisely, balance priorities, and still have time for others. By learning to balance their time as teenagers, we hope that they will continue to serve others throughout their lives.

Part of the diversity of the St. Pius X community is reflected by the variety of service work performed. Through their service work, St. Pius X High School students render more than 16,000 hours of service yearly, mostly in the Houston area, but also as far away as Central and South America. They volunteer their time tutoring, working in hospitals, summer camps, parish ministries, and with many outreach programs in the greater community. Through their service, students learn about themselves, learn how to work with others and learn how blessed they are.

Thank you for your commitment to St. Pius X High School and for your help and support in furthering our Dominican mission through our service learning program. If you have any questions about your son/daughter's service work, please feel free to contact Claudia Somerville, extension 117, our Social Justice and Service Learning coordinator, or Patrick Spedale, extension 119, our Director of The Office for Campus Ministry.

Sincerely,

Carmen Garrett Armistead
Head of School



THE OFFICE OF THE DIRECTOR

January 18, 2018

Dear Students, Parents, and Guardians,

As a faith community, we believe that sacred scriptures prescribe an ethical imperative for living of the gospel in today's world. The Justice Education and Service Learning Program of SPX embrace this mission and reflects the rich tradition and heritage of the Dominican Sisters of Houston who founded our school over forty years ago. Today, as then, the Dominican charism includes the advocacy of fundamental human rights and support of individuals and communities deprived of essential and sustaining necessities.

Each student must consider their own talents and gifts as they pursue a particular ministry of service. Students may choose from over one hundred service agencies within the greater Houston area in which to serve. Through this experience, they will be better informed members of the Church and the community about the realities of injustice and the social demands of the gospel. This formative experience impacts them as employers, politicians, educators, civic leaders, merchants, and professionals, and makes them more compassionate to the needs of others. In this way, the Dominican charism makes a permanent impression that results in the hope of a brighter vision and a transformed future.

While the primary goal of the Justice Education and Service Learning Program is to live out social justice through service, another very important goal is mature behavior. Senior students, not their parents or guardians, are required and expected at all times to exercise leadership skills as they serve, accountability for all of their actions, and responsibility for their own records and paperwork. This is not a project for parents and guardians to complete, coordinate, or maintain records for. Students are reminded that the official transcript credit (required to graduate) is assigned only after successful completion of all the required elements listed in this handbook. Do not lose or misplace this handbook or the forms issued as part of it; make photo-copies of the originals you submit, and keep apprised of all deadlines and requirements. Delinquency of requirements, negligence of records, and irresponsibility will not be tolerated.

Please be assured that the Office for Campus Ministry is available to assist you in this endeavor, offering guidance, support, and spiritual direction during your journey. Our diverse partnership with community social agencies gives us a share in the responsibility for making a difference in the lives of others, meeting Christ in them, and serving as instruments of healing and of hope.

With every good wish for you as you take up your ministry, I am sincerely yours,

In the Spirit of St. Dominic,
Patrick W. Spedale

** Instaurare Omnia in Christo **

THE OFFICE OF THE JUSTICE EDUCATION AND CHRISTIAN SERVICE LEARNING PROGRAM COORDINATOR



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

January 18, 2018

Dear Families,

I am grateful for the opportunity to serve in a community that values Truth and Justice and makes them a part of your child's school experience. The Justice Education and Service Learning Course will give your child the apostolic experience that complements the concepts learned in the classroom through their Theology courses. The main goal of Service Learning is to challenge your child to practice the principles learned in the classroom and to enrich their lives by the application of the Gospel's values.

I hope that one of the benefits that your child will take from this experience is a new way of relating to the self, to others, and to God. I have found that the students whose parents support them through these processes benefit from it more and that such participation facilitates their growth and conversion, which are our ultimate goals.

In order for this experience to bear fruit, organization will be of great importance. You cannot do the work for them, but you can serve an important role in this process in the following ways:

1. Mark the family calendar with important program due dates, and post the course schedule in a prominent place in your home. Working together, we can all help our young adults to recognize their responsibility to complete the service component according to the required timeline.
2. Help your child to organize all materials collected throughout this program. The on-line Service Learning Course Manual is designed as an aid and important resource to them during this program. It, along with copies of forms submitted, information from agencies, etc., should be filed and kept in a place of importance.
3. Consider together as a family various service opportunity options. Help your child to select one of our approved agencies which fits their own unique situation and which is compatible with their own personality and interests, and which might also "stretch" them into new areas of self-understanding. This is an opportunity for you to offer them affirmation about their gifts and talents. There should be a "good fit" between the needs of the service agency and the capabilities of the young persons.

4. Invite your child to share ongoing service experiences on several levels: what they see and hear, think and feel during their action response; what they are learning about themselves, about those they are serving, and about the agencies they are working with. Check on their comfort levels with what they are doing, and whether they feel a sense of ownership. This way the final result will be a lifestyle of service – far more valuable than the total hours committed to any single service program or cause.
5. Discuss the connections between life and faith. Help your child to reflect again on why they are involved in Christian service and social action. This should lead to prayer: thanksgiving for unique personalities and abilities, new experiences, and relationships; petitions for newly discovered needs; praise for God's presence and assistance. What an opportunity for you to bless them with affirmations that God's promises are being fulfilled through them!
6. Listen carefully to their assessments and reflections on the experience. These will reveal much about their attitudes and values, and about how well they have made the connection between learning and apostolic work. The more you talk together, the easier it will be for them to assemble thoughts and ideas when writing their reflection paper.

You are welcome to tour the different agencies that your child is considering. Please feel free to voice any concerns or questions you might have regarding this service learning experience. Encourage them to discuss their needs with me also. I am happy to know how I can help make this a more positive experience for our students.

My hope is that your whole family will share in the fruits of this labor.

Sincerely,

Claudia C. Somerville
Justice Education and Service Learning Coordinator

*"At times we will be called as individuals,
as families, as parishes, as Church,
to identify more closely with the poor
in their struggle for participation
and to close the gap of understanding
between them and the affluent."*

Economic Justice for All
Bishops' Pastoral Letter

✠ *Instaurare Omnia in Christo* ✠



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

LETTER TO THE STUDENTS

January 17, 2018

Dear St. Pius X Class of 2019,

During your recent Junior class retreat, while representing St. Pius X High School, you responded with direct service to some of the needs and social problems facing individuals and families in our greater community. Many of these important themes of Social Justice you are already exploring more fully in your Junior theology classes. Now, through the Justice Education and Service Learning Course you are called into a variety of experiences which will enable you to see more clearly the dignity, gifts, dreams and faith of those you serve. With a deepening awareness of service, you will be able to choose for yourself how to put your understandings about justice and the needs of others into action.

For many of you, service is already a part of your lifestyle as a young adult Christian; for others it is still a new way of responding. You will all have the opportunity to consider two possible directions for action involvement, considered as the "two feet of Christian service": 1) concentrating on the *consequences* of injustice by providing direct services, and 2) putting energy into eliminating the *causes* of injustice, by advocating and working for social change through parish, school, community, diocesan and national organizations. Hopefully, you will discover an area you feel passionately about and will gain a sense of what a difference you can make in our world.

The approved agencies listed in this manual have been carefully chosen to provide a variety of action responses, allowing for varying levels of commitment. Depending on your own interests, experiences, and resources, some service areas will be more appropriate for you than others. Please consider carefully before deciding where to spend your time and which agency to serve.

This can be an exciting time for you, and it will certainly bring opportunity for growth and challenge. There are, necessarily, papers and forms to complete, deadlines to meet, and graduation requirements to fulfill. But the greater purpose is for you to recognize yourselves as substantial contributors to the Church, the society, and the culture in which you live.

Please realize that the on-line Social Justice and Service Learning Course Manual is a very important resource. Spend considerable time reading and reflecting on its contents so that your service experience can be as meaningful for you as possible. I am happy to offer assistance in any way, and welcome your questions. Please stop by the Campus Ministry office or e-mail me at somervillec@stpiousx.org.

You will be in the prayers of many who support you throughout this part of your faith journey. Please enter prayerfully into the experience yourself, knowing you are loved and will be sustained and guided as you continue to follow and serve your God.

With you in prayer,
Claudia C. Somerville
Justice Education and Service Learning Coordinator

DOMINICAN SISTERS MISSION STATEMENT

**We, the Houston Dominican Sisters,
publicly commit ourselves to study and address
the crucial justice issues of our times.**

**We assume the risks inherent in preaching and teaching the Gospel.
We will work to transform social structures which oppress the powerless,
ministering with them in our common struggle
to remain faithful to the Word of God.**



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

ST. PIUS X MISSION STATEMENT

**Prayer, Study, Community, Preaching –
This is the Dominican education at St. Pius X High School.
Inspired by *Veritas*, young men and women
embrace academic excellence and integrity,
celebrate the community's diverse gifts and heritage,
and embody social justice and service.**

JUSTICE EDUCATION AND SERVICE LEARNING

MISSION

SERVICE IS FAITH IN ACTION!

Part of the mission of St. Pius X High School is to repeat to its students the message of Jesus Christ contained in the Gospel and in the tradition and life of the Church. It is essential to help direct the time and talents of students in service to the poor, to enable and empower students in acting as the voice and hands of Jesus in their community and individual lives.

The Justice Education and Service Learning Course embraces this mission and reflects the rich tradition and heritage of the Dominican Sisters of Houston who founded St. Pius X High School over fifty years ago. Today, as then, the Dominican charism includes the advocacy of fundamental human rights and support of individuals and communities deprived of essential and sustaining necessities.

During the junior year, St. Pius X students are engaged in a curriculum of theology that provides a clear understanding of moral theology and includes the essential social teachings of the Church. Such formation makes it obvious that life as a Christian is a life of service and justice. The principles of Catholic Social Teaching explain why we do what we do and provide a solid foundation on which to explain our Catholic attitudes and ministries of good works, as well as guide us how to best serve the poor and vulnerable.

This praxis leads to the growth and conversion of the participants. Ideally, when we serve we discover that we are also being helped, as we gain a better understanding of the political, economic and social realities of our times, and become more deeply aware of the suffering and injustice prevalent in our society. True service learning is not only about “what we give” but more about “who we encounter” - about the dignity and needs of others, our own giftedness and needs, and the God Who journeys with us.

Dominican education is rooted in the service of Truth, “Veritas,” and seeks to bring light to that which has been hidden. The mission of the Dominicans is to read the signs of our times and to be *Veritas* in a world hungering for truth. In the tradition of the Order of Preachers, this is fostered by study, prayer, community, and preaching through service to others. These four elements are the pillars of our educational mission at St. Pius X High School and so are at the heart of this Social Justice Service Learning Course.

Students gather together in small groups to focus, share insights, pray and stay connected with God’s call to make a difference beyond campus and classroom. They learn to collaborate and to recognize, respect and appreciate differences in others.

St. Dominic urged the first members of the Order to identify with and to listen to the voice of the poor, translating a love of God into the love of neighbor. Students engage in outreach, sharing their talents in the greater community, serving with awareness and advocacy - preaching beyond the pulpit with their very lives! This preaching can transform the crucial social justice issues of our times and is the true hallmark of Dominican education.

JUSTICE EDUCATION AND SERVICE LEARNING

PROGRAM GOALS

While the “hands on” service experience is the core of this Justice Education and Service Learning Program, the entire process requires participation at many levels and includes a variety of components. This course is designed to enable students to grow, from a Christian faith perspective, as people of service. The “learning” aspect is built in before, during, and after the hours are actually served. It is enhanced through adequate preparation, prayer and reflection, awareness activities, guidance, discernment, and small group meetings

Program Goals:

1. Students will experience “service” as a way of learning and living that can permeate all aspects of life rather than only an activity that is isolated from the rest of life.
2. Students will take the time to research, reflect, and pray about the goals of the program and about possible options for an appropriate area of service which both serves people in need and influences/leads others.
3. Students will consistently evaluate the process and their own growth within it, sharing their thoughts/feelings/questions through small group sessions and reflection activities.
4. Students will understand the principles of Catholic social teaching as applied to their own service experiences.

Program Expectations:

1. Students must attend 4 small group Reflection Meetings, and complete assigned worksheets and journal activities.
2. Students must submit the following additional paperwork, as a record of progress and completion: *Family Acknowledgment, Service Contract, and Reflection Paper.*
4. Students must complete a minimum of 100 hours of service with an approved agency, or a minimum of 50 hours each at 2 approved agencies (which requires a duplication of all paperwork).
5. Students must demonstrate a deeper understanding of the meaning, practice, and value of “service” from a Catholic Christian faith perspective.

JUSTICE EDUCATION AND SERVICE LEARNING

COURSE OUTLINE

Spring Semester of Junior Year

<u>Calendar Dates</u>	<u>Component</u>	<u>Points (max.)</u>
January 27, 2018 or January 31, 2018	Family Orientation Meeting	100
February 21, 2018	Family Acknowledgment Form Due (Though Dropbox or Email)	100
February 28, 2018	Small Group Meeting #1 ("Service Proposal Form" assigned)	100
April 18, 2018	Small Group Meeting #2 ("Service Proposal" due) ("Service Information" assigned)	100
May 16, 2018	"Service Contract(s)" due	100

Fall Semester of Senior Year

<u>Calendar Dates</u>	<u>Component</u>	<u>Points (max.)</u>
August 22, 2018	Small Group Meeting #3 ("Service Update Form" due)	100
September 19, 2018	Small Group Meeting #4 ("Service Evaluation Form" due)	100
October 3, 2018	Completion of 100 hours due (Agency should have mailed/fax/e-mailed the Student Evaluation Form)	100
October 3, 2018	"Reflection Paper(s)" due (by 8:00 a.m. via TurnItIn.com)	100

Full participation in each of the above sessions and satisfactory completion of each component earns the point value indicated above, for a possible total of 100 points. Missing a meeting will result in a loss of 25% and failure to arrange a make-up session with the Service Learning Coordinator will result in the loss of an additional 25%.

For Juniors, point deficiencies at the end of the spring semester will affect grades in *Christian Service* on Progress Reports and Report Cards for the Fall Semester of the senior year.

Seniors must at all times maintain an average of 70% of points due, in order to maintain a grade of "P" in *Christian Service* for each first semester Progress Report and Report Card and to earn the 0.5 credit in *Christian Service*.

JUSTICE EDUCATION AND SERVICE LEARNING

GRADING STANDARD

The 0.5 elective credit given in *Christian Service* is shown as a Pass/Fail (P or F) grade during the first semester of the senior year.

- Current standing in the course is shown both on First and Second Quarter Progress Reports and Report Cards during the senior year.
- The grade is based on full participation and satisfactory completion of each component. Each component carries a maximum assigned point value, based on the quality of work and timeliness.
- In order to maintain a "P," a student must have minimum credit for 70% of all component points required to date.
- The deadlines listed on the previous page **MUST** be met, without procrastination, in order for the experience to be meaningful and successful.

The Grading Standard is designed to encourage students to maintain quality input and to work up to St. Pius X expectations.

Component	Percentage Value	Criteria
Family Orientation Meeting	10%	Attendance on time and for entire session parent and student together.
Reflection Group Meetings		Attendance on time; Presence during entire session; Attentive/ active participation; Completion of assigned handouts by due dates. In case of absence, meeting must be made-up with Service Learning Coordinator
Small Group Meetings 1 & 2 [Spring Semester]	5% each	
Small Group Meetings 3 & 4 [Fall Semester]	5% each	
Forms- <i>Family Acknowledgment</i>	10%	All blanks filled in; All signatures complete; Received by due date
<i>Service Contract</i>	10%	Same as above
Service Hours	30%	Minimum of 100 hours completed by due date; verified and submitted with evaluation by agency supervisor (no marks below average)
Reflection Paper	20%	All previous components complete; Received by due date; Minimum 70 points out of 100

SMALL GROUP REFLECTION MEETINGS

The four Small Group Reflection Meetings allow time for students to gather with group leaders before, during, and after the service experience to support and share with one another. In this small group setting, students can receive guidance in preparation, planning, and successful completion of their service work, dialogue about the service experience as it progresses, pray and reflect together, share their ideas and questions, and assess their growing understanding of the meaning of “service” from a Catholic Christian faith perspective.

TOP PRIORITY must be given to attendance at these group sessions; the SPX calendar is cleared of conflicts during these 4 Wednesday’s lunchtime meetings. It is the student’s responsibility to mark their calendars with these important meeting dates and to schedule other personal appointments around these times.

- Students must be present on time and during the entire time of the Small Group Reflection Meetings.
- Students must be attentive and active participants in all group discussions and activities.
- Students must complete assigned worksheets and journal activities on time!
- If absent from school on the day of a Small Group Reflection Meeting, the student must contact the service coordinator to arrange a make-up session and pick up handouts **within 3 days of returning to school.**
- Full point credit for each Reflection Meeting will be given only if all of the above criteria are met.

During each small group meeting, students have an opportunity to view an updated spreadsheet, showing the service course components completed by each individual up to that point in time. It is the responsibility of students to carefully check this report and to verify that personal records are in agreement with what is shown to be on file in The Office for Campus Ministry. This is especially important if agencies have agreed to fax forms by deadline times.

SERVICE AGENCY CONSIDERATIONS

Service hours must be completed with approved agencies listed in the Agency Catalog and identified by the appropriate catalog number (see on-line Agency Catalog). The agencies, organizations, and ministries listed in this manual are considered to be “approved” because they meet several criteria established by St. Pius X High School, and because there has been an established relationship with the school. These agencies:

- Have “not-for-profit” status
- Serve those with significant needs
- Are able to provide interpersonal opportunities for direct contact with those being served, not simply opportunities for non-relational tasks
- Require student volunteers to develop leadership abilities and to be role models or to have an active role in outreach activities
- Are willing to provide necessary supervision, training, and student evaluation
- Are firmly established with a reputable background in ministry

Exceptions from the agency list will be considered for good reason only and for students in special circumstances. The student-written petition must be submitted to the Office for Campus Ministry early in the course. This request must include background information about the agency, its mission, evidence that it meets the above criteria, specific contact information, and the reason for the request. Approvals of non-listed agencies will not be considered after March 7, 2018.

SELECTION OF A SERVICE SITE

Students should use the following criteria when selecting and planning meaningful and legitimate service opportunities.

- The service experience should be people centered. Interaction with others is considered a primary objective, and by nature, it must help those “in need.”
- Service should ideally be long term rather than one-time activities.
- The students should be able to use their talents and gifts in serving others.
- The limitations of the students should be kept in mind. Their commitment to school, extra-curricular activities, summer school, vacations, family, and work must not be overlooked.

The number of St. Pius X students who serve at any one individual agency may be limited, if not by the agency then at the discretion of The Office for Campus Ministry. Working with friends does not always provide the highest quality experience.

A minimum of 100 approved service hours is required in order to graduate from St. Pius X High School. While it is encouraged that students complete all 100 hours of service in one area, the hours may be split between two approved agencies or parishes as long as a minimum of 50 hours is completed in each chosen area. Students must submit contracts, evaluation forms, and reflection papers for both agencies with which they are associated. If 2 agencies are served, both Service Contracts must be submitted by the May 16th due date.

CONSIDERATIONS WHEN SELECTING A SERVICE AGENCY

STUDENT CHECKLIST

Below is a list of questions to carefully consider about the service agency or agencies from which a selection will be made. It is best to consider several agencies and conduct an interview with each, before making the final decision. Interviews should ideally be conducted in person, but given the number of possible agencies to choose from, telephone inquiries may be more practical for collecting information.

REMEMBER!!!

*Take time to investigate several agencies thoroughly...
Consider carefully and prayerfully before making a final decision
about which agency to serve...*

*The Service Course allows 2 months for researching agencies
before the Service Contract is due!*

- Telephone the agency/agencies and ask for the Coordinator of Volunteer Services. Record the name of the coordinator or the person who provides assistance.
- Introduce yourself and give a brief summary of the St. Pius X Justice Education and Service Learning Course and its requirements.
- Express your interest in this agency and explain that you would like to know more about their services before selecting an agency to serve.
- Choose a number of the questions below to ask, and record the information given.

Some questions you may wish to ask: *(make notes about each agency)*

What is the purpose of this agency and whom does it serve?

How might I learn more about the agency and services it provides? Is there a website?

What position(s) are available for me?

What primary duties would I have? What would a typical “day” of service be like?

How much direct contact will I have with those being served/ in need?

What type of skills or training is required?

Will the agency provide training?

When does the training take place? (time & date)

Is there a fee involved in the training?

Can the agency guarantee a minimum of 100 hours? To be completed by the due date?

How many weeks, days, months, does the agency require for this position?

How many hours per day or per week are required for this position?

May I work after school, afternoons/evenings, and/or weekends?

Who is the immediate supervisor of the position?

How often will I be supervised? (constantly, intermittently)

Will an interview and or application be required?

Do I need a car to perform these duties?

Is parking provided, or is there a parking fee? Is there assigned parking?

Are there any other expenses involved with this position?

What is the dress code for this position?

Does the agency carry special insurance in case I have a medical emergency or accident?

If I choose this agency, when may I begin?

When may I visit the site to learn more and have a tour?

Have other high school students volunteered here?

Do I need to bring my own lunch/dinner, or is food available?

What do I do in the event I become ill?

What do I do if I need time off?

Other considerations...

SERVICE CONTRACTS

Once an agency has been selected from the approved list, a Service Contract must be submitted before service hours may begin. If hours are served before the Service Contract is on file in The Office for Campus Ministry, they will not be counted toward the 100 minimum required hours.

- If the student has chosen to serve two agencies, both Service Contracts must be completed and submitted before the due date.
 1. It is the responsibility of the student to take a Service Contract to the agency being served. Student and supervisor *together* should fill in the agreed upon information and sign the contract.
 2. The parent/guardian signature should be completed only *after* all information is completed and both student and supervisor have signed.
 3. Service Contract(s) will not be accepted or considered to be in on time unless all blanks and signatures are filled in.
- Service Contracts are due no later than May 16, 2018 to Service Coordinator
 1. Service Contracts may be E-mailed, mailed or faxed to the school, however original copies of all forms must also be sent for the student files. It is a good idea for students to stay in touch with agencies to be sure faxes have been sent on time.
 2. It is the responsibility of the student to see that forms are submitted complete and on time. Deadlines cannot be waived because a student has agreed to allow a friend, family member, or agency representative to submit forms, and that person is negligent in honoring the due dates.
- Service work may begin only after the completed contract is on file at St. Pius.
- Students who have not submitted Service Contracts by May 16 may be assigned an agency to serve from the listing of approved agencies.
- Service Contracts made with agencies are considered to be binding, two-way contracts. In an unusual circumstance, if a service contract cannot be honored, the student must notify the Office for Campus Ministry immediately. Then the student must obtain from the agency a written release from the contract, and submit this for the permanent file. In certain cases, a penalty may be assigned to a change of contract after the due date.

Note: Extra copies of the blank Service Contract form may be obtained from the CSL Portal or Campus Ministry office.

Students MUST keep a copy of the completed Service Contract(s) submitted for their personal records.

STUDENT CONDUCT AND DRESS

Students must remember that they are representing the community of St. Pius X High School when they are off campus serving various agencies. It is expected that all guidelines for good conduct, as stated in the SPX Student/Parent/Guardian Handbook, will be observed. Students must make every effort to be punctual and present at the agreed-upon times, or take responsibility for notifying the agency of any emergencies.

Dress code, even when agencies allow for “casual attire”, should be tasteful and modest, and in keeping with the SPX handbook requirements for “free dress days” (no earrings for males, no skimpy tops for females, etc).

Most importantly, students should serve with an attitude of cheerful giving and with respectful consideration for all policies and expectations of the agencies.

The SPX Honor Code is also always in effect, regarding honest record keeping and completion of forms. Failure to abide by these expectations will result in disciplinary action.

DELINQUENCY IN SELECTING AN AGENCY

Students who have not contracted with an agency by the first week of May will be called together to a special meeting and given an abbreviated list of pre-selected agencies to contact. In order to ensure that all students have a Service Contract on file before the end of the school year, it may be necessary to assign an agency to students who have not pursued making a selection from the prescribed list.

EVALUATION OF STUDENT VERIFICATION OF HOURS

Immediately when the service work is complete, the agency is asked to complete a Student Evaluation Form to assess the student service.

- The agency supervisor is responsible for verifying the number of hours served. Students should be responsible enough to keep track of their hours and to communicate with agency coordinator for accuracy.
- The student is evaluated in the following areas: punctuality, effectiveness, courtesy, readiness to work, and as an adequate representative of the agency.
- The Office for Campus Ministry will e-mail a copy of the Student Evaluation Form to the agency supervisor to complete. The agency is to return the completed form directly to the Office for Campus Ministry at St. Pius X via e-mail or fax.
- Marks below “average” on the evaluation are unacceptable and will require attention from the administration.

REFLECTION PAPER GUIDELINES AND FORMAT

A Social Justice Service Learning Reflection Paper must be completed for each agency or ministry served.

The Reflection Paper is the final component in the Service Course, and will only be accepted if the required 100 hours of service work are completed and all course forms are on file.

Reflection papers will be read by small group leaders, The Office of Campus Ministry and other campus administrators. Honest comments and personal reflections of students are greatly appreciated and will help in evaluating the program and some of the agencies represented.

Reflection Papers are due Wednesday, October 3rd, 2018
(by 8:00 a.m. via TurnItIn.com)

- Since the paper will be submitted online, there is no reason for it not to be turn-in on time even if absence on that day.
- Papers will not be accepted late without severe penalty, which could jeopardize standing in the course on semester report cards.
- Failure to submit a Reflection Paper results in a semester grade of "F" in *Christian Service*, even if all other components are complete. The student will be assigned additional requirements to be completed during the second semester.
- Papers may be submitted early, via TurnItIn.com
- The information to register for TurnItIn.com will be provided in the Fall Semester.

Reflection papers which do not meet the point requirement outlined in the guidelines will be returned for revision/ rewrite, to be completed before the end of the fall semester.

REFLECTION PAPER GUIDELINES AND FORMAT

In order to earn a passing mark “P” for the semester grade in *Christian Service*, the Reflection Paper must be submitted on time and must score at least a 70 out 100 possible points, according to the following guidelines.

- | | |
|-----------|---|
| 10 points | Typed, double-space, 4-5 pages in length not including cover page, correct usage of grammar and mechanics (punctuation, spelling, coherence, and complete sentences) 10 points will be deducted for each page shorter. |
| 10 points | Use of the appropriate cover sheet and signed Honor Pledge. Your cover should include your name, name of the agency you served, the name of your small group facilitator, group#, and Date due. Each element is worth 2 points. |
| 10 points | Your pledge needs to be on the cover and it must be signed (even if the name is just typed). |
| 15 Points | Discuss background of your agency, including its primary mission, and a description of your specific responsibilities at the agency.
<i>Describe your area of service and your major contributions to the work that needed to be done.</i> Use concrete details – who, what, when ... |
| 15 Points | <i>Relate your service experience to one of the Principles of Catholic Social Teaching.</i> Clearly state the Social Justice Principle and describe exactly how it applies to your area of service work. <i>Read the handout The Church Teaches</i> to select the Social Teaching that best applies to your service |
| 15 Points | In what ways do you better understand the “needs” of others and better recognize their dignity, gifts, dreams, and faith? |
| 15 Points | In what ways has your service experience helped you understand more clearly and deeply your own (a) dignity, (b) gifts, (c) dreams, and (d) faith? Address each of these areas, using a specific example related to your service work. |
| 10 Points | <i>Would you recommend this service agency to someone else?</i> What are some of the positive and negative aspects of the agency, its personnel, the clients, and your overall work experience? |

Students should save a copy of the reflection paper to file with other important service learning documents.

REQUEST FOR EXTENSION

In order to apply for an extension of time to complete the service hours, the student must have a Service Contract on file in the Office for Campus Ministry for the agency being served.

1. The petition must be made in writing to the Service Learning Coordinator for an extension to complete service hours. This request must be turned in to the Office for Campus Ministry before October 3, 2018. It must include the student's name and I.D. number along with the following:
 - a. The name of the agency.
 - b. A description of the type of service specified in the contract.
 - c. The total number of hours already completed at the time of the request.
 - d. An estimated date of completion of the 100 hours.
 - e. The reason why this extension is necessary.
2. All petitions for an extension to complete hours will be considered on a case by case basis. THE WRITTEN REQUEST IS NOT AN AUTOMATIC EXTENSION!
3. The student will be notified of the petition status as soon as possible by the Office of Campus Ministry.
4. Extensions which are granted may carry an additional posting of up to twenty-five hours over the 100 required originally.

MISSED DEADLINES AND PENALTIES

If a passing grade in the Social Justice Service Learning Course is not earned during the fall semester, students will enter into a Compensatory Agreement requiring additional readings/reflections or service hours. These must be completed within a prescribed amount of time in the second semester before credit can be given. Students who are delinquent in completing the compensatory assignments will face forfeiture of participation in Awards Day and the graduation ceremony.

Failure to honor the *Christian Service* requirement will cause a candidate to become ineligible to graduate from St. Pius X High School. Only upon satisfactory completion of all outstanding components, including compensatory assignments, will a diploma be awarded.

QUESTIONS, COMMENTS, CONCERNS

The Office for Campus Ministry is ready to assist students in any way during this process of completing the service component. All communications should be directed to Mrs. Somerville, Coordinator of the Justice Education and Service Learning Course.

If there are any difficulties experienced with an agency, please inform the Small Group Leader or Mrs. Somerville immediately so that meaningful service work is not jeopardized. Any grievances or questions about student status should be submitted in writing or sent via e-mail to www.somervillec@stpiousx.org.