

CARDINAL NEWMAN HIGH SCHOOL

COMMUNITY SERVICE PROGRAM



Mr. Chuck Stembler
President

Mr. Ed Curtin
Principal

Dr. William Savor
Assistant Principal

Karen Lower
Community Service Coordinator
512 Spencer Drive, West Palm Beach, FL 33409
School Phone Number: 561-683-6266
karen.lower@cardinalnewman.com

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Mission Statement

Community service is a long-established tradition at Cardinal Newman High School. It is a vital contribution to the fulfillment of our mission statement, "To educate the whole person, spirit, mind, and body, and to help all students develop their God-given talents according to the gospel values of Jesus Christ." Service, and subsequent reflection on it, allows the student to develop an increased sensitivity to the needs of others, to contribute to the good of the surrounding community, to grow in self-knowledge, and to make the connection between the gospel and the active living of one's faith. Service allows the student to encounter Jesus in those in need: "Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me (Matt 25:40)."

What is Service?

- Service is any act of giving assistance or advantage to another. Service is using our God-given gifts and talents to help another person. Ideally, service is an extension of the Corporal Works of Mercy of the Church: "Feeding the hungry, sheltering the homeless, clothing the naked, visiting the sick and imprisoned, and burying the dead (*Catechism of the Catholic Church* #2447)." Service should also reflect the Church's fundamental option for the poor among us. As Blessed Pope John Paul II has said, "The Church's love for the poor...is essential for her and a part of her constant tradition... (*Centesimus annus* #57)."
- Service is active rather than passive in nature: the student gives his/her presence, time, and abilities.
- **Acceptable Service Projects** must be done for **Non-Profit Community Service Agencies (501c3), Service Groups, Churches or Schools.**
- **Volunteering at Businesses, For-Profit Organizations, Political Campaigns or for Individuals (Baby Sitting, Pet Fostering/Sitting, Helping siblings with Homework, Helping neighbors, friends, etc.)** whiles these are acts of kindness they do not meet the requirement for **Community Service.**
- A student must not receive any form of compensation for service.
- **Any Court Ordered Service as required by the Criminal Justice System is not acceptable under any circumstance.**
- Please refer to the list of "**Approved Community Service Activities and Organizations**" posted on the website. This list will be updated periodically throughout the school year.

Policies and Guidelines

- **25 hours** of community service **must be completed each year** to satisfy the requirements needed for graduation from Cardinal Newman High School. Students who complete more than 100

hours or more of community service in a particular year will be recognized each year. The Community Service Medal is awarded to the senior with the highest cumulative total of service hours as of the due date for senior year. Service hours will also apply towards the Florida Bright Futures Scholarships. As of July, 2023, the minimum requirement for community service for these scholarships is 75 hours completed during high school for the FMS Award and 100 hours for the FAS Award. Transfer students must provide proof of prior completed community service to the Registrar. Service hours completed at your previous school must appear on that school's transcript. Transfer students may need to complete additional community service hours during their time at Cardinal Newman in order to be eligible for these scholarships. Please see your Guidance Counselor for complete details.

- **A Community Service Reflection Paper** is required each year. The paper will be assigned and submitted to the student's Theology teacher in the quarter the service hours are due and will be graded as a project. The purpose of the paper is to help the student connect service to the content in class, as well as to provide evidence of the student's personal growth or insight resulting from the community service experience. This growth can be on the human level (in compassion, understanding, self-sacrifice, self-knowledge, gratitude, etc.) or on the spiritual level (in faith, hope, or charity, greater understanding of the Corporal and Spiritual Works of Mercy, the Paschal mystery, etc.). The paper will typically be one-two typed pages in length per the teacher's instruction. The paper should include a brief description of the service activity, and must include a proper heading with the student's full name and grade level. **Receipt of this paper is necessary for completion of the community service requirement each year.**
- All service hours must be recorded in the **MobileServe** app in a timely manner.
- The Site Supervisor for all service activities must be an adult (21 years of age), and cannot be the student's parent, guardian, or Family member. The site supervisor must be an employee or designated representative of the organization. The Site-Supervisor email must reflect the organizations name.
- Wherever and whenever community service is rendered, students represent themselves, their families, and Cardinal Newman High School. Proper appearance, attitude, behavior and language must be observed at all times. Students who fail to comply may face disciplinary measures as per the Cardinal Newman Student-Parent Handbook, and their service hours may not be counted.
- Cardinal Newman High School, its staff and volunteers, and the community service organizations, their staffs and volunteers will not be liable in the event of accident or injury.
- Transportation to community service activities is not provided by Cardinal Newman High School. Each student is responsible for his/her transportation.
- Falsifying any information in **MobileServe**, will be treated as a violation of the Honor Code of Cardinal Newman High School.
- Students are strongly encouraged to complete the community service requirement during the summer whenever possible. (Incoming freshmen may begin working on community service hours for freshman year on June 1, or once 8th grade has been completed.) Service hours for the next school year may be started after May 30th.

Credit for Completion of Community Service

- A student's total community service hours for that year will appear on the transcript. Seniors' service hours appear on the First Semester transcript; service hours for Grades 9, 10, and 11 appear on the transcript at the end of the Second Semester. A notation of "0" will be entered if no hours have been completed.
- Service Due Dates: *Class of 2025* - December 6, 2024. *Class of 2026, 2027 & 2028* - March 21, 2025

Consequences for not meeting the above deadlines:

- Seniors who do not complete the community service requirement may not have transcripts sent, or receive their diploma from Cardinal Newman High School, until their service requirement has been fulfilled.
- Seniors who do not complete the community service requirement by the due date may not be exempted from their semester exams.
- Completion of community service may be a requirement for the student's return to Cardinal Newman High School for the following school year, if the hours are not completed by the beginning of the upcoming academic year.
- Permission for participation in extracurricular activities, field trips, Prom, Grad Bash, etc., may be withheld for non-completion of community service, at the school's discretion.
- Students who do not complete their service hours by the required deadlines may not be eligible for membership into Cardinal Newman High School's affiliated Honor Societies.

Due Dates for Community Service

Class of 2025
December 6, 2024

Class of 2026, 2027 & 2028
March 21, 2025

Community Service Coordinator

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