

# **Scecina Memorial High School**

## **Christian Service Program Rationale and Requirements**

**July 2023**

### **Executive Summary of the Scecina Christian Service Program**

Guided by the teachings and inspiration of Jesus, Catholic Social Teaching, and Father Thomas Scecina, the Scecina Memorial High School Christian Service Program invites and expects students to support and strengthen their faith communities, wider communities, and Scecina throughout a student's high school career. Every year, the focus of a student's service can be one's faith community, Scecina, and/or wider community through a project or projects that demonstrate one or more principles of Catholic Social Teaching. During the senior year, students will have the added component of a culminating capstone project called the Lifebook. The Lifebook project provides a framework for students to reflect upon and articulate important aspects of their lives to date, including the service that they have completed during their high school careers.

### **Role of Christian Service in the Mission of Scecina Memorial High School**

In Chapter 25 of the Gospel according to Saint Matthew, Jesus likened the Kingdom of God to a community in which his followers provide food for the hungry, drink for the thirsty, clothing for the naked, hospitality for the stranger, and comfort for the sick and imprisoned. Inspired by our Lord Jesus Christ, the Catholic Church has developed through the centuries a collection of insights called Catholic Social Teachings. These insights are a rich treasure of wisdom that motivate people to build a just society in the world as a foretaste of the Kingdom of God.

In pursuit of a just world order, human rights, and freedom, Father Thomas Scecina (Father Tom) was a decorated chaplain in the United States Army who died at sea on October 24, 1944. He was a prayerful, faithful, and patriotic priest of the Archdiocese of Indianapolis. When archdiocesan leaders chose to name our school Scecina Memorial High School, their choice positioned Father Tom as an inspiring embodiment of Christian service whom countless persons would come to admire and imitate for generations to come.

Since our school opened in 1953, Scecina students have built a strong tradition of actively serving the school, Church, and wider community. Christian service is a vital dimension of Scecina Memorial High School as an institution and a community that stands for faithfulness to Jesus, Catholic Social Teaching, and Father Tom.

### **Catholic Social Teaching**

Inspired by Jesus' ministry, Catholic Social Teaching includes the following seven principles and calls to action:

- **Life and Dignity of the Human Person:** Human life is sacred, and the dignity of every human being is the foundation of a moral vision for society. The measure of every community, institution, and society is whether it threatens or enhances the life and dignity of the human person.

Examples of this principle of Catholic Social Teaching in action are to:

- Volunteer at a Right to Life event.

- Visit the elderly or vulnerable at a nursing home or care facility.
- **Call to Family, Community, and Participation:** Human beings are both sacred and social. Marriage and family are central social institutions that must be supported and strengthened. People have a right and a duty to participate in society for the common good and well-being of everyone, especially the poor and vulnerable among us.

Examples of this principle of Catholic Social Teaching in action are to:

- Volunteer for a non-partisan effort to encourage voting.
- Volunteer with Catholic Charities or Catholic Relief Service with a focus on local community impact.
- **Rights and Responsibilities:** Human dignity can be protected, and healthy community can be achieved, only through the protection of human rights. Therefore, every person has a fundamental right to life as well as responsibilities to one another, to our families, and to wider society.

Examples of this principle of Catholic Social Teaching in action are to:

- Volunteer (if one is age 16 or older) with The Peace Learning Center to promote peace and justice.
- Volunteer with an organization that serves people facing homelessness.
- **Option for the Poor and Vulnerable:** Jesus' ministry and Catholic tradition instructs us to prioritize the needs of the poor and vulnerable.

Examples of this principle of Catholic Social Teaching in action are to:

- Volunteer at a local food bank or soup kitchen.
- Volunteer with Special Olympics.
- **The Dignity of Work and the Rights of Workers:** The economy must serve people, not the other way around. Work has inherent dignity because it is a participation in God's creation. Basic rights of workers must be respected as a matter of human dignity.

Examples of this principle of Catholic Social Teaching in action are to:

- Volunteer with organizations that provide employment services.
- Volunteer with your local Economic Development Corporation or Chamber of Commerce focused on employment opportunity.
- **Solidarity:** We are one human family regardless of our national, racial, ethnic, economic, and other differences. Jesus commands us to love one another as the ultimate commandment; this love demands that we promote peace and justice in a world that has excessive violence and conflict.

Examples of this principle of Catholic Social Teaching in action are to:

- Volunteer with organizations that support immigrants and refugees.
- Participate in Catholic Relief Service's international service efforts for peace and justice.
- **Care for God's Creation:** God has given human beings the gift of creation, and we are called to be excellent stewards of this gift.

Examples of this principle of Catholic Social Teaching in action are to:

- Volunteer with organizations that promote care for the environment.
- Volunteer with the city, state, or federal park system.

### **Indiana Graduation Requirements and Pathways**

In 2018, the Indiana Department of Education updated high school graduation requirements for all students in accredited high schools in the state of Indiana. These expectations mandate that every Indiana high school graduate will meet the following three high school graduation requirements:

- Earn a high school diploma (Graduation Requirement 1)
- Learn and demonstrate employability skills (Graduation Requirement 2)
- Demonstrate one or more postsecondary ready competencies (Graduation Requirement 3).

To learn and demonstrate employability skills (Graduation Requirement 2), the state Department of Education requires a student to complete one of the following pathways: a service-based learning project, a work-based learning project, or a project-based learning project. Because of Seccina's Catholic mission, the school has chosen that our students will complete a service-based learning project as the pathway to meet Graduation Requirement 2.

The Indiana Department of Education states that service-based learning integrates meaningful service with a student's academic knowledge, teaches civic and personal responsibility, and strengthens communities. Service-based learning has three core indicators: (1) Combines a student's academic study with his or her service experiences, (2) Engages the student in larger social, economic, and societal issues, and (3) demonstrates collaboration among students, schools, and community partners.

More information about Indiana high school graduation requirements is available at [www.in.gov/doe/students/graduation-pathways/](http://www.in.gov/doe/students/graduation-pathways/)

Seccina's student Christian service program gives students opportunities to grow in the practice of Gospel values and Catholic Social Teaching while supporting and strengthening the school and wider community as we will outline in the following sections.

### **Freshman Year Opportunities and Expectations**

Freshman students are required to complete an act or multiple acts of service that benefits an immediate family member, close family friend, the student's faith community, Seccina, or the wider community. This service shall reflect and advance one or more principles of Catholic Social Teaching, as summarized above, and go beyond traditionally assigned chores or other obligations at home or work. The total time commitment for completing this service is to be ten (10) or more hours of active, direct service within the first three quarters of the school year.

The freshman year service opportunity and expectations will be presented to students during the first academic semester of the school year in their Catholic Theology classes. In addition, during this presentation, a description of the Lifebook capstone project, and its planned timeframe for completion during a student's senior year of school, will be provided to students. The service experiences from each year are an important component of the Lifebook senior year capstone project.

Prior to completing service during the freshman year, students are to review the rubric, understand expectations of service, and gain approval from the student's Catholic Theology teacher that the planned service meets program expectations.

Pre-approval requests must be communicated and approved prior to engaging in service. Pre-approval requests are to be emailed to the student's Catholic Theology teacher for approval. Failure to gain pre-approval may jeopardize the acceptance of hours served. If a request may be denied, the Catholic Theology teacher and the Director of Campus Ministry will confer with one another prior to issuing a decision.

Students will utilize a software platform named X2Vol in order to document completion of service hours. This software platform will be presented in the Catholic Theology class presentation. The software platform will prompt students to input certain information such as the student's name, location and type of service performed, dates of service, reflection (according to rubric), and contact information for an adult who can verify the service was completed. The service and submission of documentation of the school year's required service hours must be completed by the last day of the freshman year 3<sup>rd</sup> quarter.

Completion of the service expectation will appear in the Catholic Theology course gradebook as a graded item as part of the 3<sup>rd</sup> quarter course grade and will be equivalent in course grade calculation and impact as an academic assessment. Failure to complete service requirements will result in an Incomplete being assigned for the Catholic Theology course until the service requirement is met. Passing (an Incomplete grade is not passing) all Catholic Theology courses is a requirement for graduating from Scecina. Possessing an Incomplete in the gradebook may limit a student's eligibility for athletic participation as well as placement on an academic honor roll.

The Catholic Theology teacher will input the documentation of service completion into the gradebook and will enter the assessment score in the gradebook based upon a rubric developed by the Director of Campus Ministry, Catholic Theology teaching staff, Principal, and President.

### **Sophomore Year Opportunities and Expectations**

Sophomore students are required to complete an act or multiple acts of service that benefits an immediate family member, close family friend, the student's faith community, Scecina, or the wider community. This service shall reflect and advance one or more principles of Catholic Social Teaching, as summarized above, and go beyond traditionally assigned chores or other obligations at home or work. The total time commitment for completing this service is to be fifteen (15) or more hours of active, direct service in total within the first three quarters of the school year.

The sophomore year service opportunity and expectations will be presented to students during the first academic semester of the school year in their Catholic Theology classes. In addition, during this presentation, a description of the Lifebook capstone project, and its planned timeframe for completion during a student's senior year of school, will be provided to students. The service experiences from each year are an important component of the Lifebook senior year capstone project.

Prior to completing service during the sophomore year, students are to review the rubric, understand expectations of service, and gain approval from the student's Catholic Theology teacher that the planned service meets program expectations.

Pre-approval requests must be communicated and approved prior to engaging in service. Pre-approval requests are to be emailed to the student's Catholic Theology teacher for approval. Failure to gain pre-

approval may jeopardize the acceptance of hours served. If a request may be denied, the Catholic Theology teacher and the Director of Campus Ministry will confer with one another prior to issuing a decision.

Students will utilize a software platform named X2Vol in order to document completion of service hours. This software platform will be presented in the Catholic Theology class presentation. The software platform will prompt students to input certain information such as the student's name, location and type of service performed, dates of service, reflection (according to rubric), and contact information for an adult who can verify the service was completed. The service and submission of documentation of the school year's required service hours must be completed by the last day of the sophomore year 3<sup>rd</sup> quarter.

Completion of the service expectation will appear in the Catholic Theology course gradebook as a graded item as part of the 3<sup>rd</sup> quarter course grade and will be equivalent in course grade calculation and impact as an academic assessment. Failure to complete service requirements will result in an Incomplete being assigned for the Catholic Theology course until the service requirement is met. Passing (an Incomplete grade is not passing) all Catholic Theology courses is a requirement for graduating from Scecina. Possessing an Incomplete in the gradebook may limit a student's eligibility for athletic participation as well as placement on an academic honor roll.

The Catholic Theology teacher will input the documentation of service completion into the gradebook and will enter the assessment score in the gradebook based upon a rubric developed by the Director of Campus Ministry, Catholic Theology teaching staff, Principal, and President.

### **Junior Year Opportunities and Expectations**

Junior students are required to complete an act or multiple acts of service that benefits an immediate family member, close family friend, the student's faith community, Scecina, or the wider community. This service shall reflect and advance one or more principles of Catholic Social Teaching, as summarized above, and go beyond traditionally assigned chores or other obligations at home or work. The total time commitment for completing this service is to be fifteen (15) or more hours of active, direct service in total within the first three quarters of the school year.

The junior year service opportunity and expectations will be presented to students during the first academic semester of the school year in their Catholic Theology classes. In addition, during this presentation, a description of the Lifebook capstone project, and its planned timeframe for completion during a student's senior year of school, will be provided to students. The service experiences from each year are an important component of the Lifebook senior year capstone project.

Prior to completing service during the junior year, students are to review the rubric, understand expectations of service, and gain approval from the student's Catholic Theology teacher that the planned service meets program expectations.

Pre-approval requests must be communicated and approved prior to engaging in service. Pre-approval requests are to be emailed to the student's Catholic Theology teacher for approval. Failure to gain pre-approval may jeopardize the acceptance of hours served. If a request may be denied, the Catholic Theology teacher and the Director of Campus Ministry will confer with one another prior to issuing a decision.

Students will utilize a software platform named X2Vol in order to document completion of service hours. This software platform will be presented in the Catholic Theology class presentation, for submitting documentation that verifies the completion of service hours. The software platform will prompt students to input certain information such as the student's name, location and type of service performed, dates of service, reflection (according to rubric), and contact information for an adult who can verify the service was completed. The service and submission of documentation of the school year's required service hours must be completed by the last day of the junior year 3<sup>rd</sup> quarter.

Completion of the service expectation will appear in the Catholic Theology course gradebook as a graded item as part of the 3<sup>rd</sup> quarter course grade and will be equivalent in course grade calculation and impact as an academic assessment. Failure to complete service requirements will result in an Incomplete being assigned for the Catholic Theology course until the service requirement is met. Passing (an Incomplete grade is not passing) all Catholic Theology courses is a requirement for graduating from Seccina. Possessing an Incomplete in the gradebook may limit a student's eligibility for athletic participation as well as placement on an academic honor roll.

The Catholic Theology teacher will input the documentation of service completion into the gradebook and will enter the assessment score in the gradebook based upon a rubric developed by the Director of Campus Ministry, Catholic Theology teaching staff, Principal, and President.

### **Senior Year Opportunities and Expectations**

Senior students are required to complete the following two dimensions of service-based learning:

1. Senior students are required to complete an act or multiple acts of service that benefits an immediate family member, close family friend, the student's faith community, Seccina, or the wider community. This service shall reflect and advance one or more principles of Catholic Social Teaching, as summarized above, and go beyond traditionally assigned chores or other obligations at home or work. The total time commitment for completing this service is to be fifteen (15) or more hours of active, direct service in total within the first three quarters of the school year.

The senior year service opportunity and expectations will be presented to students during the first academic semester of the school year in their Catholic Theology classes. In addition, during this presentation, a description of the Lifebook capstone project, and its planned timeframe for completion during a student's senior year of school, will be provided to students. The service experiences from each year are an important component of the Lifebook senior year capstone project.

Prior to completing service during the senior year, students are to review the rubric, understand expectations of service, and gain approval from the student's Catholic Theology teacher that the planned service meets program expectations.

Pre-approval requests must be communicated and approved prior to engaging in service. Pre-approval requests are to be emailed to the student's Catholic Theology teacher for approval. Failure to gain pre-approval may jeopardize the acceptance of hours served. If a request may be denied, the Catholic Theology teacher and the Director of Campus Ministry will confer with one another prior to issuing a decision.

Students will utilize a software platform named X2Vol in order to document completion of service hours. This software platform will be presented in the Catholic Theology class presentation, for submitting documentation that verifies the completion of service hours. The software platform will prompt students to input certain information such as the student's name, location and type of service performed, dates of service, reflection (according to rubric), and contact information for an adult who can verify the service was completed. The service and submission of documentation of the school year's required service hours must be completed by the last day of the senior year 3<sup>rd</sup> quarter.

Completion of the service expectation will appear in the Catholic Theology course gradebook as a graded item as part of the 3<sup>rd</sup> quarter course grade and will be equivalent in course grade calculation and impact as an academic assessment. Failure to complete service requirements will result in an Incomplete being assigned for the Catholic Theology course until the service requirement is met. Passing (an Incomplete grade is not passing) all Catholic Theology courses is a requirement for graduating from Scecina. Possessing an Incomplete in the gradebook may limit a student's eligibility for athletic participation as well as placement on an academic honor roll.

The Catholic Theology teacher will input the documentation of service completion into the gradebook and will enter the assessment score in the gradebook based upon a rubric developed by the Director of Campus Ministry, Catholic Theology teaching staff, Principal, and President.

2. A senior shall successfully complete the capstone Lifebook project that invites students to reflect upon and articulate the meaning of special dimensions of their lives to date, including the learning and growth that they have attained through the service that they have performed as Scecina students.

Seniors will create the capstone Lifebook project according to the format and design requirements presented in Catholic Theology class. They will present and submit their individual capstone Lifebook project during the 4<sup>th</sup> quarter of the school year according to the provided schedule and instructions.

The creation, submission, and presentation of each student's capstone Lifebook project will be used to create a Catholic Theology project grade as a part of the 4<sup>th</sup> quarter course grade. The grade is equivalent in course grade calculation and impact as an academic assessment. The Catholic Theology teacher will utilize a grading rubric developed by the Director of Campus Ministry, Catholic Theology teaching staff, Principal, and President.

### **Service to Scecina**

Engaging in service to Scecina is an option for completing your service hour requirements. Service must be pre-approved and must take place outside school day hours (8:05am to 2:40pm).

Pre-approval requests must be communicated and approved prior to engaging in service. Pre-approval requests are to be emailed to the student's Catholic Theology teacher for approval. Failure to gain pre-approval may jeopardize the acceptance of hours served. If a request may be denied, the Catholic Theology teacher and the Director of Campus Ministry will confer with one another prior to issuing a decision.

Service to Scecina may include things like the following:

- Helping to translate for parents at Progress Report Nights

- Working with a staff member to support events, like Open House, Meet The Teacher Night, Curriculum Night, Club 53, and other Scecina events
- Working with a staff member to accomplish tasks such as helping with the science lab or organizing band equipment

Participation in a club or activity does not count unless that club or activity engages in an approved service project. If a student is part of a Scecina club or team service project, those hours spent on the club or team service project, outside of school day hours, count toward fulfillment of a student's service program expectations.

### **Important Note for All Grade Level Completion Requirements**

During the freshman, sophomore, junior, or senior year, if a student does not complete a yearly service requirement, such lack of completion and/or documentation of completed service will negatively affect the student's overall Catholic Theology class grade. Obtaining a failing grade in a Catholic Theology class may result in a student being required to earn credit for the course over the summer. Passing every Catholic Theology class in which a student is enrolled at Scecina is required to earn the Scecina diploma. Therefore, completing the yearly service experiences and the capstone Lifebook project are essential in order for a student to graduate from Scecina Memorial High School.

Future versions of Scecina's Christian Service Program may be updated to reflect changes in requirements and/or processes from one school year to the next.

### **Conclusion**

The ministry of Jesus, Catholic Social Teaching, and the inspiration of Father Thomas Scecina provide Scecina students with a life-changing foundation from which to help build the Kingdom of God on earth. Successfully completing yearly service opportunities and the capstone Lifebook project will also enable students to meet graduation requirements of Scecina Memorial High School, the Archdiocese of Indianapolis, and the State of Indiana.