

St. Ignatius Loyola, founder of the Jesuits, said, "Love shows itself more in deeds than in words." This philosophy, which is taught and preached at U of D Jesuit, must be absorbed through the personal experience of actively loving one's neighbors, especially those in need. Senior Service affords you the opportunity to put the teachings of Christ into action. As you begin your year of service, you will continue to develop an understanding of what it means to be "men for and with others."

Remember, while serving off-campus, you are representing U of D Jesuit High School and Academy. The experience that members of your service site have with you is the impression they will have of the entire school. The following expectations are designed to help you maintain the positive image of U of D Jesuit.

Expectations

Attendance: You are expected to arrive at your service site by 8:15 am on Wednesday mornings and remain until 10:45 am. **Failure to comply with these time frames will result in disciplinary action, including, but not limited to JUGs, service agreements, or suspensions.**

You are not required to serve at your placement on U of D Jesuit breaks. An official calendar is included.

You must be back at school in time for the start of Period 5. There are a few service sites that request a slightly modified schedule (this information will be forwarded to you after site assignments are determined). If we have a special schedule (extended homeroom, etc.) you are expected to return to school by 11:30 am.

Absence: **If you will be absent from your service placement for any reason, you must contact your site supervisor, Mr. Wilson 313-927-2349 AND the SAO 313-927-2366.** Failure to contact the above people will result in disciplinary action. You will need to make up any missed Wednesday morning service. These absences include college visits, illnesses or other absences. **The only absences that do not need to be made up are school sponsored retreats or exams/testing.** If your agency cannot accommodate your make-up time, you will be placed in an approved service activity. Make-up service must be approved by Mr. Wilson. Your service site depends on your commitment. Your absence will affect many so please take care not to miss any days of service.

If you miss service, you will not be permitted to attend afternoon classes. This is your morning class time and you will be held accountable for periods 1-4. Please consult the Handbook for information on unexcused absences.

Dress Code: UDJ's dress code is in effect regardless of the dress of other people at your agency. Some placements may tell you aspects of the dress code are not appropriate for their particular site; you may adapt the dress code if this applies. If you are at a soup kitchen you will need a baseball hat – if you do not bring one, a paper hat will be supplied for you.

Forms: Attendance forms for Wednesday service will be available in the Ignatian Service Office and on the website. Each student needs an official U of D Jesuit attendance form; loose-leaf or hand-written notes will not be accepted! You may not share attendance forms with other students serving at the same site. Your site supervisor **must** sign the form. These forms are to be returned to the Ignatian Service Office **immediately** upon your return to school. This means every Wednesday prior to 2:45pm. **Failure to turn in your attendance form by the above mentioned deadline will result in an unexcused absence and a grade of zero for the day.**

Problems: If there is a problem at your site, please let Mr. Wilson know immediately.

Reflection: Your reflection component will consist of a monthly typed narrative and participation in one faculty/staff led morning reflection group. These groups are based on the Spiritual Exercises of St. Ignatius and provide an opportunity to gain a deeper insight into your service work. There will be six mornings of reflection and each student must be in attendance at their assigned morning of reflection. All reflection mornings will be on a Wednesday in place of your service for that particular day. You will also meet with Mr. Wilson or another faculty member one time during the year for an individual discussion of your service experience. You will receive appointment times in Homeroom mail.

Grading: Senior Service is a requirement for graduation and your participation will be graded on a pass/fail basis. To pass senior service, you must have a semester grade of 85% or higher. Grading will be as follows:

Site Attendance – 25 points per week (40% of total grade)

Monthly Typed Narratives – 100 points each (40% of total grade)

Morning of Reflection Attendance/Participation – 150 points (10% of total)

Individual Discussion Sessions – 150 points each (10% of total grade)

Ineligibility/

Graduation: If you are behind in your requirements at the end of each marking period you will be placed on the Academic Ineligibility list until the marking period ends.

Missed service days must be made up **within two weeks** following the absence or they will be counted as zeros.

Students who fail senior service will not be able to graduate!