



Community Service



Participating in community service is an important part of Seabury life. Service connects students to the local and global community. It creates a stronger personal identity and integrity, and it brings the student body together. Service projects also introduce students to important social issues and give them the chance to make a difference in society. Ideally, students who experience community service in school will continue to be involved in their communities as adults.

Community service requirements begin **at the point of enrollment**; students who enroll after 6th grade have their requirements “prorated” based on enrollment date.

Seabury Service Requirements:

- Middle school students are encouraged to perform at least 20 hours of community service each year.
- High school students are **required** to perform an average of 30 hours of community service each year. High school students **must** complete 120 hours of community service before graduation in order to receive their diploma.

Students are encouraged to perform community service each school year. Here is our recommended schedule:

Grade	Hours Earned
6th Grade	20 hours
7th Grade	20 hours
8th Grade	20 hours
Total	60 hours for middle school
Freshman	30 hours
Sophomore	30 hours
Junior	30 hours
Senior	30 hours
Total	120 hours for high school

Students enrolled at Bishop Seabury Academy are encouraged to make service a regular practice **through the course** of their academic career. At whatever point a student enrolls is when the accumulation of hours begin.

Service projects can be of the student’s choosing and can include service work at Seabury, in Lawrence, or in the larger state, national, or international community. A project will count toward a student’s community service hours **IF** the work is not for self-benefit, involves no payment to the student, and is not required by a teacher, parent, or other authority. The project must also be considered appropriate by the school’s Service Coordinator.

Students are encouraged to keep current with their community service hours; no student will receive a diploma until his or her service obligations have been met. Middle school students who demonstrate exceptional commitment to service will be acknowledged at the Academic Awards Ceremony each year.

Service hours must be entered in a timely manner and within the current academic year in order to be credited to the student. All service must be completed, and hours submitted, by Stepping Up of the school year in which the work was performed. Any service completed over the summer will count for the following school year.

In addition to the regular service requirements, seniors complete a **Senior Service Project** before graduation. That project is approved by the Senior Project Coordinator and must be completed before graduation in order for a student to receive their diploma.

Students and their parents should visit the Community Service link on Seabury's website for more details and for frequently updated information about service opportunities.

The **Gavin Smith Service Award** is given to a senior who exemplifies what it means to "promote a sense of responsibility for self and respect for others as members of the community." That student will have:

- Completed the required amount of service hours upon graduation
- Completed a senior project and turned in their reflection
- Shown leadership in service projects throughout their high school years at Seabury
- Aided the service coordinator(s) in organizing projects
- Been a leader in getting younger students involved in service

How students can check their community service hours:

- Go to FACTS SIS (RenWeb)
- Select "Family" in the list of options on the left side of the page
- Choose the student from the drop down menu at the top of the Family page (top middle of the page on a computer screen)
- Service hours should be one of the info boxes on the screen

Entering service hours on the Seabury website:

- Go to www.seaburyacademy.org
- Click the 3 lines at the top right corner
- Select "Community Service" (under Student Life heading)
- Click the Community Service Form & Guidelines
- Fill out the form and click **submit** at the bottom of the page

For step by step instructions, with screenshots, please continue reading.

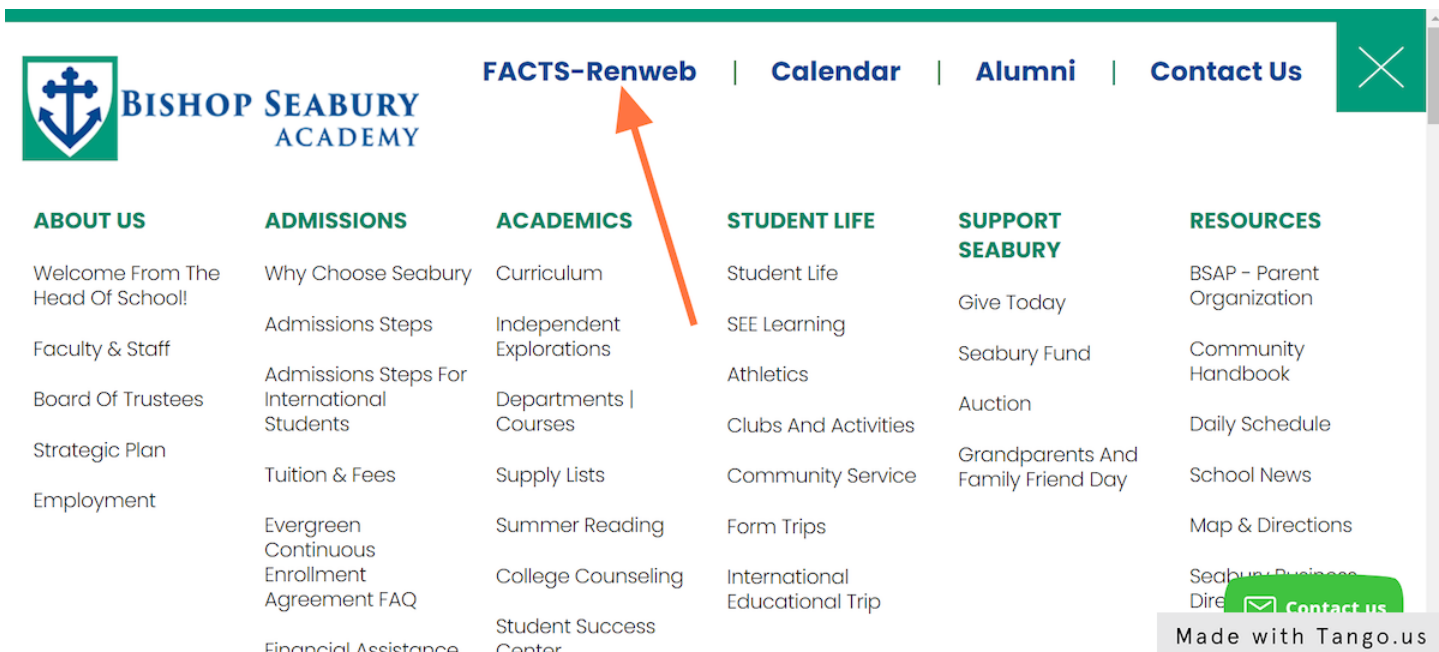
How to check service hours

1. [Go to Bishop Seabury Academy - Lawrence, KS](#)

2. Click the three lines at the top right

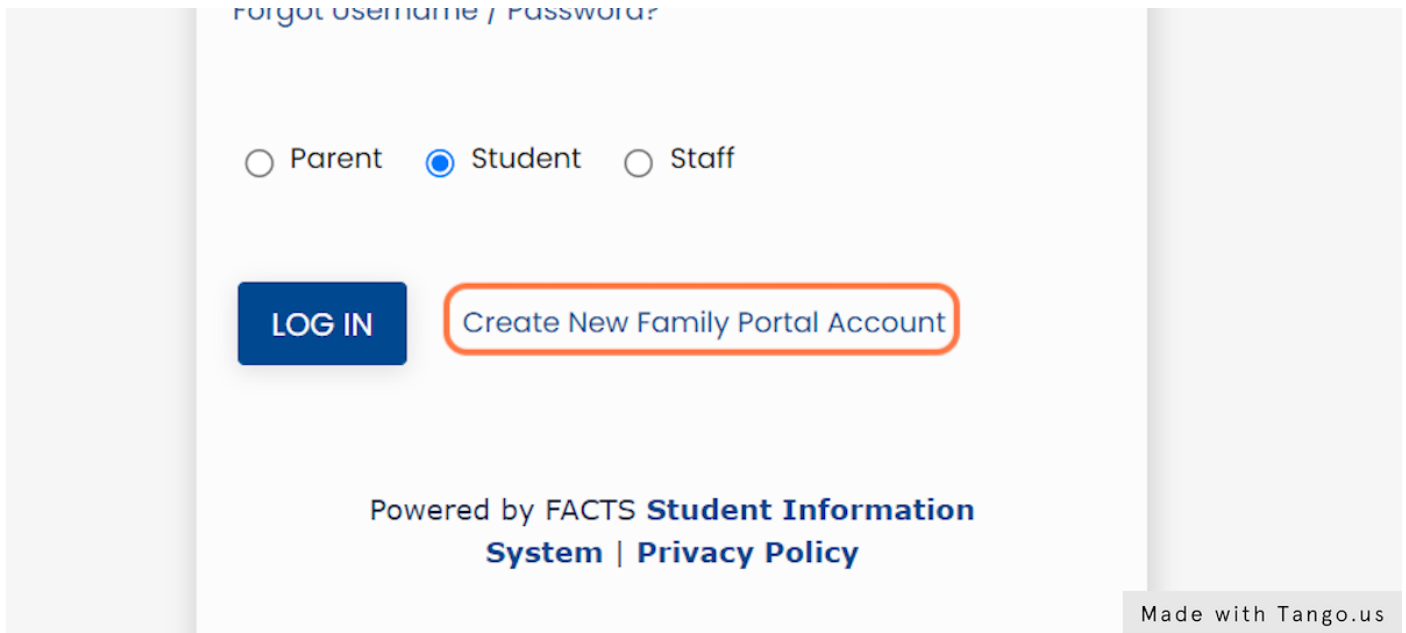


3. Click on **FACTS-Renweb**



4. If you've never logged in before: Click on Create New Family Portal Account

Follow the instructions to create an account, using your Seabury email address. When you click the account setup link sent to your email, be sure to change your password to something you will remember.

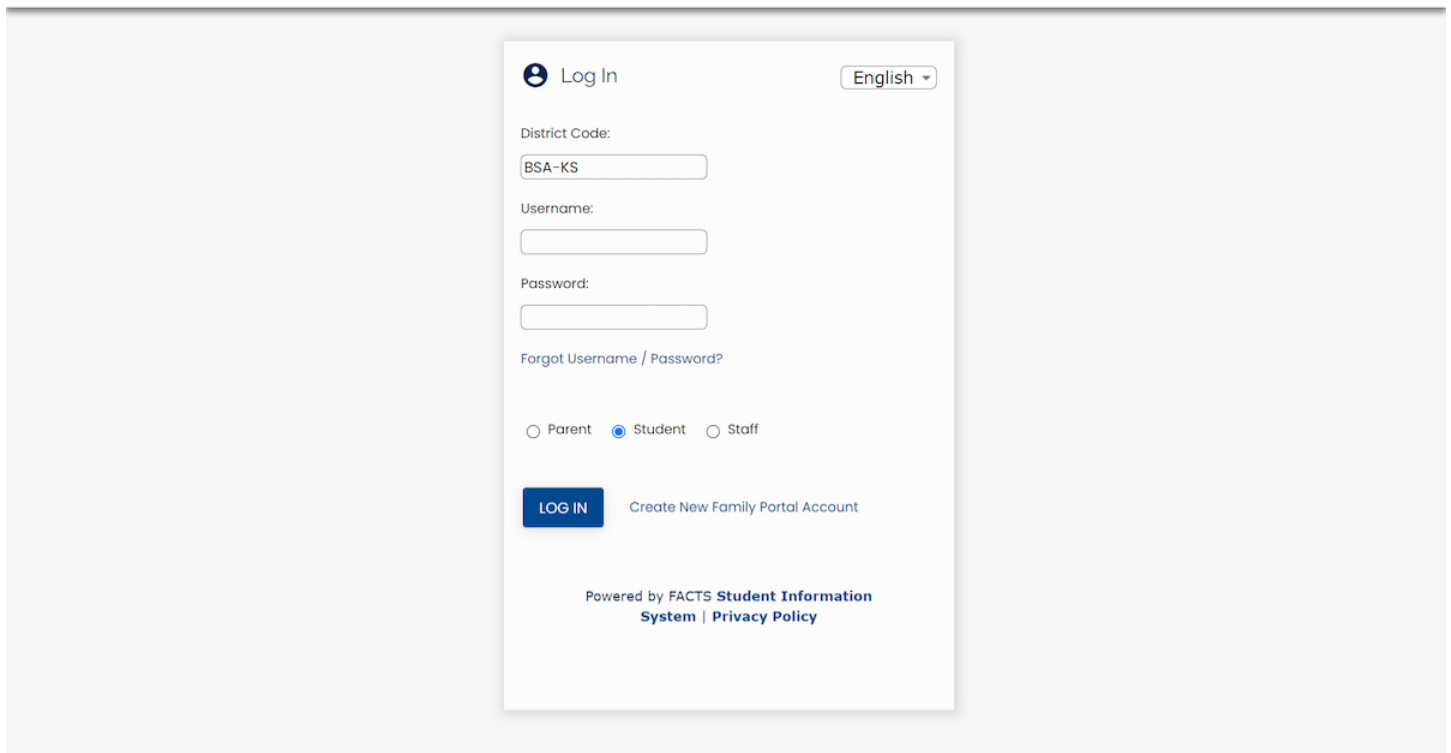


5. Back on the FACTS-Renweb page, log in with your account.

Make sure you select "Student" on the three options below the password box.



Family Portal



6. Click on Family

The screenshot shows the Bishop Seabury Academy Family Portal. The top left features the school logo and the text "BISHOP SEABURY ACADEMY". The top right shows the user's name "AP" and the school year "2022-2023". The main navigation menu on the left includes "Web Forms", "Student", "Family", "Resources", and "Back to School Site". The "Family" item is highlighted with an orange box and an orange arrow pointing to it. The main content area displays "No events found." and a calendar view with the following events:

Date	Event
12/16/22	2022-2023: Qtr 2 End
1/5/23	2022-2023: Qtr 3 Begin
3/16/23	2022-2023: Qtr 3 End
3/20/23	2022-2023: Qtr 4 Begin
5/28/23	2022-2023: Qtr 4 End

A watermark "Made with Tango.us" is visible in the bottom right corner.

7. Click on Family Home

The screenshot shows the Bishop Seabury Academy Family Portal. The top left features the school logo and the text "BISHOP SEABURY ACADEMY". The top right shows the user's name "AP" and the school year "2022-2023". The main navigation menu on the left includes "School", "Student", "Family", "Family Home", "Resources", and "Back to School Site". The "Family Home" item is highlighted with an orange box. The main content area displays "Announcements" with "No announcements found" and "Events" with a "Today" and "Tomorrow" view. The "School Calendar: Dates to Note" section shows the following events:

Date	Event
10/14/22	2022-2023: Qtr 1 End
10/17/22	2022-2023: Qtr 2 Begin
12/16/22	2022-2023: Qtr 2 E

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8. Use the dropdown at the top to select the name of the Student whose hours you are checking.

The screenshot shows the Bishop Seabury Academy Family Portal. The top navigation bar includes the school logo, the text "BISHOP SEABURY ACADEMY", and a hamburger menu icon. Below this, the page title "Family Portal" is visible. The main content area is divided into two columns. The left column contains a sidebar with navigation options: "School", "Student", "Family", "Family Home", "Resources", and "Back to School Site". The right column displays the "Family Members" section, which includes a dropdown menu for selecting a family member. An orange arrow points to this dropdown menu with the text "Family member names will appear here". Below the dropdown are two tabs: "CONTACT INFO" and "SERVICE HOURS". The "CONTACT INFO" tab is active, showing fields for Name, ID Number, Address, Home, Cell, Work, and Email Address. The "SERVICE HOURS" tab is currently empty, displaying the message "No community service hours found." At the bottom of the page, there are links for "Online Filing Cabinet" and "Family Billing has Moved", along with a "Made with Tango.us" watermark.

9. View service hours

The screenshot shows the Bishop Seabury Academy Family Portal, specifically the "SERVICE HOURS" section. The top navigation bar includes the school logo, the text "BISHOP SEABURY ACADEMY", and a hamburger menu icon. Below this, the page title "Family Portal" is visible. The main content area is divided into two columns. The left column contains a sidebar with navigation options: "School", "Student", "Family", "Family Home", "Resources", and "Back to School Site". The right column displays the "SERVICE HOURS" section, which includes a dropdown menu for selecting a family member. An orange arrow points to this dropdown menu with the text "Family member names will appear here". Below the dropdown are two tabs: "CONTACT INFO" and "SERVICE HOURS". The "SERVICE HOURS" tab is active, showing a table with the following data:

Date	Description	Hours
5/6/2022	Just Food	2.0
5/1/2022	Lawrence Public	2.0

At the bottom of the page, there are links for "Online Filing Cabinet" and "Family Billing has Moved", along with a "Made with Tango.us" watermark.

How to submit service hours

1. [Go to Bishop Seabury Academy - Lawrence, KS](#)
2. Click the three lines at the top right of the screen



3. Click on Community Service

Independent Explorations

SEE Learning

Seabury Fund

Departments | Courses

Athletics

Auction

Supply Lists

Clubs And Activities

Grandparents And Family Friend Day

Summer Reading

Community Service

College Counseling

Form Trips

Student Success Center

International Educational Trip

4. Click on Submit your Community Service Form & Guidelines

For our middle school students, performing community service gives students the opportunity to see first-hand just how much their work can have an impact on the world. Many of our students at Seabury volunteer locally at food banks, animal shelters, retirement communities, and serving community meals, to name a few. They get to interact with people who have vastly different backgrounds and learn patience and empathy as they develop a global perspective.

- + [Community Service How-To Explanation](#)
- [Submit your Community Service Form & Guidelines](#)
- + [How to check your Community Service Hours](#)
- + [Contact Community Service Director](#)
- + [Contact Senior Projects Director](#)
- + [Are you looking for Seabury Community Service Volunteers?](#)

Opportunities for Community Service Hours

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5. Click on Submit Community Service Hours Form

Community service activities can also enhance student resumes by allowing students to obtain work-related skills prior to graduation, build good references for employers in regard to community involvement, and provides a forum to network with future potential employers.

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- + [Community Service How-To Explanation](#)
- [Submit your Community Service Form & Guidelines](#)

Any project, local or international, will count towards Community Service hours if it fulfills all the following requirements:

 - It is not for self-benefit including work done for a grade, financial benefit, or material benefit.
 - Community Service hours must be an activity that addresses a social or civic issue or a professional area of interest.
 - It requires more than 30 minutes to complete.
 - It requires suitable effort or engagement.
 - The action is approved by the Community Service Director.
 - Each service effort must be submitted via the Community Service Form on this site. All fields must be completed.
 - Seniors who graduate without completing 30 hours of service total for each of their years at Seabury will have their diplomas withheld until those hours are accomplished.

Please click on the Online Form below to submit your hours.

You will need to provide an email address for an adult who was on-site with you who can testify to your work. The Community Service Director will enter your hours.

[Submit Community Service Hours Form](#)



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6. Fill out the form and click "Submit"

Be sure that the "Contact Email for Supervisor" is a valid email address for an ADULT (not the student's email address).