

Service as Action Student Handbook 2018-19



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DO YOU HAVE QUESTIONS?

See page 3, ask your tutor or Mr Karakashian (s.karakashian@bmis.mw)

What is Service as Action?

Service as Action (S as A) is a key component of Bishop Mackenzie International School's mission, which reflects the mission statement of the International Baccalaureate Organisation (IBO). We strive to develop 'caring young people who help create a better and more peaceful world through intercultural understanding and respect'. We have identified ourselves as a school dedicated to developing socially conscious independent thinkers.

Action (learning by doing and experiencing) is a key part of the Middle Years Programme (MYP). Service is a part of action and it is an expectation at BMIS that all students will be involved in a form of service in each year of the programme.

BMIS Service Learning Philosophy, Aims, Mission and Beliefs:

- We believe that Service Learning is a commitment to working **collaboratively** and with **integrity** to respect the culture and needs of our host country and the broader world.
- We are motivated to make **meaningful** connections and positive contributions through **student-initiated** projects.
- We are inspired to demonstrate strong **leadership** by innovating and improving conditions both locally and globally.
- We aim for success by building **sustainable, mutually beneficial** partnerships within our diverse communities.



Frequently Asked Questions

1. When do I need to complete my Service Project?

The year is split into 3 trimesters, each lasting 10 weeks.

Trimester 1: Mon 3rd Sep - Fri 16th Nov

Trimester 2: Mon 19th Nov - Fri 8th Mar

Trimester 3: Mon 11th Mar - Fri 31st May

Trimester	Year 7	Year 8	Year 9	Year 10	Year 11
1		x		x	
2			x	x	x
3	x				x

2. How do I sign up for a Service ASA?

An electronic form will be sent out prior to the start of the trimester. If you are due to complete your service project during that trimester, then you must select an activity labelled 'SERVICE'.

For example:

- Community Reading (Y8,Y10) SERVICE 3 remaining.

In the situation below, there are no remaining spaces to do this ASA as your chosen service project. You may join the club if you want to, but you must select a different ASA labelled SERVICE as well.

- Red Cross (Y7,9,11,12,13) 8 remaining.
- Red Cross (Y8, Y10) SERVICE 0 remaining.

3. What if I am absent?

Please notify your teacher supervisor as soon as you know you will be absent.

If you are absent for...

1 session in the trimester: your teacher supervisor will follow up with you if no reason is provided.

2 sessions in the trimester: the Service as Action Coordinator will email you and your parents to notify them that two sessions have been missed.

3 sessions in the trimester: you will need to repeat your service in a later trimester.

4. What if I am new to the school?

You will need to see Mr Karakashian to determine when to do your service project.

5. What do I need to upload to ManageBac?

For the one-off service activity: nothing!

For the service project:

- Activity Aim, Description, Supervisor Details
- SA Questions
- Request Supervisor Review (**ONLY WHEN YOUR PROJECT IS FINISHED**)

NOTE: Requesting a supervisor review LOCKS your activity, removing your ability to edit it any further.

6. What are the deadlines I need to meet?

By each of the following dates, make sure you have uploaded a summary of your project, answered all relevant SA Questions and (only if everything else is complete) requested your 'supervisor review'.

	Year Group				
Date:	7	8	9	10	11
Tue 30th October 7am		Project summary & SA Question Week 5		Project summary & SA Question Week 5	
Tue 20th November 7am		SA Question Week 10		SA Question Week 10	
Tue 5th February 7am			Project summary & SA Question Week 5	SA Question Week 15	Project summary & SA Question Week 5
Tue 12th March 7am			SA Question Week 10	SA Question Week 20	SA Question Week 10
Tue 19th March	All students must have completed a one-off service activity by this date.				
Tue 30th April 7am	Project summary & SA Question Week 5				SA Question Week 15
Tue 4th June 7am	SA Question Week 10				SA Question Week 20

7. Who are the student leaders?

The student leaders are responsible for planning, organising and leading the ASA sessions. It is a great opportunity to develop your leadership skills (there are 'leadership sessions' dedicated to this). If you are in Year 11 or above and would like to become a student leader, please see Mr Karakashian or Mr Nettleton.

8. What are the available Service ASAs to choose from?

Please see the Service ASA Booklet at bmis.mw/service-learning.

The Service Learning Cycle

From awareness to action in 4 easy steps... See the wheel for more info!

1. Investigation

- Find the problem or the situation where you could help your local community and talk about it with your supervisor, parents, student leaders or Mr. Karakashian.
- Follow the MISO method of investigation:

Media

Interview

Survey

Observation



2. Designing and Preparing

- Collect the information you need. Make a precise plan of your actions.
- With the help of your supervisor, parents, student leaders or Mr. Karakashian, prepare yourself for taking action.

3. Taking Action!

- It's going to take a lot of effort to really make a difference inside a community.
- You should use all your talents as well as techniques developed at school to fulfil your expectations. It could take some time but do not give up! You'll be rewarded with a sense of satisfaction and self-esteem.

4. Reflecting and Communicating

- Evaluate the impact of the service on you and the recipient - how effective was it?
- Did you address the need you initially set out to?
- Suggest realistic improvements to your service - how could it have made a greater impact?
- Present your learning to a wider audience - the Service Learning Exhibition is a great place to do this!

What is Quality Service as Action?

Service is an unpaid and voluntary exchange that also has a learning benefit for you. The rights, dignity, and autonomy of all those involved are respected. For your development to occur, community service should involve:

1. Real, purposeful activities, with significant outcomes
2. Reflection on outcomes and personal learning
3. Thoughtful consideration, such as planning, reviewing progress, and reporting

You should strive to find a variety of service activities throughout Lilongwe and within Malawi in order to broaden your horizons. The idea is to find a way to help others, especially someone who is less fortunate than you are. It is an act that stresses the idea that it is better to give than receive. Activities that support local, state, regional, and international activities are also encouraged.

What Are the Different Types of Service as Action?

Direct service: You will have interaction that involves people, the environment or animals. Examples include one-on-one tutoring, developing a garden alongside refugees, or teaching dogs behaviour to prepare them for adoption.

Indirect service: Though you do not see the recipients during indirect service, you have verified that your actions will benefit the community or environment. Examples include redesigning an organization's website, writing original picture books to teach a language, or raising fish to restore a stream.

Advocacy: You speak on behalf of a cause or concern to promote action on an issue of public interest. Examples include initiating an awareness campaign on hunger in the community, performing a play on replacing bullying with respect, or creating a video on sustainable water solutions.

Research: You collect information through varied sources, analyse data and report on a topic of importance to influence policy or practice. Examples include conducting environmental surveys to influence their school, contributing to a study of animal migration patterns, or compiling the most effective means to reduce litter in public spaces.

The Association of International Schools in Africa (AISA) Global Issues Service Summit (GISS)

17-19 January 2019

The annual conference will be held at the International School of Tanganyika (IST) in Tanzania. The aim this conference is to motivate and encourage students to enquire about global issues and learn alongside other delegates and changemakers from across Africa. Student delegates spend time presenting, learning, sharing and discussing important issues during the summit, followed by a hands-on service learning day in the local community. GISS provides delegates with opportunities to strategize solutions to global issues, meaningful sessions and stories about positive change happening here in Africa, and the support for taking action and engagement in their own communities.



AISA Award: Outstanding Service Project

This award is for a service learning project that may be run by an individual student or group of students whose project has a direct benefit to a community, as opposed to specific people or an individual. The project may address environmental issues, construct infrastructure that will benefit a community, involve the restoration of a community space or asset, or respond to a direct need in a community (eg. food, clothing, or book distribution). There are many types of projects that may fall into this category, so let your imagination run wild!

PRIZES:

A Grand Prize of US\$5,000

Up to Three US\$2,500 prizes

Prize money is awarded to the school to enable them to develop or grow a community service project.

AISA Award: Student Service Leader

This award is for a student service leader(s) who is able to demonstrate a commitment to his/her community and how he/she has used learning, critical thinking and problem-solving skills to address an expressed community need.

The student(s) must be able to demonstrate:

Personal growth through service

Integration into the school's service learning program

Learning outcomes

Personal reflection

A deeper understanding of the community/individual with whom he/she undertook the project

PRIZES

Up to three US\$1,500 awards will be granted to a school in recognition of a student or a group of students who demonstrate their service and commitment to the community. The school may choose to allocate this funding to a project or make this available for students to attend the AISA Global Issues Service Summit (GISS). Students will receive a plaque and letter from AISA in recognition of their outstanding achievement.

NOTES

BMIS can only make one nomination per award and the deadline for submission nominations is 1st March 2019. If you would like nominate a student or project, please see Mr Karakashian before 15th February 2019.

Requirements

You are making a sacrifice of your own time and should feel great about serving others. You are encouraged to go beyond the minimum number of activities and give whenever you can. You are able to see yourself as individuals with various skills and abilities, some more developed than others.

Requirements for all students:

- You are expected to be involved in at least one 'one-off service activity' per year.
- Years 7-9 are expected to be involved in one 10 week service project per year.
- Years 10 and 11 are expected to be involved in 20 weeks of service per year.
- You will reflect on your involvement in service on ManageBac and through reflection sessions.
- All Year 11 students will have an exit interview with the MYP Coordinator and Service as Action Coordinator in May of their final year to reflect on their Service as Action programme and determine whether they have met the MYP expectations.
- For students in Year 11, satisfactory progress in Service as Action is a requirement of the International Baccalaureate Organization (IBO).

NOTE:

- Year 11 students not meeting deadlines could jeopardize their graduation requirements and entrance into the Diploma Programme.

The MYP Service as Action Learning Outcomes:

Requirements:

By the end of Year 11, you should have achieved all 7 learning outcomes.

Years 7 – 9: For your 10 week projects, you should choose 1 learning outcome that you have not yet achieved.

Years 10 - 11: For your 10 week projects, you should choose 2 learning outcomes that you have not yet achieved.

1. Become more aware of your own strengths and areas for growth (Awareness) - The project will help you come to know yourself better with skills and attitudes that are strengths and certain skills and attitudes that need to be developed further in order to be an effective contributor to your community.

- o Describe how the service project has helped you know yourself better.
- o What areas of strength did you notice and demonstrate?
- o What growth areas did you notice?

2. Undertake challenges that develop new skills (Challenge & New Skills) - The project may be unfamiliar to you and will require you to take part in situations that you have never been in before, or that are more challenging than a situation you have been in before.

- o In what ways has the service project stretched you beyond your comfort zone?
- o What risks have you taken in order to grow as a person?



3. Persevere in action (Perseverance) - At a minimum, the project will require that you participate regularly and that you accept a part of the responsibility for dealing with challenges/problems that arise over the course of participating.

- o Describe the level of commitment to your service project. How many times did you do the activity? For how long each time?
- o How did you deal with any problems that came up during the course of the project?
- o How did your feelings about the project change over time?

4. Working collaboratively with others (Collaboration) - The project will require you to work with others to effectively contribute to the community. You will need to reflect on the role(s) you took and reflect upon your personal strengths and challenges in working with others.

- o In what ways did you collaborate with others to plan and/or implement their service project?
- o What role did you take in the collaboration?
- o What collaborative strengths did you demonstrate? What challenges did you experience?

5. Discuss, evaluate and plan student-initiated activities (Initiative) - The project will require you to take on a leadership role in creation, planning and/or implementation. You may be leading a school-sponsored activity or coming up with your own project in order to positively impact a specific community.

- o Describe the planning and implementation process you underwent for your service project. What successes/challenges did you experience?



6. Develop international-mindedness through global engagement, multilingualism and intercultural understanding (Global Value) - The project involves an issue that impacts the international community. It could be a project based in another country or it may be a global issue that can be acted upon locally here in Malawi and/or nationally (i.e. environmental concerns, caring for the elderly).

- o In what ways did the service project address issues important to the extended global community?

7. Consider the ethical implications of your actions (Ethics) - During the activity, you may be faced with an ethical dilemma or you may need to think about the possible impact or consequences of the action you take.

- o Did you have to face any ethical dilemmas during their service project? If so, please describe what happened.
- o Did you experience any situations that confused you, or made you think about possible consequences of your actions that they had not previously imagined? If so, please describe the situations.



The IB Service as Action Continuum

The MYP Service as Action programme ties in with the CAS programme to be undertaken in YR. 12 - 13 in the Diploma by requiring students to participate in service as action that leads towards a set of developmentally appropriate outcomes. Action (learning by doing and experiencing) is a key component in constructivist models of education, including the kind of teaching and learning common to all IB programmes. Service, as a subset of action, has always been a shared value of the IB community. IB learners strive to be caring members of the community who demonstrate a personal commitment to service, and act to make a positive difference to the lives of others and to the environment. IB World Schools value service with others as an important way to engage in principled action across a range of overlapping local and global communities.

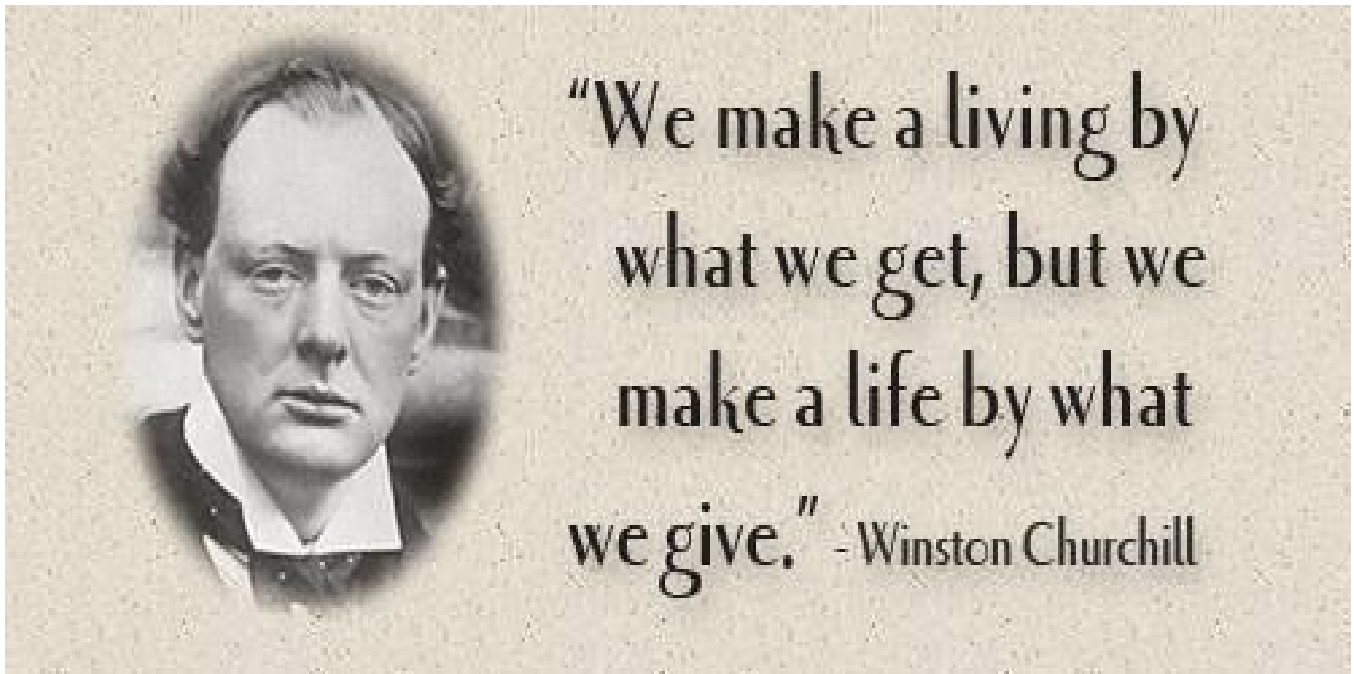
The PYP (Primary Years Programme)	The MYP (Middle Years Programme)	The DP (Diploma Programme)
Action initiated as result of the learning process, which might involve service	Service as action that leads towards a set of developmentally appropriate outcomes	Service component of CAS with requirements to meet specific learning outcomes of the DP core

**Great opportunities
to help others seldom come,
But small ones
surround us every day.**
Sally Koch

Note to Parents

Parental encouragement and support is a vital part of helping students complete their Middle Years Programme (MYP). Service as Action is an essential part of the MYP. Here are some ideas of how parents can help their students:

- Familiarise yourself with the Service as Action requirements.
- Familiarise yourself with the deadlines.
- Discuss the requirements/opportunities with your child.
- Share your own volunteer experiences with your child and reflect on what you have given and gained through volunteering.
- Explore your child's interests and look through listings of possible volunteer activities together.
- Encourage your child to build on previous successful volunteer experiences.
- Be willing to be involved—come to games, plays and concerts. Support your child's volunteer activities by providing transport, talking about their experiences with them, and supporting them in making a telephone call or sending e-mails to various organizations.



Service ASA Schedule - 2018/19

Date Week commencing...	Event	Notes
Tue, 14 Aug	1st Day of school - preparing for Service as Action Day	<ul style="list-style-type: none"> • Tutor time: students receive brochures with info about Service ASAs and Community Partners. Prepare 5 partners to visit and questions to ask.
Wed, 15 Aug	Service as Action Day	<ul style="list-style-type: none"> • DP students off timetable? Check with OWI. • L2: Student Leaders work with Community Partners to prepare for day and plan ASA sessions • L3 - Year 7 • L4 - Year 10 and 11 • L5 - Year 8 • L6 - Year 9
Mon, 20 Aug		
Mon, 27 Aug	ASA Signup deadline Tue 28th Aug	
Mon, 3 Sep	ASA Trimester 1 Week 1	
Mon, 10 Sep	ASA Trimester 1 Week 2	
Mon, 17 Sep	Week Without Walls - no Secondary ASAs	
Mon, 24 Sep	ASA Trimester 1 Week 3	
Mon, 1 Oct	ASA Trimester 1 Week 4	
Mon, 8 Oct	ASA Trimester 1 Week 5	<p>MYP Reflection 1: Y8 and Y10</p> <ul style="list-style-type: none"> • Students bring own device to school. • All ASAs on-site except: Lilongwe Wildlife Centre All Creatures Orphanage • No ASAs on Thursday (PT Conferences)
Mon, 15 Oct	No ASAs (Half Term Holidays)	

Mon, 22 Oct	ASA Trimester 1 Week 6	Thursday Reflection Session 1: Ndi Moyo, Computer Coaching, Health Awareness, Interact.
Mon, 29 Oct	ASA Trimester 1 Week 7	7am Tuesday 30th Oct: MYP Reflection 1 due.
Mon, 5 Nov	ASA Trimester 1 Week 8	
Mon, 12 Nov	ASA Trimester 1 Week 9	MYP Reflection 2: Y8 and Y10 <ul style="list-style-type: none"> • Students bring own device to school. • All ASAs on-site. • Primary orphanage students off-site?
Mon, 19 Nov	ASA Trimester 2 Week 1	7am Tuesday 20th Nov: MYP Reflection 2 due <ul style="list-style-type: none"> • T1 Stage and Set Design students absent from ASAs • No Primary students in ASAs
Mon, 26 Nov	ASA Trimester 2 Week 2	<ul style="list-style-type: none"> • T1 Stage and Set Design students absent from ASAs
Mon, 3 Dec	No ASAs	
Mon, 10 Dec	No ASAs (Xmas Holidays)	
Mon, 17 Dec	No ASAs (Xmas Holidays)	
Mon, 24 Dec	No ASAs (Xmas Holidays)	
Mon, 31 Dec	No ASAs (Xmas Holidays)	
Mon, 7 Jan 2019	No ASAs	
Mon, 14 Jan	ASA Trimester 2 Week 3 No ASAs on Tuesday - Chilembwe Day	
Mon, 21 Jan	ASA Trimester 2 Week 4	
Mon, 28 Jan	ASA Trimester 2 Week 5	MYP Reflection 3: Y9, 10 and 11 <ul style="list-style-type: none"> • Students bring own device to school. • All ASAs on-site. • Primary orphanage students off-site?

Mon, 4 Feb	ASA Trimester 2 Week 6	7am Tuesday 5th Feb: MYP Reflection 3 due
Mon, 11 Feb	ASA Trimester 2 Week 7	
Mon, 18 Feb	ASA Trimester 2 Week 8	
Mon, 25 Feb	ASA Trimester 2 Week 9 No ASAs on Thursday or Friday (School Closed).	New Leaders to be chosen by Mon 25th February and take over leadership on this date MYP Reflection 4: Y9, 10 and 11 <ul style="list-style-type: none"> • Students bring own device to school. • All ASAs on-site. • Primary orphanage students off-site?
Mon, 4 Mar	ASA Trimester 2 Week 10 No ASAs on Monday - Martyr's Day	
Mon, 11 Mar	ASA Trimester 3 Week 1	7am Tuesday 12th Mar: MYP Reflection 4 due <ul style="list-style-type: none"> • No Primary students in ASAs
Mon, 18 Mar	ASA Trimester 3 Week 2	
Mon, 25 Mar	ASA Trimester 3 Week 3	
Mon, 1 Apr	ASA Trimester 3 Week 4	
Mon, 8 Apr	ASA Trimester 3 Week 5	MYP Reflection 5: Y7 and 11 <ul style="list-style-type: none"> • Students bring own device to school. • All ASAs on-site. • Primary orphanage students off-site?
Mon, 15 Apr	No ASAs (Easter Holidays)	
Mon, 22 Apr	No ASAs (Easter Holidays)	
Mon, 29 Apr	ASA Trimester 3 Week 6	7am Tuesday 30th Apr: MYP Reflection 5 due
Mon, 6 May	ASA Trimester 3 Week 7 No ASAs on Wednesday - Labour Day	

Mon, 13 May	ASA Trimester 3 Week 8 No ASAs on Tuesday - Kamuzu Day	
Mon, 20 May	ASA Trimester 3 Week 9	
Mon, 27 May	ASA Trimester 3 Week 10	MYP Reflection 6: Y7 and 11 <ul style="list-style-type: none"> • Students bring own device to school. • All ASAs on-site. • Primary orphanage students off-site?
Fri, 31 May	Service Celebration Event	Format TBC (Exhibition-style?)
Mon, 3 Jun	No ASAs	7am Tuesday 4th Jun: MYP Reflection 6 due
Mon, 10 Jun	No ASAs	

Works Cited

“Service Learning Cycle.” 2014, <https://ibiologystephen.wordpress.com/2014/12/13/service-learning-cycle/>. Accessed 28 Sept. 2017