



Service as Action Student Handbook 2019-20







TABLE OF CONTENTS

What is Service as Action?	4
BMIS Service Learning Philosophy, Aims, Mission and Beliefs:	4
Frequently Asked Questions	5
The Service Learning Cycle	13
What is Quality Service as Action?	15
What Are the Different Types of Service as Action?	16
The Association of International Schools in Africa (AISA) Global Issues Service Summit (GISS)	17
AISA Award: Outstanding Service Project	18
AISA Award: Student Service Leader	19
Requirements for all students:	21
The MYP Service as Action Learning Outcomes:	22
The IB Service as Action Continuum	27
Note to Parents	28
Service ASA Schedule - 2019/20	29
Works Cited	32



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 partnership 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 2nd Sep – Fri 15th Nov

Trimester 2: Mon 18th Nov - Fri 28th Feb

Trimester 3: Mon 9th Mar - Fri 29th May

Trimester 1: Years 8 & 10

Trimester 2: Years 7, 10 and 11

Trimester 3: Years 9 and 11



Year Group Service Requirements :

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.



- 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 Mrs. Mdeza 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?

	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 15



	SA Question Week 5				
Tue 4th June 7am	SA Question Week 10				SA Question Week 20

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'.



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 Mrs. Mdeza or Mr. Nettleton.

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

Please see the Service ASA Booklet at <http://www.bmis.mw/service-learning>.



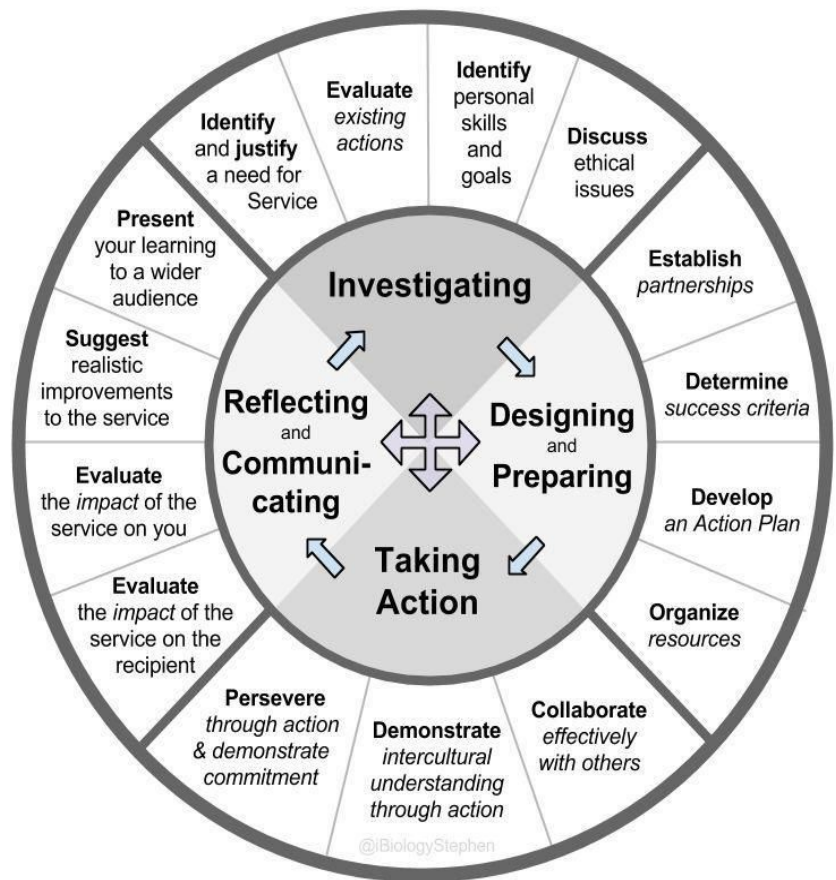


THE SERVICE LEARNING CYCLE

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 Mrs. Mdeza.
- 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 Mrs. Mdeza, 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)

16-18 January 2020

The annual conference will be held at the International Community School of Abidjan (ICS) in Cote d'Ivoire. 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 (e.g. food, clothing, or book distribution). There are many types of projects that may fall into this category, so let your imagination run wild!

On a perfect note Bishop Mackenzie International School won the prize for Outstanding Service Project for 2019 for the Lilongwe River Bamboo Project (conceived by 2 Y11 Students) in partnership with Water Board and the Forestry Commission an effort to help reduce run-off, siltation and Eutrophication of Kamuzu Dam a key water source that provides water to the central region of Malawi, an award that came with \$2500 !

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:

1. Personal growth through service
2. Integration into the school's service learning program
3. Learning outcomes
4. Personal reflection
5. 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.

In 2019 a student from BMIS was awarded with the Student Service leader award in recognition for action taken to demonstrate service and commitment to the community, this recognition was awarded \$1500, which will be used to further demonstrate service and commitment to our community.

NOTE:

BMIS can only make one nomination per award and the deadline for submission of nominations is 1st March 2020. If you would like to nominate a student or project, please see Mrs. Mdeza before 15th February 2020.

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 your 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 situation.





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 Kech



NOTE TO PARENTS

Parental encouragement and support are 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 - 2019/20

Date Week commencing...	Event	Notes
Mon, 12 Aug	Tues, 13 Aug: 1st Day of school - preparing for Service as Action Day	<ul style="list-style-type: none"> ● International Youth Day 12 Aug ● Tutor time: students receive brochures with info about Service ASAs and Community Partners. Prepare 5 partners to visit and questions to ask.
	Wed, 14 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, 19 Aug	ASA Info Out Tue, 20th Aug Service Handbooks Tue, 20th Aug ASA Signup deadline Fri, 25th Aug Week Without Walls- Preps	<ul style="list-style-type: none"> ● World Humanitarian Day 19 Aug Send Out links to Service Handbooks to new students and Y7's.
Mon, 26 Aug	Week Without Walls- Preps	
Mon, 2 Sep	ASA Trimester 1 Week 1	Leadership Session #1: 101 @ 14.00 <ul style="list-style-type: none"> ● International Day Of Charity 5 Sep ● International Literacy Day 8 Sep
Mon, 9 Sep	ASA Trimester 1 Week 2 9th -12 th Sept, Week Without Walls - No Secondary ASAs	<ul style="list-style-type: none"> ● International Day of Democracy 15 Sep
Mon, 16 Sep	ASA Trimester 1 Week 3	
Mon, 23 Sep	ASA Trimester 1 Week 4	<ul style="list-style-type: none"> ● International Day of Peace 21 Sep ● International Day of Sign Languages 23 Sep ● World Tourism Day 27 Sep



		<ul style="list-style-type: none"> World Rabies Day 28 Sep
Mon, 30 Sept	ASA Trimester 1 Week 5	Leadership Session #1: 201 @ 14:00 World Teachers Day 5 Oct
Mon, 7 Oct	ASA Trimester 1 Week 6	<ul style="list-style-type: none"> World Habitat Day 7 Oct World Mental Health Day 10 Oct International Day of the Girl Child 11 Oct International Day for Disaster Reduction 13 Oct Verbal Reflections <ul style="list-style-type: none"> No ASAs on Thursday (PT Conferences)
Mon, 14 Oct	No ASAs (Half Term Holidays)	<ul style="list-style-type: none"> International Day for Rural Women 15 Oct World Food Day 16 Oct International Day for Eradication of Poverty 17 Oct
Mon, 21 Oct	ASA Trimester 1 Week 7	<ul style="list-style-type: none"> United Nations Day 24 Oct
Mon, 28 Oct	ASA Trimester 1 Week 8	<ul style="list-style-type: none"> World Cities Day 31 Oct Leadership Session #2: 101 session @ 14:00
Mon, 4 Nov	ASA Trimester 1 Week 9	
Mon, 11 Nov	ASA Trimester 1 Week 10 End of T1 ASA	<ul style="list-style-type: none"> World Diabetes Day 14 Nov MYP Reflection 1: Y8 and Y10 <ul style="list-style-type: none"> Students bring own device to school. All ASAs on-site. 7am Tuesday 15th Nov: MYP Reflection due.
Mon, 18 Nov	ASA Trimester 2 Week 1	
Mon, 25 Nov	ASA Trimester 2 Week 2	<ul style="list-style-type: none"> International Day for the Elimination of Violence against Women 25 Nov World Aids Day 1 Dec
Mon, 2 Dec	No ASAs	International Day for Persons with Disabilities 3 Dec Leadership Session # 2: 201 @ 14:00
Mon, 9 Dec	No ASAs (Xmas Holidays)	<ul style="list-style-type: none"> Human Rights Day 10 Dec
Mon, 16 Dec	No ASAs (Xmas Holidays)	<ul style="list-style-type: none"> International Migrants Day 18 Dec



Mon, 23 Dec	No ASAs (Xmas Holidays)	
Mon, 30 Dec	No ASAs (Xmas Holidays)	<ul style="list-style-type: none"> World Braille Day 4 Jan
Mon, 6 Jan 2019	No ASAs	
Mon, 13 Jan	ASA Trimester 2 Week 3 No ASAs on Tuesday - Chilembwe Day	Leadership session #3: 101 @ 14:00
Mon, 20 Jan	ASA Trimester 2 Week 4	<ul style="list-style-type: none"> International Day of Education 24 Jan
Mon, 27 Jan	ASA Trimester 2 Week 5	Verbal Reflection 2: Y7, 10 and 11
Mon, 3 Feb	ASA Trimester 2 Week 6	<ul style="list-style-type: none"> World Cancer Day 4 Feb Leadership Session # 3: 201 @ 14:00
Mon, 10 Feb	ASA Trimester 2 Week 7	<ul style="list-style-type: none"> International Day of Women & Girls In Science 11 Feb
Mon, 17 Feb	ASA Trimester 2 Week 8	<ul style="list-style-type: none"> International Mother Language Day 21 Feb
Mon, 24 Feb	ASA Trimester 2 Week 9 No ASAs on Thursday or Friday (School Closed).	New Leaders to be chosen by Mon 23rd February and take over leadership on this date MYP Reflection 2: Y7, 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, 2 Mar	ASA Trimester 2 Week 10 No ASAs on Tuesday - Martyr's Day	7am Tuesday 6th Mar: MYP Reflection 2 due <ul style="list-style-type: none"> No Primary students in ASAs Martyrs Day 3 Mar World Wildlife Day 3 Mar International Women's Day 8 Mar
Mon, 10 Mar	ASA Trimester 3 Week 1	
Mon, 17 Mar	ASA Trimester 3 Week 2	<ul style="list-style-type: none"> World Down Syndrome Day 21 Mar World Water Day 22 Mar
Mon, 24 Mar	ASA Trimester 3 Week 3	<ul style="list-style-type: none"> World TB Day 24 Mar
Mon, 30 Mar	ASA Trimester 3 Week 4	<ul style="list-style-type: none"> World Autism Awareness Day 2 Apr World Health Day 7 Apr



Mon, 8 Apr	ASA Trimester 3 Week 5	
Mon, 15 Apr	No ASAs (Easter Holidays)	<ul style="list-style-type: none"> World Creativity and Innovation Day 21 Apr
Mon, 22 Apr	No ASAs (Easter Holidays)	<ul style="list-style-type: none"> International Mother Earth Day 22 Apr World Malaria Day 25 Apr
Mon, 29 Apr	ASA Trimester 3 Week 6 No ASAs on Wednesday - Labour Day	
Mon, 6 May	ASA Trimester 3 Week 7	
Mon, 13 May	ASA Trimester 3 Week 8 No ASAs on Thursday - Kamuzu Day	<p>MYP Reflection 3: Y9 and 11</p> <ul style="list-style-type: none"> Students bring own device to school. All ASAs on-site. Primary orphanage students off-site? International Day of Families 15 May
Mon, 20 May	ASA Trimester 3 Week 9	7am Tuesday 21st May: MYP Reflection 3 due
Mon, 27 May	ASA Trimester 3 Week 10	
Fri, 31 May	Service Celebration Event	<ul style="list-style-type: none"> Format TBC (Exhibition-style?) Global Day of Parents 1 Jun
Mon, 3 Jun	No ASAs	<ul style="list-style-type: none"> World Bicycle Day 3 Jun World Environment Day 5 Jun World Oceans Day 8 Jun
Mon, 10 Jun	No ASAs	<ul style="list-style-type: none"> International Albinism Awareness Day 13 Jun World Blood Donor Day 14 Jun World Refugee Day 20 Jun



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