



**CEDAR**  
INTERNATIONAL  
**SCHOOL**  
BRITISH VIRGIN ISLANDS

# **Service as Action MYP Years 1-5**

(SA)

**A handbook for Cedar International School  
Students and their Families**

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“You must give time to your fellow man – even if it’s a little thing, do something for others – something for which you get no pay but the privilege of doing it.”

*Albert Schweitzer*



## Service as Action Requirements for the IB Middle Years Programme

In keeping with its goal of educating the whole person and its mission “to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world,” the International Baccalaureate Organization has made Service as Action a fundamental part of its curriculum. The IBO and Cedar International School require that IB MYP students in grades 6 to 10 complete a set number of credits over the course of the academic year in the area of service to the community. This important requirement fosters experiential learning beyond the confines of the classroom and encourages students to become involved in school-based activities as well as local, national, and international service projects.

Students are required to obtain credits based on specific activities. The credit value pertaining to these activities is outlined in the appendix ‘Activity Credit List’ in this document. All service credits must be completed by **Thursday, June 1st, 2017 for Grade 6-9. The deadline for Grade 10 is 31<sup>st</sup> March, 2017.**

- **Grade 6 and 7** students are required to obtain **10 credits**.
- **Grade 8 and 9** students are required to obtain **15 credits**.
- **Grade 10** students are required to obtain **25 credits**.

### Interim Deadlines

Upon students’ return from Christmas break, their service profile will be reviewed and Managebac reports will be sent home to parents. If a student has not completed any documented service activities or is low on achieving credits (see deadlines section for suggestions), parents are required to support their children to begin the process of completing service activities and/or uploading activities to Managebac. It is hoped that by keeping parents informed of their child’s progress in this regard, we can address any concerns well in advance of the final deadlines.

Note: Cedar International School runs two service programs; one for MYP students, grades 6-10, and another (CAS) for students in grades 11 and 12.

Service activities should evolve beyond doing for others to engaging with others in a shared commitment towards the common good. Meaningful service requires understanding of an underlying issue such as poverty, literacy or pollution, and authenticating the need for this service. Meaningful service includes interaction, such as building links with individuals or groups in the community. To align with the general principle that the rights, dignity and autonomy of all those involved in service are respected means that identification of needs towards which a service activity will be directed has to involve prior communication and full consultation with the community or individual concerned. This approach, based on a collaborative exchange, maximizes the potential benefits for all the people involved, including learning opportunities for students as they develop and strengthen communication abilities.

*(Taken from MYP: Principles into Practice 2015)*

## **Learning outcomes**

Learning outcomes are not the same as assessment objectives because they are not rated on a scale. With appropriate guidance and support, MYP students should, through their engagement with Service as Action, achieve the following:

1. Become more aware of their strengths and areas for growth
2. Undertake challenges that develop new skills
3. Discuss, evaluate and plan student-initiated activities
4. Persevere in action
5. Work collaboratively with others
6. Develop international-mindedness through global engagement, multilingualism and intercultural understanding
7. Consider the ethical implications of their actions

Before taking on a service project or activity, students should consider whether it will achieve the outcomes above. At least three (3), and hopefully all seven (7), of these learning outcomes must be achieved through activities in order to successfully complete the IB SA requirement.

## **Some SA activity ideas**

### **In School**

Organise a celebration of a UN International Day e.g. Peace Day, Sport for Development Day  
Tutoring  
Student government  
Helping at school events  
After school club assistants  
Assistant coaches  
Representing school in performances/ competitions outside school  
Assisting at sports functions  
Library assistant  
Art room assistant  
Cedar Summer camps

### **Out of school local organisations**

(email addresses for contact available from SA/CAS Coordinator )

VISAR  
Adina Donovan Home  
Rainbow House  
BVI Humane Society  
Red Cross  
Turtle Preservation Society  
Dolphin discovery  
Family Support Network  
Hands on Volunteers  
BVI Running Club  
BVI Tourism Board  
Green VI  
BVI Cancer Awareness  
Royal BVIYC  
Killi Killi Centre  
BVI Spring Regatta (Grade 10 only)  
BVI Filipino Association  
Lions Club of Tortola  
TSC Triathlon  
KATS  
Rotary Interact Club

### **Other activities**

Hospital volunteer  
Recycling programs  
Beach clean up  
Art projects  
Web design  
Helping in cultural festivals  
Summer camps  
Local library

**Please see the Activity credit list (appendix 1) and the Managebac group  
(Service as Action) for further ideas on appropriate activities**

### **Invalid SA activities**

Service activities require action and must be a service to the community. The following is a list of activities, which would **not** fit into the SA criteria:

- An activity for which a student is personally rewarded, either financially or with some benefit (unless this benefit is passed on in full to a worthy cause.)
- All forms of duty within the family i.e. no party planning for cousins or babysitting.
- Work experience that only benefits the student or is undertaken as part of the Internship Programme in May.
- **An activity where there is no leader or responsible adult on site to evaluate and confirm student performance.**

## **Procedures**

**Students should follow the procedures outlined below to accrue credits.**

### **1. Plan a community service activity:**

Whilst the Service Coordinator will actively seek out service opportunities in and around the local community, ***the responsibility is on the student*** to find areas of service in which to become involved. These activities should, ultimately, enable the student to fulfill the outcomes listed previously. Activities are not limited to those organised by individuals within the community. Students may, with the approval of the MYP Coordinator or Service Coordinator, plan their own service activities or projects, and this is strongly encouraged. Students are expected to regularly view the activity calendar on Managebac and to follow the Activity Credit List to determine areas in which they would like to get involved.

### **2. Seek approval for the activity or project:**

Students must join the group 'SA/CAS' on Managebac where they will find a video of how to upload activities to Managebac. Students then apply online for an activity or project via the Managebac website, where students are required to complete a brief synopsis of the proposed activity, including a description of the activity and the activity aims. Once submitted, the activity is reviewed by the Service Coordinator for approval. Students will then receive a message in Managebac informing them as to whether their activity has been approved or denied. Once again, students are encouraged to consult the calendar and the Activity Credit List when planning which areas they would like to get involved in.

### **3. Begin the activity:**

Once the activity has been approved, the student may participate in, or begin their proposed project. Please note: Family members **may not** act as supervisors for Service credits.

#### **4. Reflection and Hand-in:**

Personal reflection is an essential part of Service as Action. Reflection encourages better awareness of needs and improves the quality of response. Likewise, reflection helps students to develop positive attitudes and to become aware of their strengths and challenges. This reflection will be completed online in Managebac. Students will be able to access this reflection on Managebac, under the SA Questions or Reflection and Evidence sections. Once completed, the reflection is updated for the Coordinator's review.

#### **How to reflect in a more meaningful way**

Students need to complete sections *SA Questions* and *Reflections and Evidence* after they have completed the activity:

##### **a) SA Questions**

On the SA Questions section, the following 6 questions are posed:

- 1) What were your goals?
- 2) What was the greatest challenge you faced?
- 3) What was your biggest achievement in this activity?
- 4) What did you learn?
- 5) How did what you have learned at school assist you in this activity?
- 6) How could you use what you have learned from this activity in your life?

Students are encouraged to answer these questions honestly, in a way that enables them to truly reflect with a purpose.

##### **b) Reflections**

In the *Reflections* section, students are required to write about the SA activity focusing on their gains from doing the activity, based on "Challenge", "Collaboration", "Commitment", "Initiative" and "New skills". In this section, students can upload photos and files to support their views.

#### **5. Supervisor Review**

Upon completion of the activity or project, a supervisor will be required to send comments. Students will be able to request their supervisor's comments from Managebac if they have provided a valid email address. It is extremely important that the email address is entered correctly. This is to ensure that the student participated effectively in the activity, and provides a documented record of the number of credits accrued. Alternatively, students can print out a form from Managebac (SA completion form) and take it to the supervisor to sign. This must then be returned to the Service Coordinator.

## **Deadlines**

Students are required to regularly update their service profile on Managebac to ensure that SA hours are fully documented. **The final deadline for all students is 1<sup>st</sup> June, 2017, except for Grade 10 which is 31<sup>st</sup>, March, 2017. Until the student has completed all reflections and requested supervisor reviews, service profiles will remain incomplete. It is the student's responsibility to ensure that all documentation is complete in order for the service requirements to be fulfilled. Failure to comply with IB MYP requirements will result in a student not graduating to the next grade.**

The following guidelines are recommended to ensure that students complete their SA hours in a timely manner and thus will not have an abundance of hours to complete during the last part of the year, when there will be very few service opportunities/activities available.

**Also please note that activities that occur before the first day of grade 6, will not count toward the SA requirement or in the summer after graduating Grade 10 (i.e. summer activities between grade 5 and 6 and grade 10 and 11).**

Grade 6/7 – end of semester 1 should have 6 credits complete

Grade 8/9 – end of semester 1 should have 8 credits complete

Grade 10 – end of semester 1 should have 15 credits complete

## **Tips for Parents**

Parental encouragement and support, or involving yourself in volunteer activities, is often a vital part of helping students complete the IB MYP. Here are some ideas of how you as a parent can encourage your child:

- Familiarise yourself with the SA requirements
- Discuss the requirements/opportunities with your student
- 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 the listing of possible volunteer activities together
- Many students who have chosen the IB program have had previous volunteer experience. Encourage your child to build on previous successful volunteer experiences
- Be willing to get involved – come to games, plays, and concerts; volunteer for various IB committees and work groups

## **Contacts**

MYP Service Coordinator

Ms. Roshan Gujar  
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MYP Coordinator

Mrs. Annelies Brabant  
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# Activity Credit List 2016-2017

## **REMINDER – ONLY 50% OF CREDITS MAY COME FROM REPRESENTING YOUR SCHOOL IN SPORTS TEAMS**

**Please note:** The possible credits outlined in this list are the **minimum number** that a student can acquire.

**Additional credit can be awarded should a student demonstrate any of the following:**

- Sound commitment to a project or activity
- Significant leadership or initiative in a specific project or activity.
- Go “above and beyond” in a project, forging new links and connections within their community.
- Seek opportunities in the community that benefit their peers.

### **Who awards the additional credit?**

**Activity Leader/Supervisor** – *Should an activity leader or supervisor feel that a student is deserving of additional credit, he/she may contact the Service Coordinator to recommend additional credit be added to the student’s total.*

**Homeroom teacher/Faculty member** – *Should a homeroom teacher or Faculty member at Cedar International School feel a student is deserving of additional credit for their specific commitment to Service as Action, they can request for additional credit to be added.*

**Service as Action Coordinator** – *Should a student’s service record demonstrate the student’s commitment to, and initiative within, service, the Coordinator can reward additional credit.*

**A student** – *Should a student feel they are deserving of additional credit, they may write a rationale to the Service Coordinator who can reward additional credit, should the student’s motivation be sound.*



## STUDENT-GENERATED

TASK	TASK DETAILS	# OF POSSIBLE CREDITS
<b>Team-based projects</b>	<p>Must be <u>student-generated</u> (planned and managed by the student);</p> <ul style="list-style-type: none"> <li>• The project should <u>benefit an organisation or specific cause</u> within a community.</li> <li>• The project should involve at least <u>one other student</u> from the school;</li> <li>• The project should run continuously for at least <u>one semester</u>.</li> </ul>	<b>8 credits per project</b>
<p><b>Fundraisers</b>  <i>(Examples: Walk for Water, HIV/AIDS Foundation, Breast Cancer Awareness)</i></p>	<p>The funds raised must benefit an <u>external source</u> such as a charity or organization that assists the community.</p> <p>The event should be one that requires <u>substantial planning and organisation</u>. (i.e: not a bake sale!)</p>	<b>4 credits per fundraiser</b>
<b>Creating opportunities for MYP students</b>	<p>You can contact other organizations and individuals to help <u>establish links</u> with the school. This is basically a team-based project but with a link to a <u>specific organisation</u>.</p> <p>Once you have found an organisation or individual, you can organize a project to <u>involve other MYP students</u></p>	<b>8 credits per project</b>

## IN-SCHOOL ACTIVITIES

TASK	TASK DETAILS	# OF POSSIBLE CREDITS
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<b>After school club assistant</b>	Must be pre-approved by Service Coordinator;  Commitment to a <u>whole trimester</u> is required.	<b>4 credits per club</b>
<b>School events</b>	Helping with organisation, set-up, running of, and clean-up after school events.  You are required to stay for the <u>duration of the event</u> to earn the full credits.	<b>2 credits per event or 1 credit for part of the event</b>
<b>Technology Assistant</b> (Grades 8 – 10 only)	General AV help at assemblies and functions. (Set-up etc.) Cleaning computers, helping with lighting at performances, functions etc.  You are required to commit to a <u>full year</u> .	<b>5 credits per year</b>
<b>Tutoring younger students</b>	Student must commit to at least <u>one semester to take place during Enrichment Club (M/W/F) once a week.</u>  <i>*Subject to availability. Students will be notified by e-mail.</i>	<b>6 credits per semester</b>
<b>Student government representative</b>	Student must serve for at least <u>one full semester</u>  (*Should a student be removed from student council for disciplinary matters, credits will be stopped.)	<b>3 credits per semester</b>
<b>Library Assistant</b>	General library assistance.  A <u>one semester commitment</u> is required with one <u>duty session per week.</u>	<b>6 credits per semester</b>
<b>Art Room Assistant</b>	General assistance in the art room.  A <u>one semester commitment</u> is required with one <u>duty session per week.</u>	<b>6 credits per semester</b>

# OUT OF SCHOOL ACTIVITIES

TASK	TASK DETAILS	# OF POSSIBLE CREDITS
<p><b>Representing the school in performances / Competition/ community events outside of school</b></p>	<p>Participating in performance arts/ competitions/community events outside of the school. <b>If you participate in more than one tournament, you receive 5 credits for the year.</b></p> <p>The performances/events should in some way benefit the community (i.e: no paid or scholarship performances)  <b>No credit is given for practice time.</b></p>	<p><b>3 credits per production/ Competition/ community event or</b></p> <p><b>5 credits per season (academic year) Sept-June inclusive</b></p>
<p><b>Representing the school in a fun run</b></p>	<p>Participating in fun runs and representing the school.</p> <p>The activity should involve a physical challenge for the student.</p>	<p><b>1 credit per run</b></p>
<p><b>Representing the school in sporting or academic activities</b></p>	<p>Students who represent their school will receive credits.</p> <p>Commitment to at least <u>one season/one full series</u> is required.</p>	<p><b>5 credits per season (Sept-June inclusive)</b></p> <p>(This includes all tournaments and competitions)</p>
<p><b>Assisting at sports functions</b></p>	<p>Assisting in various capacities at community sports functions.</p> <p><i>(Examples: B.V.I Mountain Biking Club, B.V.I Runners, Sensus Breast Cancer Walk, Lions Club Special Olympics)</i></p>	<p><b>3 credits per function</b></p>

<p><b>Start/ coach a team independently outside of school</b></p>	<p>Beginning or running of a team outside of school, independently wherein the student is responsible for the organisation and communication of such.</p> <p>Must be a <u>service to the community</u> (i.e: not a paid position)</p> <p>Must run for at least <u>one full season</u>.</p>	<p><b>15 credits per team</b></p>
<p><b>Assistant/ Support coach in a team outside of school</b></p>	<p>Assists with the running or coaching of a team outside of school. The student is not solely responsible for the team, and is merely an assistant to an adult supervisor/ coach.</p> <p>Must be a <u>service to the community</u> (i.e: not a paid position)</p> <p>Must run for at least <u>one full season</u>.</p>	<p><b>10 credits per season</b></p>
<p><b>Charitable Organisations</b></p>	<p>You can check the Cedar contact list for other organisations you can volunteer with.</p>	
<p><b>Rotary Interact Club</b></p>	<p>Students must commit to a full year.</p>	<p><b>10 credits per year</b></p>
<p><b>Humane Society</b></p>	<p>Student must commit to a <u>full year</u>.</p> <p>Students must be signed up with the Humane Society and be willing to assist with fundraising ventures.</p> <p>Involvement should be at least <u>twice a month</u>.</p>	<p><b>10 credits per year</b></p>
<p><b>Adina Donovan Home</b></p>	<p>Student must commit to a <u>full year</u>.</p> <p>Involvement should be at least <u>twice a month</u>.</p>	<p><b>10 credits per year</b></p>

<b>Red Cross</b>	<p>Student must commit to a <u>full year</u>.</p> <p>Students must be willing to assist with fundraising ventures.</p> <p>Involvement should be at least <u>twice a month</u>.</p>	<b>10 credits per year</b>
<b>Family Support Network</b>	<p>Student must commit to a <u>full year</u>.</p> <p>Involvement should be at least <u>once a month</u>.</p>	<b>10 credits per year</b>
<b>Hands on Volunteers for Haiti</b>	<p>Student must commit to a <u>full year</u>.</p> <p>Students must be willing to assist with fundraising ventures.</p> <p>Involvement should be at least <u>once a month</u>.</p>	<b>10 credits per year</b>
<b>VISAR</b>	<p>Student must commit to a <u>full year</u>.</p> <p>Involvement should be at least <u>once a month</u>.</p>	<b>10 credits per year</b>
<b>Open to Learn (Liberia)</b>	<p>Student must commit to a <u>full year</u>.</p> <p>Students must be willing to assist with fundraising ventures.</p> <p>Involvement should be at least <u>once a month</u>.</p>	<b>5 credits per year</b>
<b>Other</b>	<p>Should you wish to get involved with a specific community organization that is not listed above, please see Ms. Gujar.</p>	<b>*Subject to review upon application</b>

**SKILLS BASED  
ACTIVITIES**

<b>TASK</b>	<b>TASK DETAILS</b>	<b># OF POSSIBLE CREDITS</b>
<p><b>First Aid Duty</b> (Grades 6 – 10)</p>	<p>Only students who are qualified in First Responders Level First Aid or above may volunteer.</p> <p>Students must commit to a full semester.</p> <p>Students are required to be available for first aid duty at all-school functions such as school sports days or track events.</p>	<p><b>7 credits per semester</b></p>