

SERVICE AS ACTION HANDBOOK

SZKOŁA PODSTAWOWA NR 53 Z ODDZIAŁAMI DWUJĘZYCZNYMI W BIAŁYMSTOKU
II LICEUM OGÓLNOKSZTAŁCĄCE IN BIAŁYSTOK



Coordinator:
KAMILA FIDLER

WHAT?

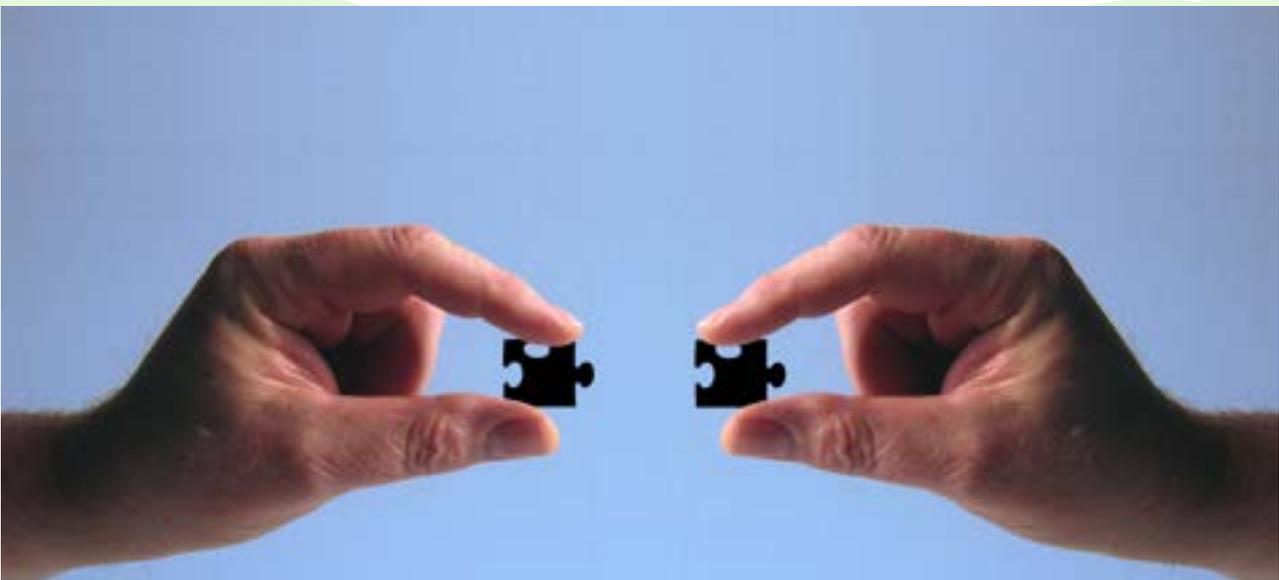
Service as Action is a requirement of the IB Middle Years Programme. It is an essential component that allows students to extend their learning beyond the classroom walls and into the community. It gives students the opportunity to connect and contribute to the real world, and empowers them to become global citizens.



HOW?

There are three types of activities available to students:

1. Initiated by the subject teacher in relation to the topics of the classes
2. Proposed by the student (in relation to the topics of the classes)
 - volunteering in an institution outside the school
 - resulting from the student's interests and passions
3. In-school activities, e.g. psychological congress, foreign language week, school open days



WHY?

There are 7 learning outcomes for SA. Students will:

1. Become more aware of your own strengths and areas for growth
2. Undertake challenges that develop new skills
3. Discuss, evaluate and plan 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 your actions

As a result of activities undertaken by students, it should be easier for them to understand their place in the world and help make our world a better place to live. Successful completion of Service and Action is required to complete the IB MYP program. It is also a very good preparation for CAS projects in the IB DP program. After completing all the requirements in each year of IB MYP, students will receive an entry on the certificate on the completion of the voluntary service.

WHEN?



Timeline

The date	Action taken
September – October	the coordinator introduces students to the rules of functioning in the Service and Action school
October	selecting the area of operation within the S&A
November – April	implementation of all activities and keeping documentation in ManageBac
Aprile – May	control of the implementation of activities
May – June	Exhibition

Become more aware of your own strengths and areas for growth

What does it mean?

You will know what you are good at and what you need to improve. By doing this type of SA activity, you will gain more understanding of the skills and abilities you have, and ones you need to work on. Everyone has different abilities. Here is an opportunity to understand your own and where you need to push yourself to get better.

Possible SA/Activities:

- Sports teams
- Design competitions
- School Band
- Student Council

Reflection Guidance:

Use these questions prompts to help guide your reflections:

What skills/abilities did you use during this activity?

What did you do well during this activity?

What did you find difficult?

What could you work on to make this part easier in the future?

Undertake challenges that develop new skills

What does it mean?

You try something that is new, and learn new skills/abilities. By doing this type of SA activity, you will challenge yourself by doing something that you have never done before. Trying new things can push us out of our comfort zone, and we will learn more skills/abilities.

Possible

SA/Activities: (This will depend on the person- remember it must be something that is a new challenge).

- Sports teams (something you've never tried/are weak in)
- Design competitions
- School newspaper or television
- Mentoring
- Leadership roles
- School Band

Reflection Guidance:

What was difficult about this activity?

What was something you had to do that you have never done before?

What new skills did you develop?

(Could be ATL skills- communication, social, thinking, self-management, research).

Could be sports skills (ie. dribbling, defence, etc) Could be leadership skills.

Discuss, evaluate, and plan activities

What does it mean?

Start a project, plan it, develop it and problem solve when things go wrong.

By doing this type of SA activity, you will be pushed to become a leader.

This can be a collaborative project with others as well.

Possible SA/Activities:

- Student Council
- Organising your own fundraiser/awareness campaign

Reflection Guidance:

Use these questions prompts to help guide your reflections:

What did you organise?

What were your roles?

Who did you work with?

How did you plan for this?

What problems arose and how did you fix them?

What was your goal?

Was your plan a success?

Perseverance in action

What does it mean?

Doing an activity for a long period of time, and not giving up if something is difficult. By doing this type of SA activity, you will attend regularly and share the responsibility of solving problems. This activity should have a significant time commitment.

Possible SA/Activities:

- School voluntary (minimum 1 semester)
- PCK / Caritas in school
- Mentoring
- Sports team (all practices and games)
- School Band (must do both SA and performances)

Reflection Guidance:

Use these questions prompts to help guide your reflections:

How long did this activity go on for?

How often did you have to work on this activity?

What happened that was difficult/challenging/frustrating, but you did not give up?

Work collaboratively with others

What does it mean?

Doing an activity where you have to work with other people. By doing this type of SA activity, you will have to share roles and responsibilities with students or others. Learning to collaborate effectively is a valuable skill. More minds are better than one.

Possible SA/Activities:

- Sports teams
- Orphanage
- School newspaper or television
- School Band

Reflection Guidance:

Use these questions prompts to help guide your reflections:

Who did you work with?

How did you contribute to this activity?

How were the roles divided?

How did you help others during this activity?

How did you come to decisions as a group?

If you disagreed with others, how did you come to a solution/compromise?

What was good about having many people to work with?

Develop international mindedness through global engagement, multilingualism and intercultural understanding

What does it mean?

Doing an activity where you learn about global issues, different languages or cultures. By doing this type of SA activity, you will learn about and engage with the world around you.

Possible SA/Activities:

- Active participation or Leadership during Language Week, Mother Language Day, and cultural assemblies

Reflection Guidance:

Use these questions prompts to help guide your reflections:

What did you do?

What did you learn about a global issue/another language/culture?

How has this activity helped you to engage/understand the world?

Consider the ethical implications of your actions

What does it mean?

This is where you need to show an understanding between right and wrong. This could be you reflecting on the types of decisions you made during an activity, or being engaged in an activity that positively affects others. Our choices impact others. Becoming aware of our decisions and the impact they have on others is an important and difficult task.

Possible SA/Activities:

- Student Council
- Animal Rescue
- Volunteering outside of school

Reflection Guidance:

Did you have to follow a lot of rules in this activity? How well did you follow them? In what ways did you act with integrity and honesty?

In what ways did this activity require you to make reasoned and ethical decisions?

Did this activity help you to see what attributes are needed in a good person/member of society?

Were there any issues raised in this activity that relate to maintaining a sustainably natural or economic environment?

How can we work fairly/justly with other people?

Requirements for Service as Action

Grade 7 SP Requirements for Service as Action



These 3 outcomes must be met twice by the end of the year:

- Work collaboratively with others
- Become more aware of your own strengths and areas for growth
- Undertake challenges that develop new skills

This outcome must be met once by the end of the year:

- Perseverance in action

All SA activities need to:

- Meet at least one of the above learning outcomes (You can do more outcomes than the 4 above as well)
- Address a need within a community
- Involve interaction with people
- Involve reflection on the outcomes and personal learning
- Have a level of commitment
- Have a responsible supervisor who understands the activity and will review your participation
- Have documentation in ManageBac

Requirements for Service as Action

Grade 8 SP Requirements for Service as Action



These 4 outcomes must be met twice by the end of the year:

- Work collaboratively with others
- Become more aware of your own strengths and areas for growth
- Undertake challenges that develop new skills
- Develop international mindedness through global engagement, multilingualism and intercultural understanding

This outcome must be met once by the end of the year:

- Perseverance in action

All SA activities need to:

- Meet at least one of the above learning outcomes (You can do more outcomes than the 5 above as well)
- Address a need within a community
- Involve interaction with people
- Involve reflection on the outcomes and personal learning
- Have a level of commitment
- Have a responsible supervisor who understands the activity and will review your participation
- Have documentation in ManageBac

Requirements for Service as Action

Grade 1 LO Requirements for Service as Action



These 4 outcomes must be met twice by the end of the year:

- Work collaboratively with others
- Become more aware of your own strengths and areas for growth
- Undertake challenges that develop new skills
- Develop international mindedness through global engagement, multilingualism and intercultural understanding

These 2 outcomes must be met once by the end of the year:

- Perseverance in action
- Discuss, evaluate and plan activities

All SA activities need to:

- Meet at least one of the above learning outcomes (You can do more outcomes than the 6 above as well)
- Address a need within a community
- Involve interaction with people
- Involve reflection on the outcomes and personal learning
- Have a level of commitment
- Have a responsible supervisor who understands the activity and will review your participation
- Have documentation in ManageBac

Requirements for Service as Action

Grade 2 LO Requirements for Service as Action



These 5 outcomes must be met twice by the end of the year:

- Work collaboratively with others
- Become more aware of your own strengths and areas for growth
- Undertake challenges that develop new skills
- Develop international mindedness through global engagement, multilingualism and intercultural understanding
- Consider the ethical implications of your actions

These 2 outcomes must be met once by the end of the year:

- Perseverance in action
- Discuss, evaluate and plan activities

All SA activities need to:

- Meet at least one of the above learning outcomes
- Address a need within a community
- Involve interaction with people
- Involve reflection on the outcomes and personal learning
- Have a level of commitment
- Have a responsible supervisor who understands the activity and will review your participation
- Have documentation in ManageBac

Documenting Your Service in ManageBac

Step One:

Enter the Activity Information

Login to ManageBac.

Click on "IB Manager" --> "SA"

Click on "Add SA Activity" (on the upper right-hand corner).

Enter the information about your SA activity:

Activity Name

Type: Service as Action

Start and End Dates

Supervisor Name and Title

If a service experience is a level one or two experience, enter Mrs. Katarzyna Malinowska (kestrada@wp.pl) as the supervisor. In most cases, this will be the teacher for the course to which your service connects.

Targeted learning outcome (select one)

Description of Service Experience

Organization and Aims (If your service was with an organization or group, identify the name of the organization and how it aims to help the community.)

After you have entered all information, click "Add SA Activity".

Documenting Your Service in ManageBac

Step Two:

Enter your reflection (after service activity is completed)

Login to ManageBac.

Click on "IB Manager" --> "SA"

Click on the service activity you completed.

Click on the "Reflections and Evidence" tab on the right-hand side.

Write your reflection in the journal and check the box for the outcome.

Remember, the content of your reflection is taken into consideration for the service experience.

Click on "Add Reflections and Evidence".

If you have completed a service experience, click on the "Request Supervisor Review" button so your teacher can validate your service. (Before requesting the supervisor review, make sure that you entered your teacher's name and e-mail in the activity information section.)



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