

Katoh  
Gakuen  
Gyoshu  
Junior and  
Senior  
High  
School  
Bilingual  
Program

# Middle Years Programme Community & Service Student Handbook 2014-2015



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*"To nurture students to become active, wise and caring shapers of our multicultural, multilingual world."*

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# Aims of C&S

**Community and Service aims to develop students who are...**

- Aware of the concept of community and of themselves as members of different communities
- Reflective thinkers on the ways of life, their own strengths and limitations and implications of the different activities within their community
- Actively involved in resolving issues within communities
- Willing to respond to the needs of others and accept new challenges and roles.

## Overview of C&S

**Key questions of Community and Service**

How do we live in relation to each other?

- How can I contribute to the community?
- How can I help others?

**Community awareness and understanding**

Students must have growing awareness and understanding of the concept of community, the complexities of a community and its different forms.

**Reflection**

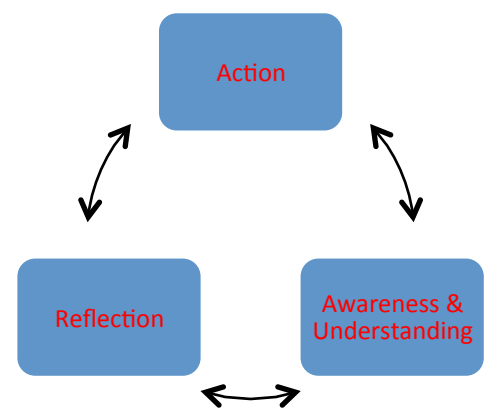
This is an essential part of students' experience of the CS. It encourages better awareness of needs as well as the quality of response. It helps students develop positive attitudes and become aware of their own strengths and limitations. This allows the teachers and the school to monitor the quality of community and service at the individual and at the school level.

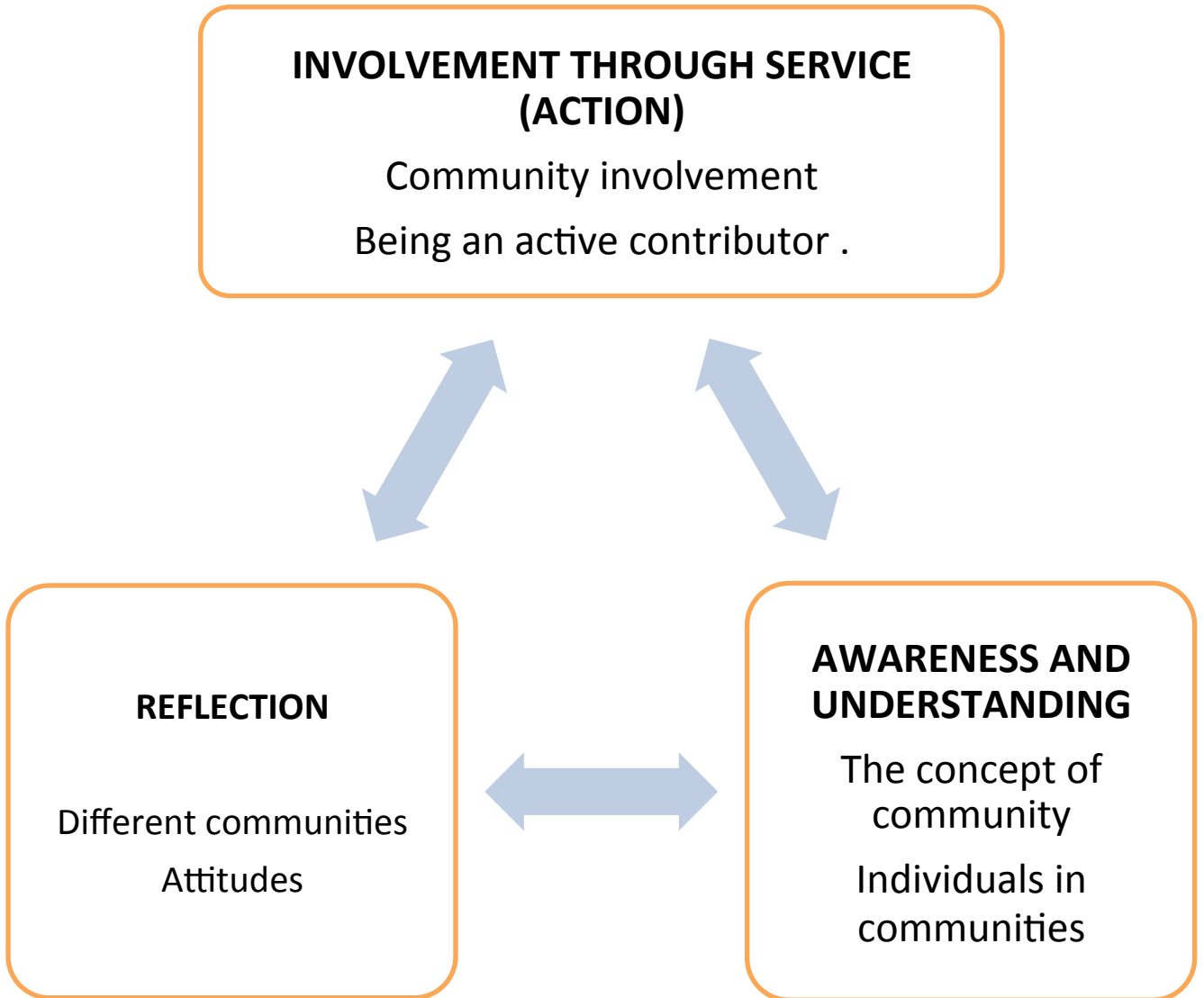
**Involvement through service**

Students have to consider how they can become positively involved in their communities. They should consider how being an involved member of various communities will benefit them. All involvement in community and service should be seen as benefiting the service provider as well as the recipient.

Some of the tools that will be used for the ongoing process of reflection and for formative assessment of student action are:

- summary documents describing the activities and reflecting on their impact
- group discussions
- presentations of projects
- student-led conferences





# C&S Expectations of Students

## 1. Pre-planning

You must self-review at the beginning of your C&S experience and set personal goals for what you hope to achieve through your C&S programme. Choose something that you are interested in or really concerned about. Motivation is your best friend in C&S activities! (Complete questionnaires and forms provided to you on ManageBac.)

## 2. Create your C&S Plan

You must take part in a range of activities- in the school community, local community, national community, and in the international community. Don't do something just because your friend is doing it. The point of C&S is to help others and not to be with your friends. Set term goals and don't leave your C&S to the last minute.

## 3. Yearly Hour requirements

Year 1 (1-4) 中1	Year 2 (2-4) 中2	Year 3 (3-4) 中3	Year 4 (1-Z) 高1
10 Hours	20 Hours	30 Hours	30 Hours

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

**ACTIVITY 1: AWARENESS**

How do you define community?

What are the needs of our community?

How does your service relate to the needs of our community?

**ACTIVITY 3: C&S SCHOOL YEAR**  
List down the school activities you need to be involved in this year serves your school community!

Term	School Activities
1	Cultural Festival and Sports Day
	IB Exhibit
	Committee Duties
	Peer Tutoring
2	Bazaar
	Sagami Beach Cleaning (IH)
	Fuji Cleaning (1-4)
	Committee Duties
	Iowa Information Session (2-4)
3 (- February only)	Peer Tutoring

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

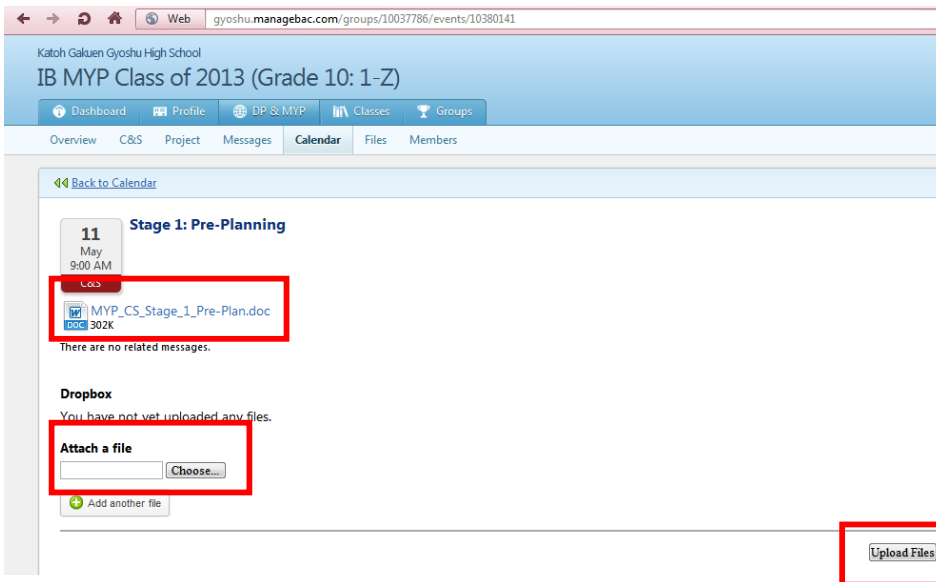
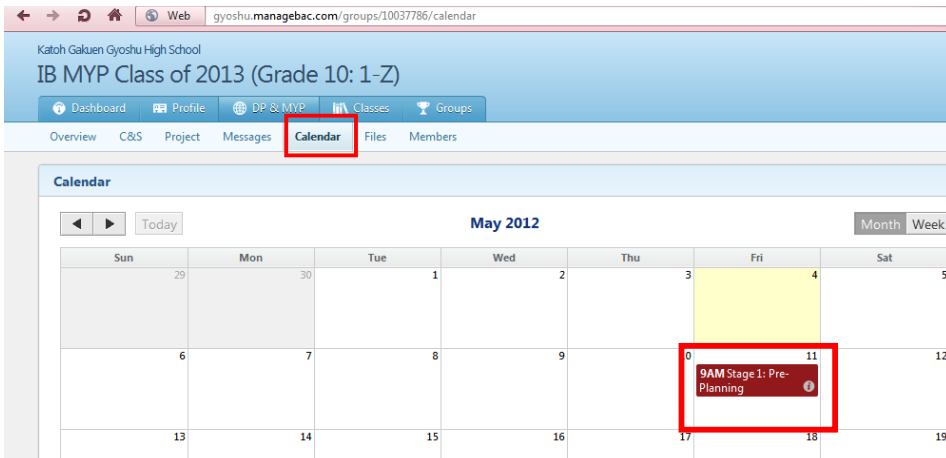
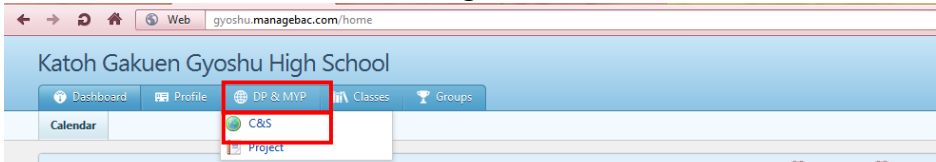
**ACTIVITY 2: A PERSONAL INVENTORY**

- List the subjects you like most in school.
- List activities in which you participate regularly (sports, music, drama, etc.).
- State your career interests.
- List community/national/global problems that concern you the most.
- What would you...
- Consider all your commit each week
- What skills would...

**ACTIVITY 4: C&S OUT-OF-SCHOOL YEAR PLAN**  
List down the out-of-school activities you wish to complete this year. Make it something you are interested in... and make it something that serves your local or national or international community!

Out-of-School Activities	Date/Month
1. Shizuoka Summer Volunteer Program	
2. Free the Children	
3. Assisting Kindergarten Teachers	

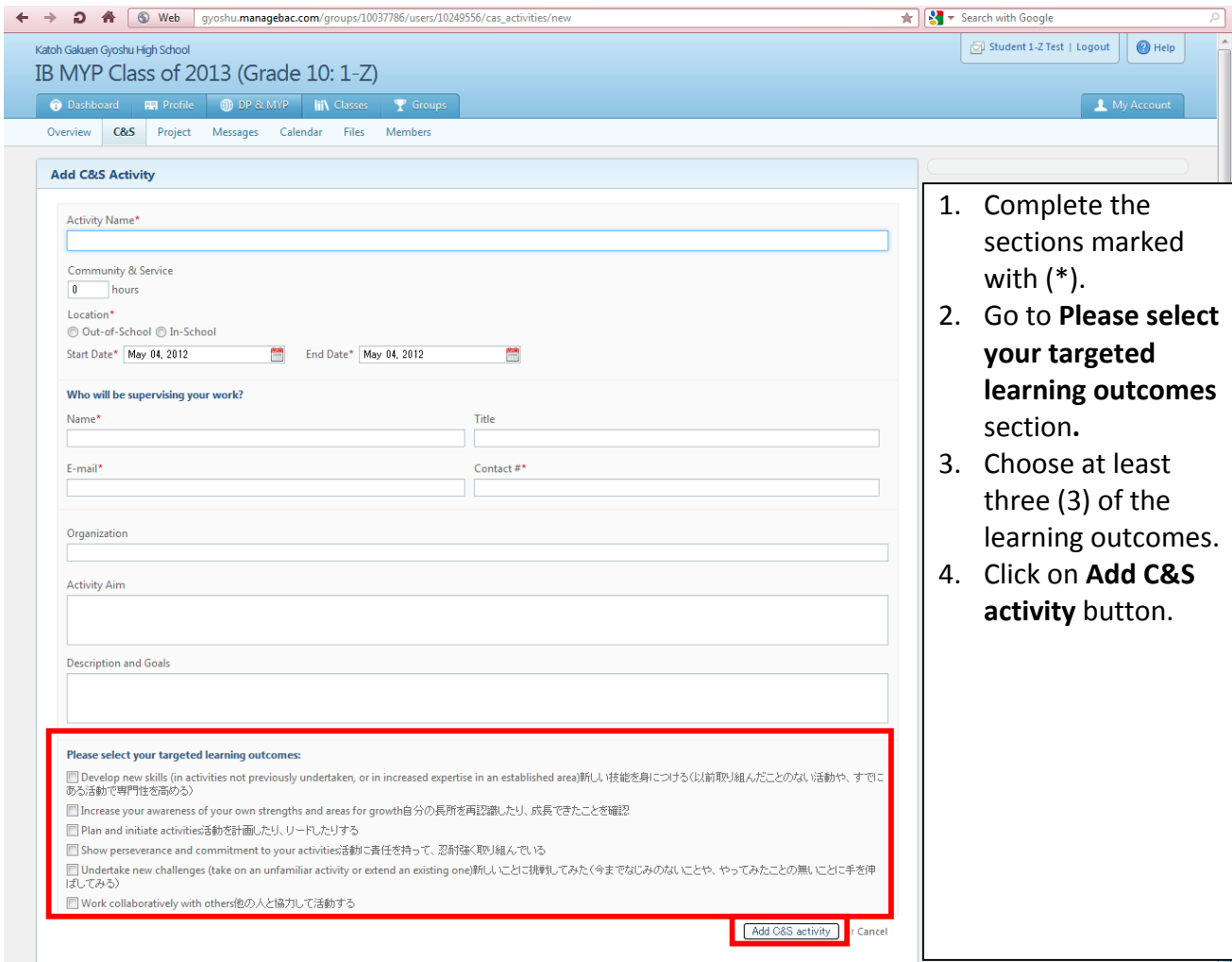
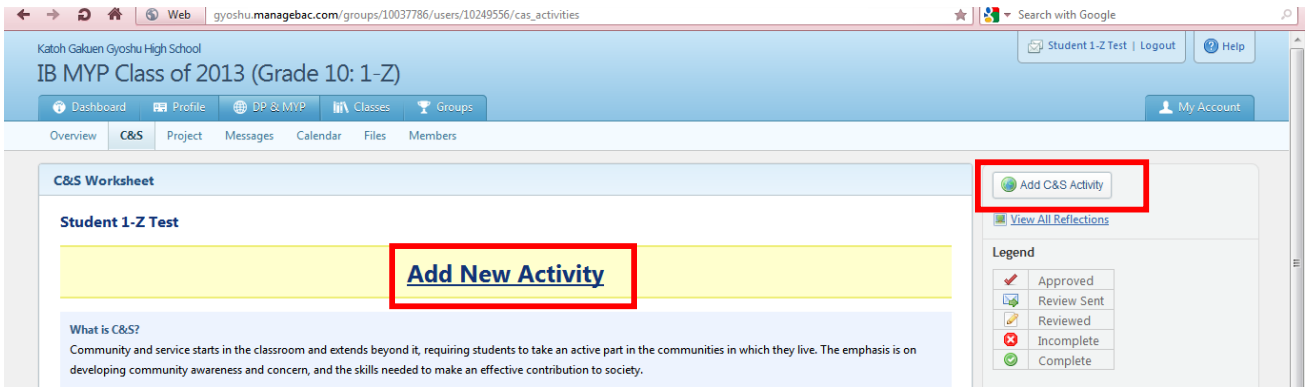
The forms can be accessed in ManageBac.



1. Click the **DP & MYP** tab.
2. Click the **C&S** tab.
3. Click the **Calendar** tab.
4. Click on the due date.
5. Click on the Microsoft Word file and download it to your computer.
6. Complete the Pre-plan questionnaire and save it in your computer.
7. Upload your saved file and go to **Attach a file** and click on **Choose**.
8. Locate your saved file in your computer, click on your saved file and click Open.
9. Click on the **Upload Files** button.

#### 4. Carry out your CS Plan

- You must plan your activities, carry them out, and reflect on what you have learned.
- **All activities must be pre-approved** by the MYP C&S coordinator before you start an activity.
- If your preferred activity qualifies as a C&S activity, go to **Add New Activity** tab or Add C&S activity in ManageBac and complete the needed details.



1. Complete the sections marked with (\*).
2. Go to **Please select your targeted learning outcomes** section.
3. Choose at least three (3) of the learning outcomes.
4. Click on **Add C&S activity** button.

## 5. C&S Questions

- The C&S questions are to help you reflect on your C&S experiences. The questions you need to answer are dependent on your chosen learning outcomes for each of C&S activities.
- Provide a **three- five** sentence answer to each of the question given.

The image displays three screenshots of the gyoshu.managebac.com web application, showing the interface for a C&S activity titled "Free the Children-Culture Festival".

**Top Screenshot:** Shows the "C&S Worksheet" for "Student 1-Z Test". A table lists activities with their outcomes, reflections, and status. The activity "Free the Children-Culture Festival" is highlighted with a red box. Below the table, a progress bar shows outcomes for "New Skills", "Commitment", and "Collaboration", each with a score of 1. A legend indicates that green bars represent "Activities with Reflections" and yellow bars represent "Planned Activities".

**Middle Screenshot:** Shows the "Free the Children-Culture Festival" activity details. It includes the description and goals, dates (May 12, 2012 to May 12, 2012), supervisor information (Carl Hadley), and learning outcomes. The "Journal" section is empty. On the right, the "Activity Status" section shows "Approved" and "Completed" checkboxes, and a "C&S Questions" button is highlighted with a red box.

**Bottom Screenshot:** Shows the "C&S Questions" section for the activity. The questions are: "How have maintained your perseverance and commitment throughout the activity?" (linked to Commitment), "How can I apply the skills that I have learned or developed more widely?" (linked to New Skills), "What did I learn?" (linked to All Outcomes), and "How successful was your collaboration with others?" (linked to Collaboration). Each question has a corresponding text input field. The "C&S Questions" button is highlighted with a red box.



## 6. Supplying Evidence

You need to provide an evidence of the C&S activity that you have undertaken. These could be ONE of the following:

- Photos of you doing the activity (this should only be done with the consent of the people involved)
- Supervisor's Summary and Assessment Sheet
- Photos of your journals, portfolio, written notes, scrapbooks, signed contracts
- Video of you doing the activity

1. Go to **Reflections** tab.
2. Go to **Add** and choose the type of file that you want to show as your evidence.
3. Upload your saved file and go to **Attach a file** and click on **Choose**.
4. Locate your saved file in your computer, click on your saved file and click Open.
5. Check the **Outcomes** that you have originally chosen for the activity.
6. Click on **Add Reflection** button.

### Quick Tip

To edit or delete the activity, simply hover your mouse over the activity name

## 6. Supplying Evidence

### Reflection: Guiding Questions

The IB Community and Service program requires you to reflect on their learning. This not only serves as evidence of what you have accomplished, but it also assists you in making sure you are learning as much as you can out of each activity. If you are unsure of what to write about, it is recommended that you answer the questions listed below. They are designed to help you to think critically about your experiences.

*\*You should write a minimum of 100 words at the 1-4 level, 150 words at the 2-4 level, 200 words at the 3-4 level and 250 at the 1-Z level in which you reflect on your community and service activity. You should consider the following questions when writing a reflection entry for each activity:*

- Summarize what you did in this activity (What did I plan to do? What did I do?)
- What were the most valuable or rewarding aspects of this activity
- What did you find challenging or uncomfortable? Why did it occur?
- What did you learn about the cause (What do you now understand about the area in which you volunteered? What did you learn?)
- How did this experience change or impact your life or the life of others? (What did the activity mean to me and others?)
- What did you learn about yourself in the process? (What are my personal strengths and challenges?)
- Which Learner Profile attribute(s) did you exhibit when working through this activity?
- What connection does the service have to your academic work, career plans and values?
- How can I apply this learning more widely?
- Did you enjoy the activity? Would you do this activity again? Why or why not?
- Would you recommend this community service activity to another student? Why?
- Did your service encourage you to try new things or explore an area of unfamiliarity?
- What impact did you have on your local, regional or global community?
- What were the outcomes of the activity?
- Were the learning outcomes of the activity achieved?

## 7. MYP Community and Service ManageBac Files

- It is **your** sole responsibility to maintain your community and service file on ManageBac.
- You must keep all files or forms updated.
- Your files will be checked by the C&S Coordinator, your homeroom teacher, or the MYP coordinator on a regular basis.

gyoshu.managebac.com/groups/10037786/users/10249556/cas\_activities/11639474

Katoh Gakuen Gyoshu High School  
IB MYP Class of 2013 (Grade 10: 1-Z)

Dashboard Profile DP & MYP Classes Groups

Overview C&S Project Messages Calendar Files Members

Back to: Worksheet Edit Activity Delete Activity

**Free the Children-Culture Festival** 2 hours Community & Service In-School

Description and Goals:  
May 12, 2012 to May 12, 2012

Supervisor: Carl Hadley 055-924-3322 cajun1755@hotmail.com

Learning Outcomes:  
1. Develop new skills (in activities not previously undertaken, or in increased expertise in an established area)新しい技能を身につける(以前取り組んだことのない活動や、すでにある活動で専門性を高める)  
2. Show perseverance and commitment to your activities活動に責任を持って、忍耐強く取り組んでいる  
3. Work collaboratively with others他の人と協力して活動する

Journal

New note by Student 1-Z Test

Save note

Summary  
C&S Questions  
Reflections





Next steps ⓘ  
Once you have completed your activity and submitted reflections or C&S questions, you can request that your Activity Supervisor complete your review online.

[Request Supervisor Review](#)






Or you can turn in your signed C&S Completion form to your Coordinator:  
[C&S Completion Form](#)

Once you have completed your activity and submitted reflections, you can click **Request Supervisor Review**.

The following symbols are used in ManageBac.

 Excellent  
 On-track  
 Concern  
 To Be Determined

**Legend**

	Approved
	Review Sent
	Reviewed
	Incomplete
	Complete

# C&S Calendar

DATE	Procedures and Major Deadlines
<b>April-May 2014</b>	C&S Information Session Study this handbook. See the CS Coordinator to answer your questions about CS.
<b>May- June 2014</b>	Undertake activities, collect evidence and write reflections: School Activities and Individual Activities
<b>July 2014</b>	End of Term Progress Check Planning for Summer CS activities
<b>August 2014</b>	Undertake activities, collect evidence and write reflections: Individual Summer Activities
<b>September- November 2014</b>	Undertake activities, collect evidence and write reflections: School Activities and Individual Activities
<b>December 2014</b>	End of Term Progress Check Planning for Winter CS activities <b>Community and Service Fair (Tentative)</b>
<b>February 2015</b>	Undertake remaining activities, collect evidence and write reflections: School Activities and Individual Activities
<b>March 2015</b>	Deadline for all CS related activities, evidence and reflections.

**Monthly:** Discuss your progress with your group members, Meet with your homeroom teacher or MYP coordinator if necessary, Check that your reflections are up to date, Take photos, videos and keep your records.

# C&S Sample Activities

When creating your C&S plan you should choose to involve yourself in activities that have the following characteristics.

- A group activity
- Activities should vary in length and in the amount of commitment required from the students, but none should be trivial.
- an activity where you learn a new skill
- involvement in international projects (either locally, nationally, or international)
- an activity involving collaboration with others
- one activity that you initiated with guidance with your supervisor

All C&S activities must be pre-approved before you start an activity.

No C&S activity should be trivial. You should be considering activities that require a commitment. However, it is the quality of a C&S activity that is of most importance, not the hours spent on it.

**Remember, it is your attitude towards your C&S activities, and the reflections on your learning, which is important.**

## Community and Service Activities at Gyoshu Junior and Senior High School:

### ***1. In-school Activities:***

These activities, which focus on the Area of Interaction Community and Service, are tied to the curriculum and completed in classes with the subject teachers. Development will take place over the course of the year with the Middle Years Programme team. Through these activities students develop community awareness.

*School as a Community and Service Organization:* A service that is helping the school is considered an individual activity. For example; helping set up for a parent/teachers evening, reading to younger students, and peer tutoring all benefit the school community but must be completed on your own time. Playing on a sports team is not considered a service activity.

## ***What sample in-school activities qualify as Community Involvement & Service?***

- Cultural Festival and Sports Day
- IB Exhibit
- Committee Duties
- Peer Tutoring
- Bazaar
- Senbon Beach Cleaning (JH)
- Fuji Cleaning (1-4)
- Committee Duties
- Iowa Information Session (2-4)
- Contributing to student committees and organizations
- Assisting other students (special needs, newly arrived or second language students) through tutoring
- Managing school sports teams

### ***2. Individual Activities:***

Activities that are chosen by the students based on their interest. These activities are not tied to the curriculum and are completed outside of school hours. Some of the opportunities for the participation in the activities may be arranged by the school. Individual activities must be pre-approved by the Community and Service Grade Representative prior to starting activity.

***Acceptable Activities:*** Almost any community and service work is appropriate. Helping a teacher outside of class time, babysitting for a neighbor for free, sending care packages to those in need, cleaning up the beach, organizing a school event, assisting with an Extra Curricular Activity and volunteering at an organization such as ARK or Free the Children are all great examples of what is acceptable. These services cannot be paid for and should benefit someone outside of the student's immediate family. The organization cannot be a "for-profit" organization

## ***What sample out of school activities qualify as Community Involvement & Service?***

- Supporting and developing links between the school and international organizations such as Amnesty International
- Volunteer work in a nursery or an elementary school
- Organizing activities for younger students in the elementary school
- Making regular visits and providing services to senior citizens living alone
- Supporting and developing links with local groups such as senior citizens' centers