

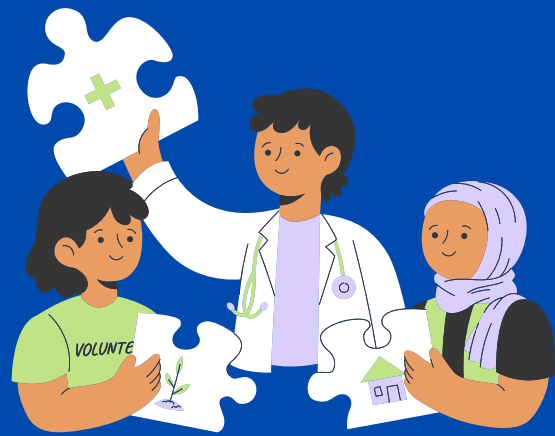
Service Handbook



A Guideline to Service as Action at BMIS



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Welcome Message



We pride ourselves on being a school that places a strong emphasis on service and community engagement. Our dedication to service has garnered recognition and celebration throughout our region, reflecting our commitment to making a positive impact within and beyond our school walls. From the very beginning of their educational journey in the Primary Years Programme (PYP), our students are introduced to the importance of service and are encouraged to take part in small-scale initiatives.

As our students progress into the Middle Years Programme (MYP), we continue to foster this service-oriented mindset. We believe in providing our students with opportunities to not only contribute meaningfully to our communities but also to develop their leadership skills in the process. Through our MYP service program, we aim to cultivate their problem-solving abilities and empathy, key traits that empower them to make a real difference.

By nurturing a spirit of inquiry, knowledge, and care, we align ourselves with the International Baccalaureate Organization's vision. We strive to develop young individuals who embrace intercultural understanding and respect, working together to create a better and more peaceful world. Our focus on service not only enriches our students' educational experiences but also equips them with the tools they need to become compassionate and responsible global citizens.

Together, as a vibrant and caring community, we are dedicated to shaping the hearts and minds of our students, fostering a lifelong commitment to service and contributing to the well-being of others.

Kathryn Leaper
MYP COORDINATOR

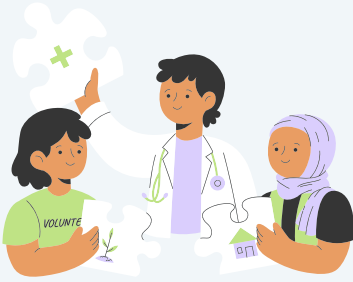


'We are a diverse and welcoming community in a joyful learning environment that promotes well-being, sustainability, and inclusivity and celebrates growth as success.'



Service Overview

What is Service?



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.

Our Mission



- 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.

Our Goal



"To foster a culture of inclusive and sustainable service learning within our diverse community, where every student actively engages in initiatives that promote well-being, environmental stewardship, and cultural understanding. We aim to cultivate a joyful and supportive learning environment where each act of service contributes to personal growth and the betterment of local and global communities."

4 QUALITY EDUCATION



FREQUENTLY ASKED QUESTIONS



1. WHEN DO I NEED TO COMPLETE MY SERVICE ?

Trimester	Start Date	End Date	Year Groups
1	August	December	Grades 7 & 9
2	January	March	Grades 6, 9 & 10
3	March	June	Grades 8 & 10

2. HOW DO I SIGN UP FOR A SERVICE ASA?

- An electronic form will be sent out before each trimester.
- If it's your year group's turn, select an activity labeled 'SERVICE'.

3. WHAT IF I AM ABSENT?

- 1 session missed: Teacher supervisor will follow up if no reason is provided.
- 2 sessions missed: Notification from the Service as Action Coordinator to you and your parents.
- 3 sessions missed: Repeat the service in a later trimester.

4. WHAT IF I AM NEW TO THE SCHOOL?

- New students should consult the Service Coordinator for service project scheduling.

“ ManageBac Upload Requirements:

- For one-off service activity: No upload required.
- For service project: Activity Aim, Description, Supervisor Details, SA Questions, and Request Supervisor Review (only after project completion).
- Note: Requesting a supervisor review locks your activity, preventing further edits

Requesting a supervisor review LOCKS your activity, removing your ability to edit it any further ”



FREQUENTLY ASKED QUESTION



5. SERVICE PROJECT DEADLINES BY YEAR GROUP AND TRIMESTER:

Year Group	Trimester	Deadline for Project Summary & SA Question (Week 5)	Deadline for SA Question (Week 10)	Deadline for Project Summary & SA Question (Week 15)	One-off Service Activity Completion
Grade 6	2	30th Oct, 7am	20th Nov, 7am	5th Feb, 7am	19th Mar
Grade 7	1	30th Oct, 7am	20th Nov, 7am	-	19th Mar
Grade 8	3	-	12th Mar, 7am	30th Apr, 7am	19th Mar
Grade 9	1 & 2	30th Oct, 7am (for Trimester 1)	20th Nov, 7am (for Trimester 1)	5th Feb, 7am (for Trimester 2)	19th Mar
Grade 10	2 & 3	30th Oct, 7am (for Trimester 2)	20th Nov, 7am (for Trimester 2)	5th Feb, 7am (for Trimester 2) & 30th Apr, 7am (for Trimester 3)	19th Mar

“BY EACH OF THE FOLLOWING DATES, MAKE SURE YOU HAVE UPLOADED:

1. A SUMMARY OF YOUR PROJECT,
2. ANSWERED ALL RELEVANT SA QUESTIONS AND (ONLY IF EVERYTHING ELSE IS COMPLETE) REQUESTED YOUR 'SUPERVISOR REVIEW'.



FREQUENTLY ASKED QUESTIONS

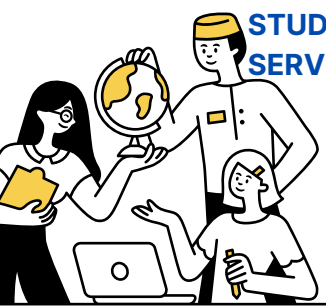


6. WHAT ARE THE AVAILABLE SERVICE ECPS TO CHOOSE FROM?

Service Activity Name	Description
Interact	Interact focuses on fostering international understanding and building friendships globally. Catering to young individuals aged 12-18, the club emphasizes leadership development and the principle of "Service Above Self."
Health Awareness	A platform promoting mindfulness, advocating against mental health stigma, and addressing physical health challenges in the Malawian community by bridging BMIS and local communities.
Ecoaware	An initiative to educate students about sustainable land management and cultivate a love for the outdoors through hands-on service. (Student Garden)
Ecowarriors	A group passionate about reducing the environmental footprint and improving BMIS's ecological state and the broader Malawian community.
Community Painting	Painting to promote creativity and creating and developing skills that effect the community in a positive way.
Community Reading	A service encouraging the BMIS community to embrace reading and language, celebrating the school's diverse cultural backgrounds.
Communitech	A service enhancing digital literacy skills among younger students and the local community, addressing the technological gap in Malawi.
Sportsync	A service offering sports opportunities to underprivileged youth in and around BMIS, fostering talent and providing coaching.
Lilongwe Outreach	A service addressing food insecurity in Lilongwe, emphasizing nutrition, diversity, and sustainability.
Umodzi	A service promoting unity within BMIS, addressing concerns and fostering inclusivity.

“ WHO ARE THE STUDENT LEADERS?

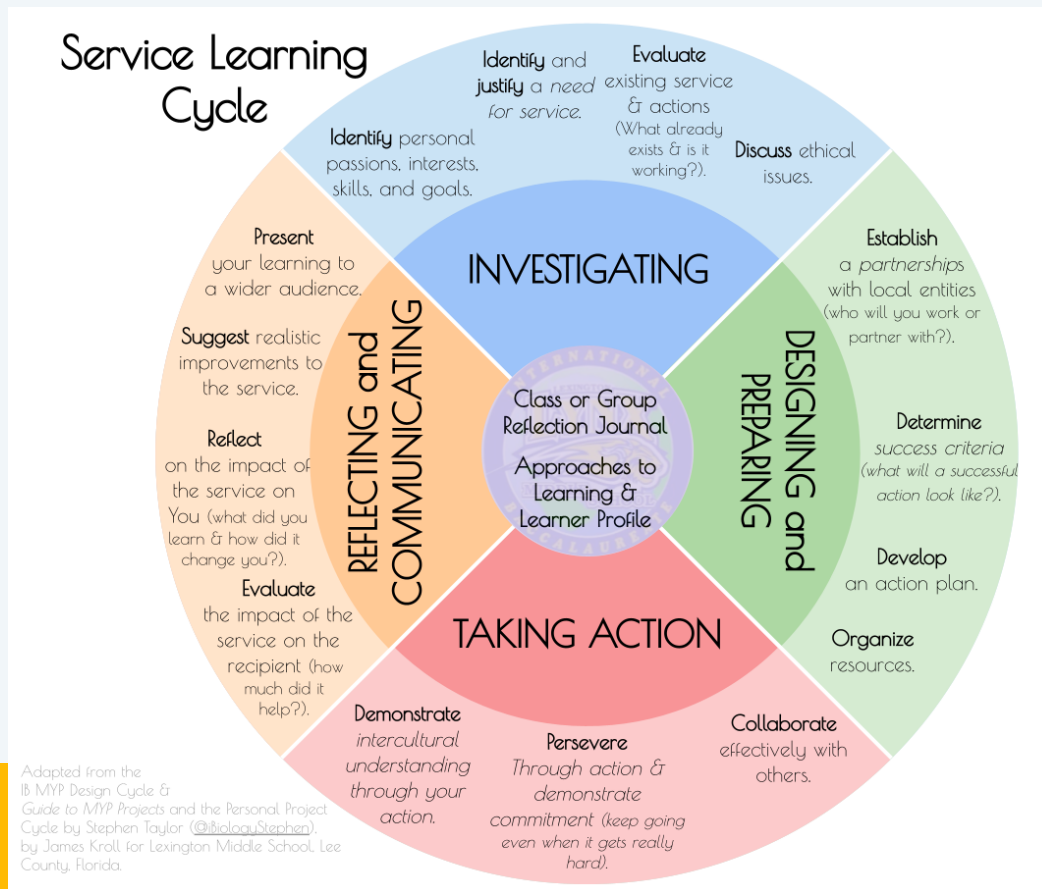
STUDENT LEADERS ARE RESPONSIBLE FOR PLANNING, ORGANISING AND LEADING THE ECP SESSIONS. IT IS A GREAT OPPORTUNITY TO DEVELOP YOUR LEADERSHIP SKILLS (THERE ARE 'LEADERSHIP SESSIONS' DEDICATED TO THIS). IF YOU ARE IN GRADE 10 OR ABOVE AND WOULD LIKE TO BECOME A STUDENT LEADER, PLEASE SEE THE SERVICE/CAS COORDINATOR!



11 SUSTAINABLE CITIES AND COMMUNITIES



The Service Learning Cycle



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 Service/CAS Coordinator
- Follow the MISO method of investigation: **Media** , **Interview**, **Survey** , **Observation**.

2 DESIGNING & PREPARING

- Collect the information you need. Make a precise plan of your actions.
- With the help of your supervisor, parents, student leaders or Service coordinator, 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 & 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!

What is Quality Service as Action?

Service is a wonderful opportunity to give back and make a difference in the community. It's a voluntary and unpaid exchange that not only benefits others, but also helps you grow and learn. We believe in treating everyone involved with utmost respect and honouring their rights, dignity, and autonomy. To ensure your personal development, Service should ideally involve the following:



Meaningful Activities with Impactful Outcomes

Engage in activities that have real, tangible benefits for the community. These should be purposeful tasks that lead to significant, positive changes.

Reflective Learning:

Regularly reflect on the outcomes of your service and the personal insights you gain. This reflection is crucial for understanding the impact of your actions and for personal growth.

Thoughtful Planning and Review:

Involve yourself in the planning process, monitor your progress, and report on your activities. This thoughtful approach ensures that your service is effective and adaptive.

Diverse Service Opportunities

Seek out a variety of service activities in Lilongwe, across Malawi and globally to expand your perspectives. The goal is to assist others, particularly those less fortunate, emphasising the value of giving over receiving.



What Are the Different Types of Service as Action?

Service as Action, especially in the context of educational programs like the International Baccalaureate (IB) Middle Years Programme (MYP), can be categorized into various types, each focusing on different aspects of service and learning. Here are some of the common types of Service as Action:

✓ Direct Service

This involves working directly with people, animals, or the environment. Examples include volunteering at a homeless shelter, working in an animal rescue center, or participating in environmental clean-up activities. Direct service allows students to see the immediate impact of their efforts.

✓ Indirect Service

In indirect service, students work on projects or initiatives that have a positive impact but do not involve direct interaction with the service recipients. Examples include organizing a fundraising event for a cause, conducting awareness campaigns, or creating educational materials for underprivileged communities.

✓ Advocacy & Research

Students engage in gathering information, analyzing data, and presenting findings on issues of social significance. This type of service might involve conducting surveys, compiling data on environmental issues, or researching community needs to inform service projects.

✓ Capacity Building

This involves actions aimed at developing skills and capabilities within a community. Examples include teaching, tutoring, or providing training in specific skills. The focus is on empowering the community through education and skill development.



✓ International Service

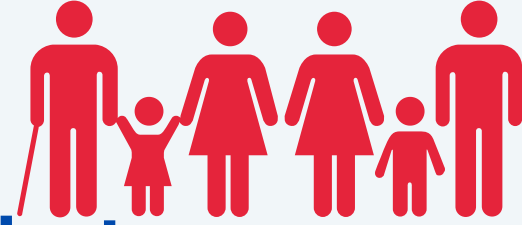
This type of service extends beyond the local community and addresses global issues. It can include participating in international aid projects, supporting global health initiatives, or contributing to international disaster relief efforts.

✓ Service Learning

While not a type of service in itself, service learning is an educational approach that integrates meaningful community service with instruction and reflection. It enriches the learning experience, teaches civic responsibility, and strengthens communities.



Requirements for all students



By the end of Grade 10, **ALL** students are expected to have achieved all 7 learning outcomes.

Specific Grade Level Requirements:

Grades 6 - 8: For the 10-week service activities, students should focus on achieving at least one learning outcome that they have not yet accomplished.

Grades 9 - 10: For their 10-week service activities, students should aim to achieve two learning outcomes that they have not yet accomplished.

Learning Outcomes and Reflection Questions:

LO1: Awareness (Become more aware of your own strengths and areas for growth):

- Reflect on how the service activity helped you understand your strengths and areas for growth.
- Identify and discuss your areas of strength and growth observed during the activity.

LO2: Challenge & New Skills (Undertake challenges that develop new skills):

- Describe how the service activity pushed you beyond your comfort zone.
- Reflect on the risks taken and new skills developed during the activity.

LO3: Perseverance (Persevere in action):

- Discuss your commitment level to the service activity, including frequency and duration of participation.
- Explain how you addressed challenges or problems encountered during the activity.
- Reflect on how your feelings about the activity evolved over time.

LO4: Collaboration (Working collaboratively with others):

- Describe how you collaborated with others in planning or implementing the service activity.
- Reflect on your role in the collaboration and both the strengths and challenges experienced.

LO5: Initiative (Discuss, evaluate and plan student-initiated activities):

- Detail the planning and implementation process of your service activity, including successes and challenges.

LO6: Global Value (Develop international-mindedness through global engagement, multilingualism, and intercultural understanding):

- Explain how the service activity addressed issues of global significance.
- Reflect on the project's impact on international-mindedness.

LO7: Ethics (Consider the ethical implications of your actions):

- Discuss any ethical dilemmas encountered during the service activity.
- Reflect on situations that prompted consideration of the consequences of your actions.





The Community and Personal Projects

The Middle Years Programme (MYP) projects are a cornerstone of the IB curriculum, offering students the opportunity to engage in meaningful and sustained work. These projects are designed to encourage self-directed inquiry, reflection, and the application of skills and knowledge in real-world contexts.

The Community and Personal Projects

- **Community Project (Year 3 or 4):** Focuses on collaboration and service learning for students aged 13-14.
- **The Passion Project for Grade 10**
- **Personal Project (Year 5):** A culminating, independent project for students completing the MYP, emphasising personal interest and global context.

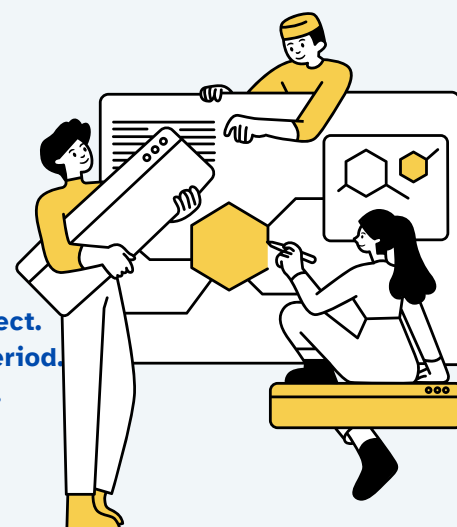
As an extension of the MYP projects, we introduce the "**Passion Project**" for students in Grade 10. This initiative allows students to integrate their personal passions with a service project, fostering a deeper connection and commitment to their work and prepares them for Leadership through CAS in the DP Programme.

Aims of the Passion Project

- Encourage self-directed inquiry linked to personal interests and global issues.
- Foster creativity and in-depth investigation.
- Develop skills for managing extended projects.
- Enhance communication and reflective practices.
- Promote responsible action and community engagement.
- Cultivate a sense of accomplishment and pride in learning.
- Learning Through the Passion Project

Students will engage in various activities, including:

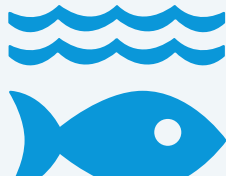
- Identifying personal interests and linking them to a service project.
- Planning, executing, and managing a project over an extended period.
- Solving problems, making decisions, and adapting to challenges.
- Collaborating with peers, mentors, and community members.
- Reflecting on their experiences and learning outcomes.



Implementation and Support

- **Guidance and Supervision:** Teachers and mentors will provide support and guidance throughout the project.
- **Workshops and Resources:** Workshops for both students and teachers will be available to aid in the development and execution of the projects.
- **Community Engagement:** Opportunities for collaboration with local organisations and communities will be encouraged.

The Passion Project in Grade 10 is more than just an academic requirement; it's a journey of personal growth, community impact, and the development of lifelong skills. By connecting their passions with service, students will not only contribute positively to their communities but also gain a deeper understanding of themselves and the world around them.





The IB Service as Action Continuum

The MYP Service as Action program is intricately linked with the Creativity, Activity, Service (CAS) program in the IB Diploma (Grades 11-12), setting a foundational pathway for students. This progression ensures that students engage in Service as Action with a focus on achieving developmentally appropriate outcomes.

Key Aspects of the MYP Service as Action Programme:

- **Action-Oriented Learning:** Emphasising 'learning by doing and experiencing,' the program aligns with constructivist educational models, which are central to all IB programmes. This approach facilitates deeper understanding and practical application of knowledge.
- **Service as a Core Value:** Service, a crucial component of action, is deeply rooted in the ethos of the IB community. The program encourages students to embody the qualities of caring and committed community members.
- **Personal Commitment to Service:** IB learners are encouraged to demonstrate a personal commitment to service. This involves actively seeking opportunities to make a positive impact on the lives of others and the environment.
- **Integration with IB Philosophy:** The Service as Action program in the MYP seamlessly integrates with the broader philosophy of the IB, preparing students for the more advanced demands of the CAS program in the Diploma years.
- **Engagement in Diverse Communities:** The program emphasises the importance of engaging in service within a variety of communities, both local and global. This exposure helps students develop a sense of global citizenship and an understanding of different cultural and community dynamics.
- **Principled Action:** The focus is on engaging in principled action, where students learn to balance their needs with the needs of others, fostering a sense of empathy and ethical responsibility.

By participating in the MYP Service as Action program, students lay a strong foundation for their future involvement in the CAS program, developing essential skills and values that align with the IB's mission of creating a better and more peaceful world through intercultural understanding and respect.





Association of International Schools in Africa Membership



Bishop Mackenzie International School's (BMIS) membership with the Association of International Schools in Africa (AISA) indeed opens doors to various prestigious awards that align with the school's commitment to academic excellence, personal growth, and social responsibility. Here are the awards BMIS has access to through this membership:

AISA Scholarships and Awards for Students:

1. Outstanding Service Project Award

For Service projects with a positive community impact.

- Prize: US\$ 2,500 to the school for project growth.
- Nomination: One project per school annually.
- Deadline: Nominations close on 30th October 2023.

2

. Margaret Sanders Scholarships

Types:

- International Scholarship: For graduating high school students.
- AISA Scholarship for Girls: Focused on female students.
- Nomination: One student per school for each scholarship.

3. Connie Buford Student Service Leader Award

For Students demonstrating community commitment and service.

- Prize: US\$ 1,500 to the school for supporting the awarded project.
- Nomination: One student/group per school annually.
- Deadline: Nominations close on 30th October 2023.

4. AISA Service Learning School Programme Award

For Schools with outstanding service learning programs.

- Criteria: Demonstrated commitment to embedded academic service learning.
- Nomination: Open to all AISA member schools.
- Deadline: Nominations close on 30th October 2023.

5. AISA Award for Excellence

For Final-year students exemplifying AISA values.

- Criteria: High academic results and character reflecting AISA's values.
- Nomination: One student per school annually.
- Deadline: Nominations close on 1st March 2024.



NB: For more details on each award and to nominate, visit [AISA Awards](#). Winners are announced at AISA events and recognised on the AISA website.

Celebrating BMIS's Achievements in AISA Awards

BMIS has a proud history of recognition in the AISA community, demonstrating our commitment to service, leadership, and academic excellence. Here, we celebrate our students' remarkable achievements in AISA awards over recent years.

Over the past few years, BMIS has achieved remarkable recognition from the Association of International Schools in Africa (AISA). These awards are a testament to our students' dedication, creativity, and commitment to excellence. We are proud to showcase these achievements as an integral part of our school's legacy."

Achievements:

2019 AISA Awards

- **Kirdan - AISA Student Service Leader Award:** Recognised for outstanding commitment and impactful service to the community.
- **Project Eco-Dam - Highly Commended for the AISA Outstanding Service Project Award:** An innovative project focused on environmental sustainability.

2021 AISA Awards

- **Project Eco-Dam - Highly Commended for the AISA Outstanding Service Project Award:** Continued recognition for this significant environmental initiative.
- **Elsje Jacobs - Highly Commended for the AISA Student Service Leader Award:** Acknowledged for exceptional leadership and service contributions.
- **Vimbainashe Nhamo - AISA Award for Excellence:** Honoured for academic achievements and embodying the values of AISA.

2022 AISA Award

- **Faith Mbozi - AISA Award for Excellence:** Awarded for outstanding academic performance and commitment to the AISA ethos.
- **Interact x Community Reading School Supply Assistance AISA Outstanding Service Project Award (2nd Place):** This award is for a service learning project run by an individual student or group of students whose actions have had a positive and purposeful impact on a community.

2023 AISA Award

- **Langelihle Nkhoma - AISA Award for Excellence:** Recognised for exceptional academic results and exemplifying AISA's values.

Each of these awards highlights the diverse talents and passions of our students. They reflect our commitment to nurturing leaders who are not only academically proficient but also socially responsible and globally aware. We encourage our current students to draw inspiration from these successes and to strive for their own unique contributions to our school and the wider community. As we celebrate these achievements, we look forward to continuing our tradition of excellence and making a positive impact both locally and globally.





WEBSITE

Follow the link to find out more about the 2024 AISA-GISS speakers



AISA Global Issues Service Summit (AISA-GISS)

AISA-GISS is an immersive experience that aims to inspire and empower participants to make a positive difference in their communities. It offers students a unique opportunity for self-discovery, leadership development, and personal growth. Join us at the conference to share your inspiring stories and spotlight your service projects. Bring your passion and creativity!

2024 AISA GISS DETAILS

- **Theme:** **Ti Koro Nko Agyina - One Head does not form a Council**
- **Location:** **Al-Rayan International School, Boundary Road, Accra, Ghana.**
- **Dates:** **15th - 17th February 2024**

Description:

The Association of International Schools in Africa (AISA), in collaboration with Al-Rayan International School (ARIS), is excited to host the AISA Global Issues Service Summit in Accra, Ghana. This summit is more than a conference; it's an immersive experience designed to inspire and empower students to positively impact their communities.

Under the theme "Designing our Future Together," the summit focuses on promoting equality, justice, dignity, and sustainability across Africa. It's a call to action for students to come together, share ideas, and collaborate towards building a better future.


Participants will have the opportunity to lead sessions, share their service project stories, and engage with peers from across the continent. It's a chance to bring your passion and creativity to the forefront and make a meaningful contribution.

 CONFERENCE EVENTS

 MS & HS STUDENTS, CAS TEACHERS/ADVISORS

 AL-RYAN INTERNATIONAL SCHOOL BOUNDARY ROAD
ACCRA, GHANA.

 EARLY-BIRD US\$ 220

 15 FEBRUARY 2024 - 17 FEBRUARY 2024





Parental involvement plays a crucial role in supporting students through their Middle Years Programme (MYP), particularly in the Service as Action component. Here are ways parents can assist their children:

- **Understand Service as Action Requirements:** Take time to familiarise yourself with the specific requirements of the Service as Action component of the MYP. This knowledge will enable you to guide your child effectively.
- **Keep Track of Deadlines:** Be aware of important deadlines related to Service as Action projects. This helps in planning and ensures your child stays on schedule.
- **Discuss Opportunities:** Engage in conversations with your child about the service opportunities available. Discuss how these align with their interests and the program's requirements.
- **Share Personal Experiences:** Share your own experiences with volunteering. Discuss what you have contributed and gained, offering insights and inspiration to your child.
- **Explore Interests Together:** Actively explore your child's interests and review potential volunteer activities together. This collaborative approach can help identify meaningful and enjoyable service opportunities.
- **Encourage Building on Success:** If your child has had positive volunteer experiences in the past, encourage them to build on these. Success breeds confidence and motivation.
- **Be Actively Involved:** Show your support by attending events like games, plays, and concerts. Offer practical help such as transportation, and assist in communication efforts like making phone calls or sending emails to organisations.

By taking these steps, parents can significantly contribute to their child's successful completion of the Service as Action component of the MYP, fostering a sense of responsibility, community involvement, and personal growth.

