



PROCEDURES

Students should follow the procedures outlined below:

1. Plan a service activity

Whilst the Service Coordinator in collaboration with the Homeroom Teacher will highlight activities when they become available, the responsibility is on the student to find areas of service in which to become involved. These activities should, ultimately, enable the student to meet some of the outcomes listed previously in these webpages. Activities are not limited to those organised by individuals within the community and can also include class or bigger group projects. Students must record their individual planning details in ManageBac before each project. The Homeroom teacher or the SA Coordinator will approve all student-initiated activities; it will be available in ManageBac if a project is accepted or rejected.

2. Join or create the activity/project

Homeroom/Advisory teachers act as supervisors to all middle school students. Students will be allocated some contact time to update their SA reflection section on ManageBac during the year in advisory classes. Students will also be able to spend this time either joining an existing group as a member or creating new groups through peer discussions. Students must assign a supervisor for the project, an adult who can provide a final assessment of the students' engagement and initiative during the project.

3. Begin the activity and journal along the way

Once the activity has been approved, the student may participate in, or begin their proposed project. Be sure to gain evidence along the way: pictures, video or files and planning notes can all act as good pieces to include in the students Service as Action portfolio.

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 twice a year and aim to become part of their formal reports distributed in January and June. Students will be able to access this reflection on ManageBac.

5. Supervisor Review

Upon completion of the activity or project, a supervisor (contact teacher and/or Service Coordinator) will be able to send comments throughout the year. Once the formal reflections have been completed and appropriate edits have been made, supervisors will be able to select whether each student has achieved sufficient evidence towards the outcomes or if further attention is needed.