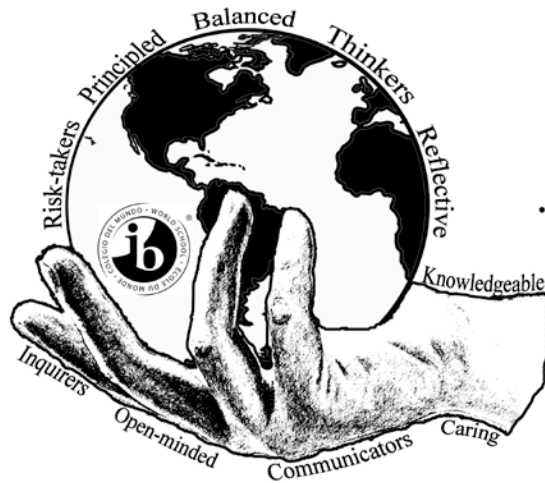


Year (grade): \_\_\_\_\_

# JMS

## Middle Years Program



Jackson Middle School  
"Building a new world with helping hands and open minds."

## Community Service Reference Packet Year 1 & 2

Student Name \_\_\_\_\_

Community Service Coordinator: Mrs. Newsom

Year (grade): \_\_\_\_\_

# AIMS

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The aims of the CS (Community Service) requirement are to enable students to develop:

- An appreciation of the potential of the human mind and spirit
- Knowledge, skills and understanding
- An awareness of humanitarian issues across the world
- A recognition that education imposes lifelong ethical responsibilities
- A willingness to inquire and an enjoyment of discovery
- Confidence in their ability to initiate change, both individually and collaboratively
- An appreciation of their own and others' talents

# OBJECTIVES

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Having completed the CS requirement, candidates should be able to demonstrate:

- Self-confidence and modesty
- Attitudes and values which respect human dignity and which transcend barriers of race, class, religion, gender and politics
- An awareness of humanitarian and environmental issues, and the development of an ethical position on them from a local, national and international perspective
- A willingness to interact meaningfully with others
- A sense of responsibility towards of all members of the local, national and global communities, and a commitment to be of value to those communities
- Personal qualities of curiosity, honesty and self-criticism
- An ability to reflect on and to learn from experiences
- A spirit of discovery, commitment, initiative, determination and perseverance
- The ability to meet challenges and an awareness of personal limitations
- Practical skills which can be used in the service of others and in a future career.

Year (grade): \_\_\_\_\_

# Community Service Requirements

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## Community Service (CS) portfolio organization

CS portfolios must be organized in a 3 prong folder, and in the following order:

### **CS Year 1 – Minimum 4 activities\***

1. Cover sheet
2. Year 1 log sheet with all supervisory and student signatures
3. Completed reflection forms, one per each activity that lasted more than 1 hour, **plus** 1 page reflection that describes what the student has learned through their service during the year in the IB MYP at Jackson.

### **CS Year 2 – Minimum 5 activities\***

1. Cover sheet
2. Year 2 log sheet with all supervisory and student signatures
3. Completed reflection forms, one per each activity that lasted more than 1 hour, **plus** 1 page reflection that describes what the student has learned through their service during the year in the IB MYP at Jackson.

### **CS Year 3 – Minimum 15 hours (as outlined in community project handbook)**

## Certificate of Completion

GPA – Minimum 2.0 GPA in all classes.

Community Service – Minimum of 4 activities year 1 and 5 activities year 2 of community and service

Reflection Form – One per each activity that lasts more than 1 hour

Final Written Reflection- a comprehensive reflection of your CS experience

## Honorary Certificate of Completion

GPA – Minimum 3.0 GPA in all classes.

Community Service – Minimum of 4 activities of community service year 1 and 5 activities of community service year 2

Reflection Form – One per each activity that lasts more than 1 hour

Final Written Reflection- a comprehensive reflection of your CS experience

## Exemplary Certificate of Completion

GPA – Minimum 3.5 GPA in all classes.

Community Service – Minimum 15 hours completion of community project during year 3 for a total of minimum 37 hours completed year 1-3.

Reflection Form – One per each activity that lasts more than 1 hour

Final Written Reflection- a comprehensive reflection of your CS experience

\* An activity must be a Minimum of 3 hours in duration to count toward your minimum number of activities

Year (grade): \_\_\_\_\_

# RECORD KEEPING

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Note the following guidelines:

- Year 1 students may claim up to 3 hours for each activity per calendar year. Year 2 students are limited to 4 hours per activity during a calendar year.
- Documentation must be done on the forms provided by the JMS IB MYP program
- Students must attain an adult supervisor signature for CS activities.
- Activity supervisors may not be family members.
- Activities without the proper documentation and/or signatures will not be accepted.

## Suggested activities

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All activities must be outside of normal class time and are suggested but not limited to:

- JMS team sports – **practices do not count as community and service time.**
  - Players
  - Managers
  - Volunteering at an event
- JMS Arts/Service Organizations/School Clubs
  - Band – performances, fundraising
  - Service Learning Club
  - National Junior Honor Society Functions
  - Robotics, Science Olympiad & Student Government Functions
- Community Projects
  - Box Tops for Education (100 pts = 1/2 hour)
  - Tutoring
  - JMS Fundraisers
  - Collecting food for local charities

Items not listed above must be approved by the Community Service Advisors: Mrs. Newsom

Year (grade): \_\_\_\_\_

# Non-Profit Community Service Verification Form

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Verification Forms must be completed by each non-profit organization community service is completed.

## Site Contact Information

Organization Name/Agency:
Supervisor Name and Title:
Address:
E-Mail Address:
Phone:

This is to verify that \_\_\_\_\_ completed \_\_\_\_\_ hours  
(Student Name)  
at \_\_\_\_\_.  
(Organization Name/Agency)

Signature of Supervisor \_\_\_\_\_

*\*Supervisor if possible, please attach business card/brochure from organization\**

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(Student Name)  
at \_\_\_\_\_.  
(Organization Name/Agency)

Signature of Supervisor \_\_\_\_\_

*\*Supervisor if possible, please attach business card/brochure from organization\**

Year (grade): \_\_\_\_\_

Student Name \_\_\_\_\_

# Community Service Log

\_\_\_\_\_, \_\_\_\_\_ TO \_\_\_\_\_, \_\_\_\_\_  
Month, Year Month, Year

The hours must be completed during a time-frame beginning in the fall of the 6<sup>th</sup> grade year and must be completed and certified by the fall of the 7<sup>th</sup> grade year. You may claim up to 3 hours per activity or organization per calendar year. To be counted, all activities must have the signature of the supervisor. In addition, you must have a completed reflection form for the year’s activities, documenting benefits gained from each activity.

## Record MYP-IB CS Hours on This Table

Date	Group/Organization	Description of Activity	Total Hours	Supervisor signature
		Total Hours This Sheet		

Student Name \_\_\_\_\_

Year (grade): \_\_\_\_\_

Student Name \_\_\_\_\_ School Year \_\_\_\_\_ Grade Completed \_\_\_\_\_

## Reflection Form

*Must be completed for each activity that lasts more than 1 hour.*

Date: \_\_\_\_\_ Title of Activity: \_\_\_\_\_ Page \_\_\_\_\_

Which traits of the IB Learner Profile have you exercised during this activity? Why?

**Communicator Risk-Taker Caring Thinker Reflective**  
**Open-Minded Inquirers Knowledgeable Balanced Principled**

Rate your performance:	1 = poor	2 = fair	3 = good	4 = excellent
I was punctual	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
I completed my work/task on time	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
I was reliable	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
I assumed responsibilities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
I used my time effectively	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
I listened to and encouraged others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
I had fun	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

Reflection: Use these questions to guide your writing

- What did this activity involve? What aspects of this activity suited me?
- What did I do well? What could I have done better?
- What did I learn from this about myself? About others?
- Elaborate on one of the benefits gained for you and a benefit for your school or organization.

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**Year (grade):** \_\_\_\_\_

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Year (grade): \_\_\_\_\_

# Final Written Reflection

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Once you have completed your required hours you will want to reflect on all your activities as a whole. Select one of the prompts below to help you reflect. All reflection should be a minimum of 250 words.

**Personal Achievements** that you have developed through CS. For example: meeting challenges, regular participation and commitment, awareness of personal limitations, progress in a new role, learning from experience, helping to solve problems

**Personal Skills** that you have developed through CS. For example: thinking creatively, planning and organization, resource management, identifying success and failure

**Personal Qualities** that you have developed through CS. For example: perseverance, self-confidence, humility, responsibility, commitment, punctuality

**Interpersonal Qualities** that you have developed through CS. For example: adaptability, collaboration, empathy, respect

**Awareness of Global Issues** that you have developed through CS. For example: ethical appreciation of humanitarian and environmental issues, action from a local, national, and international perspective

Year (grade): \_\_\_\_\_

