

MYP COMMUNITY AND SERVICE POLICY

The IB aims to develop students as thoughtful and active members of local and global communities. Therefore, a commitment to Community & Service (C&S) is required by students in order to gain their MYP certificate.

At RCHK, all MYP students build up their awareness and knowledge of the community and take service actions to help the community through the curriculum across different subjects. To encourage exposure to a variety of C&S activities Year 10 and Year 11 students are also required to complete a set number of C&S activities outside of classroom throughout the year.

Requirement for Y10 and Y11 students

Students of Year 10 are required a minimum of three C&S activities and students of Year 11 are required to complete a minimum of two respectively. Students should record all the activities in which they have participated onto the C&S record (on the following pages) and submit a C&S reflection essay, which will be evaluated by advisory teachers and be presented to parents at the Student-Led Conference by the end of school year.

C&S activities within school

To support students with the appropriate C&S opportunities outside of the classroom, teachers and staff at RCHK offer a number of C&S activities within the school community for students to take part in. The available C&S opportunities are posted and updated in the Student Bulletin and on the C&S notice board regularly.

C&S activities outside of school

Students are also encouraged to use their own initiative to identify and participate in appropriate C&S activities in the local community. Please note that with such activities outside of school, the liability of the students' safety for activities outside of school will be the responsibility of the activity organizers rather than RCHK. Therefore, parents' approval on the student **Activity Proposal Form*** is essential when students plan to be involved in any C&S activities outside of school.

Criteria of C&S requirement

In the C&S Service Journal, students must produce evidence that they have met the criteria:

1. Identified and coordinated a C&S activity
2. Worked collaboratively with others
3. Shown perseverance and commitment in their activities
4. Engaged with issues of global importance
5. Developed new skills
6. Demonstrated in-depth reflection

If students fail two or more of the criteria, they will not be able to fulfill the C&S requirement at RCHK, which will result in being ineligible to receive the MYP certificate.

* The Activity Proposal Form is requested before you start each of C&S activities. They are available to be downloaded from C&S website

GUIDELINES FOR C&S REQUIREMENT FOR Y10 AND Y11 STUDENTS

	Minimum Number of Activities Required		General Guidelines	Example of C&S activities
	Y10	Y11		
Major Task	1	1	<ul style="list-style-type: none"> • The final evaluation of the C&S commitment will base on students' Reflection on the Major Task. • The Major Task requires the students to be involved in a C&S activity with a substantial time commitment. • The Major Task needs to fulfill a minimum of 4 criteria (out of 6 criteria, see previous page). • It is difficult to measure the task by the hour because the hours do not guarantee the quality of involvement. However, as a rough number for reference, around 15 hours spread over 3 months would be a general indicator. Advisors and Community & Service Coordinator will make the final judgment. 	<ul style="list-style-type: none"> • 3-month Tutorship program to help a low-income family, on a weekly basis. • Help in ICT/Library department for a term with regular involvement • A year-long project with a charity to support their different activities • Weekly help in church bookshop • Help teachers to coach a sport activity for a semester.
Minor Task	2*	1*	<ul style="list-style-type: none"> • The Minor Task aims to encourage students' exposure to a variety of different C&S activities. • The Minor Task needs to fulfill a minimum of 2 criteria. • The time involved for Minor Task is only expected to be a few hours. 	<ul style="list-style-type: none"> • Flag selling for half-day • Charity walk for a day • Help in the School Fair for 2 hours • Help a House activity for an evening. • Help the Library for book covering for a few hours.

*If students are involved in a year-long project, they are not required to do the minor one. Please get approval from the MYP Community and Service Coordinator.

COMMUNITY AND SERVICE ACTIVITY RECORD

Please record all C&S activities you have participated in throughout the year. Please add extra pages if you run out of space.

1	Name of Activity: <input type="checkbox"/> Major <input type="checkbox"/> Minor
	Organization/ Supervisor:
	Service Date/Hour(s):
	Brief Summary of Activity:
	Brief Comment of Supervisor:
Sign: _____ Date: _____	

2	Name of Activity: <input type="checkbox"/> Major <input type="checkbox"/> Minor
	Organization/ Supervisor:
	Service Date/Hour(s):
	Brief Summary of Activity:
	Brief Comment of Supervisor:
Sign: _____ Date: _____	

3	Name of Activity: <input type="checkbox"/> Major <input type="checkbox"/> Minor
	Organization/ Supervisor:
	Service Date/Hour(s):
	Brief Summary of Activity:
	Brief Comment of Supervisor:
Sign: _____ Date: _____	

4	Name of Activity: <input type="checkbox"/> Major <input type="checkbox"/> Minor
	Organization/ Supervisor:
	Service Date/Hour(s):
	Brief Summary of Activity:
	Brief Comment of Supervisor:
Sign: _____ Date: _____	

5	Name of Activity: <input type="checkbox"/> Major <input type="checkbox"/> Minor
	Organization/ Supervisor:
	Service Date/Hour(s):
	Brief Summary of Activity:
	Brief Comment of Supervisor:
Sign: _____ Date: _____	

6	Name of Activity: <input type="checkbox"/> Major <input type="checkbox"/> Minor
	Organization/Supervisor:
	Service Date/Hour(s):
	Brief Summary of Activity:
	Brief Comment of Supervisor:
Sign: _____ Date: _____	

ADVISOR'S MID-YEAR FEEDBACK ON COMMUNITY & SERVICE

Your advisor will meet with you to discuss your progress on the Activities Record at the end of the first semester.

Progress evaluated by advisor:

		Excellent	Good	Satisfactory	Unsatisfactory
1.	The student has done sufficient planning work				
2.	The student has approached the potential supervisors/organizations				
3.	The student has become involved in some activities planned.				
4.	The student has kept good record in the Activities Record.				
5.	The student has started to work on the C&S Reflection Essay.				

Advisor's Comment:

Signature: _____ Date: _____

THE COMMUNITY & SERVICE REFLECTION ESSAY

Please choose ONE of your Major C&S tasks to write a reflection essay on.

Due date: The Student-Led Conference

Word limit: 700 words.

Guidelines of the content of reflection:

- 1) Reflection on your planning stage
 - Why did you choose this activity?
 - Who did you communicate to finalize this C&S opportunity?
 - What preparation work did you do for this activity?
- 2) Reflection on your service action
 - Describe the service tasks that you have performed.
 - What difficulties did you encounter during the service and how did you solve the problems?
 - What aspects of the service did you enjoy the most?
- 3) Reflection after the service completion
 - What did you achieve?
 - How did this activity meet the needs of the community?
 - How is the activity related to global importance?
What kind of new skills did you develop through the activity?
 - What other needs did you find this community has that you can participate in the future?
- 4) Include photos