



Reminder about community and service hours

The goal of completing community and service is to get involved in your community and see the impact someone can have on its surrounding.

“IB learners strive to be caring members of the community who demonstrate a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.”¹

Every school has its own community and service program that is reviewed on a regular basis. Here are the common rules at LCCHS:

- There is a minimum of hours to complete every year. The idea is to get involved more and more overtime and that is why we believe that a minimum of hours should be completed every year.

Level 1	5 hours
Level 2	5 hours
Level 3	10 hours
Level 4	15 hours
Level 5	15 hours

- After five years, your cumulative total has to be a minimum of 50 hours.
- All activities (description, information about contact person, number of hours, reflection) have to be documented on *ManageBac*.
- The activities need to:
 - happen outside of school hours **unless** it is **any of our community partners who requested student volunteers (See below for specific initiatives)**
 - be **free of charge**;
 - be completed on an **individual basis** (the community projects don't count towards service as action hours nor does the distribution of the flyers for the LCCHS Canned Food Drive);
 - be **documented on *ManageBac* during the actual school year** (you can't add hours done during past school years to complete your portfolio) ideally within a week after the activity happened.

¹ International Baccalaureate Organization. *MYP: From principles into practice*. August 2022, p. 22.

When entering activities on *ManageBac* please remember to:

- ★ Enter your activity **PRIOR** to the event to get formal approval;
- ★ Include a full **description** of the activity (where it happened, responsibilities, specific tasks, etc.)
- ★ Include organizers **full name and email** for review purposes (phone number optional) ;
- ★ Complete your activity's description and reflection **a few days following the event**. We are asking - via email - that the adult in charge of the activity fill out a review for you. This will confirm your active participation and the number of hours done. If you fill this out long after the event, the organizer might not remember you and never confirm those hours. Therefore we won't be able to recognize this activity in your dossier.
- ★ If possible, include a photo, a letter of recognition or other **evidence** of participation;
- ★ Complete the **Reflection** section.

Also here are some helpful tips:

- Vary your activities over the course of 5 years;
- When completing your Reflection / SA Questions section be sure to discuss and explain the social aspects you worked on during the activity. As examples discuss collaboration, cooperation, awareness, organization, communication, perseverance, etc.
- When arriving and departing an activity, make sure the organizer is aware.
- Respect the expectations the organizers have in place. You are there to help them.
- Represent our school with pride. Take initiative while participating. We have a great impact in the community and our students are always welcomed to participate in a variety of great events.

If you have any questions, you can email your level community and service advisor:

Level	Name	Email address
1	Mr. Marcello Sicoli	msicoli03@lbpearson.ca
2	Ms. Karine Baillargeon	kbaillargeon@lbpearson.ca
3	Ms. Susan Cleveland	scleveland02@lbpearson.ca
4	Mr. Jeffrey Dort	jdort@lbpearson.ca
5	Mr. Marcello Sicoli	msicoli03@lbpearson.ca

Due dates for completing your dossier on *ManageBac* for this school year:

Secondary 1- 4 students	May 29 th
Secondary 5 students	April 1 st

Examples of action (not limited to)

- St. John Brebeuf Food Collection
- Madre Dei Cristiani Church/or other places of worship
- Curriculum Night
- Open House
- LCCHS Canned food drive
- Welcome Hall Mission
- LaSalle Sports Organizations (LaSalle Soccer, Track, Marathon, Pool, etc..)
- In house Initiatives
- TLC Daycare
- Montreal Festivals
- School Uniform Tryouts
- Local Elementary School Activities
- Blood Donor drives
- Food Preparation and Delivery Program
- Working with the Elderly
- Tutoring

Community and service is about helping our community and it is a core value here, at LCCHS. During difficult times, we believe that it is even more important to do so. The only difference is that under the actual circumstances, your community is more or so limited to your immediate family and your class bubble unless the action can be done virtually.

If you have any questions, email us or stop by our office (B218).

Marcello Sicoli Head IB Coordinator msicoli03@lbpearson.ca	Karine Baillargeon Service as Action Coordinator kbailargeon@lbpearson.ca	Susan Cleveland IB Co-Cordinator scleveland02@lbpearson.ca
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