



Principals' Training Center

PTCnet Survey Summary

TOPIC:	Reporting Community Service Hours
QUERY:	Thank you to those who responding to this survey about reporting service hours. The results are most interesting.
QUERY SUBMITTED AND COLLATED BY:	Scott Schaffner
TOTAL NUMBER OF RESPONSES:	17
Date conducted	12-8-15

Responses:

See below.

School Name	Do you report a student's service hours and/or CAS progress to parents and students?	If you answered "yes" please elaborate	Please add any other comments or concerns
Dresden International School	Yes	We have progress reports twice a year and end of semester reports. In every report, the advisors (responsible for between 8-10 students) write a short comment about CAS progress and whether the students are on track.	



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International School of Kenya	Yes	We do not count 'hours' - we ask students to keep reflections journals/blogs/portfolios on their commitment to projects. This is included on the report cards in MS and HS>	
International School of Krakow	Yes	We give pass / fail for CAS (11-12) and Service Learning (9-10). Also, the advisers provide a one or two sentence comment on each of the quarter report cards about the student's progress so far. We do NOT report on hours.	
International School of Lausanne	Yes	<p>As part of the semester reflection all MYP students must include a paragraph about their service activities. This appears as the final page of their semester report.</p> <p>We have also started a portfolio, using Google sites, which parents can read for MYP 1, 2 and 3. This includes pre- and post- reflections as well as the actions carried out for service.</p>	<p>It is always a battle staying on top of service and we have had to look hard at who is responsible for what. At the moment we have:</p> <ul style="list-style-type: none"> - each year group to have one main focus project per year that must start within the curriculum (as a response to the MYP's goal for Service Learning) - subject teacher to be responsible for the pre-reflection: who/what is the need? how can the student help? what resources are required? - homeroom teacher responsible for post reflection. <p>Thankfully we now have a group of parents called CAST who are heavily involved in the organisation of the action component, which is the piece of the puzzle that can often put teachers off.</p>
Anglo American School of Moscow	Yes	<p>We do this briefly on our progress to date reports.</p> <p>We are currently in discussion as to how we might develop the idea of reporting out for</p>	We use managebac although not the Parents function so any problems with CAS are reporting in a letter format at various weigh points throughout the two year process.



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		CAS. Results of this survey would be welcome information.	
The International School of Aberdeen	Yes	The CAS coordinator (me), writes comments on reports cards at least twice per year. I have the option of writing comments up to four times per year if I have concerns or want to celebrate student progress.	
Beijing BISS International School	Yes	The homeroom teacher adds a qualitative comment/ description on the quarter and semester report. There is a separate box below the homeroom teacher comment called "Service as Action involvement" for MYP (and CAS for DP).	We do not count hours. In the MYP the student has to complete the full cycle: Investigation- Preparation- Action- Reflection- Demonstration in relation to a chosen service, and document it in the SAA process journal.
PanAmerican Porto Alegre (PAS)	No		I think this is a GREAT idea. I would love to see actual layouts of the info on transcripts.
Colegio FDR, Lima	No	CAS objectives and projects are reported through Managebac.	We also utilize student e-portfolios to track the growing involvement in the community, from the really early PYP years to grade 12.



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American International School Bucharest	Yes	All CAS students receive a report on progress every semester. The report includes a list of types of CAS experiences, amount of hours done, learning outcomes touched upon and a personal comment of a few sentences on each student with suggestion what still needs to be done.	It is a lot of work but it helps in case of CAS concerns and parents really appreciate it. It also makes CAS equal to any other subject as there is a report card like the subjects have.
Shanghai Community International School - Pudong Campus	Yes	We do all of our reporting through ManageBac. If you do not have this program, or something like it, to manage your CAS students, I highly recommend it. It gives parents access to students' progress at any time. For the comments on the reports, I put in a general statement that is the same for all students that explains to parents where their child should be in terms of progress and always refer them to the ManageBac page.	
International School Manila	Yes	We report every semester from Grade 9 to 12 using the reporting function in ManageBac. This happens at the same time as we report academics.	
Seoul Foreign School	Yes	Parents receive an email in March of senior year if the student is in jeopardy of not meeting CAS requirements. We are reviewing this process, and hoping to use ManageBac more effectively to inform parents and students throughout the process.	Do any schools include CAS feedback on their formal reporting (report cards)?
International School of Beijing	No		We would like to include this type of thing as well as co-curriculars. I am interested in hearing how other schools do this. We do use



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			Managebac for student and supervisor reflections.
Saigon South International School	No		We do not count hours, the emphasis is more on engagement with the CAS experiences and the building of a portfolio to show engagement and growth through participation and reflection
Anglo American School of Moscow	Yes	<p>This year we started a blog that highlights certain students that have had success with the program. Students are interviewed and then photographed performing CAS experiences, which is posted to a blog. We share the blog with parents through our high school news letter.</p> <p>This year I asked some students to present their CAS experiences during advisory.</p> <p>Near the end of their IB program students have a CAS showcase that we setup in the main area of our building for parents and students to see.</p>	
American School of Valencia	Yes	They have a grade which shows in our online grade book but which is not part of their GPA. Students who are not achieving course expectations receive a letter home to parents informing them of the students progress.	