



Atlantic Community High School Community Service Policy for Class of 2028

Community Service for IB MYP is those hours spent volunteering for the good of the community. The community may be your school, your local community, etc. Community Service hours **cannot** be done working for an allowance or compensation of any kind, doing an expected chore or working for a family member or a place of business, i.e. babysitting your little brother, or anyone else's, mowing lawns, taking out the trash ... these activities do not count.

By **April 3rd, 2026 (Spring, 10th grade)** students must complete a minimum of **75 Community Service hours**.

All deadlines for the next 2 years:

Due January 13, 2025 is 10 hours

Due April 4, 2025 is 25 hours

Due August 22, 2025 is 50 hours.

Due April 3, 2026 is 75 hours.

Students may not begin their CAS requirement in the IB Diploma or Service Learning requirement in the Career-related Programme (grades 11 and 12) if the MYP Service as Action requirement is not met.

Your selection of organizations should be varied and new to your “normal” comfort zone of activities. In other words, we encourage students to expand their knowledge and exposure to the community both locally and globally.

Summer Hours:

You may begin documenting hours from as early as June 1st of your summer before you enter 9th grade. No hours earned BEFORE this date will be counted (such as hours earned in middle school). All summer work will be submitted upon your return to school in August.

When you are a rising 10th grader, please upload summer hours as you complete them during the summer between 9th and 10th grade.

Community Service Options

Option 1: Transcript hours

- The rule of thumb here is that the hours must be done for a **non-profit organization** in the community. They must upload a signed log sheet **OR** on organization letterhead signed by the supervising adult. **Your parent, family member, or fellow student cannot be your supervisor.** This should be uploaded under the “Reflections & Evidence” tab on ManageBac for each experience.
- Any hours served through a house of worship that contributes to the **worship** community can count for transcript ONLY, not toward your MYP certificate. According to IB, “religious devotion and any activity which can be interpreted as proselytizing” may count toward transcript hours, but **will not** count toward the MYP certificate requirement. This includes any work done that is simply for the church/mosque/temple etc community. Work done through a house of worship that benefits the community at large, i.e. food drives, homeless assistance, community meals, can be counted toward MYP certificate requirements, as well as transcript hours, as long as it does not involve proselytizing or just service for the house of worship community, i.e., office work, assisting kids after services, babysitting kids during services, cleaning the grounds, parking cars for holiday services, etc.

- Should you choose to foster an animal, please note that you will only get 4 hours per day. You will need picture proof of the animals and a signed log showing all dates - again, must be signed by the director of the shelter - not parent/guardian.
- You must upload a COMPLETE signed log sheet with the supervisor's original ink signature on the paper, with dates and hours of your community service.
- You must complete the online reflection in ManageBac within one month of the completion of the activity or the experience will NOT count toward your MYP hours and the experience will be deleted from ManageBac.

Option 2: ATL hours

- Any hours served through the school for performance – **not practice**. This includes activities completed for school sponsored clubs, band, sports, or events. **No more than a total of 40 hours** may be counted toward your MYP certificate.
- You must upload a completed and signed log sheet to ManageBac.
- You must complete the online reflection on ManageBac within one (1) month of the completion of the activity.

Points to note:

- **Please note, that once you have begun to enter an experience on ManageBac, if it is not completed within 5 days, it will be DELETED and you will have to reenter all information and reupload all documentation.**
- For any hours to appear on your high school transcripts, you must attach a signed [log sheet](#) **OR** an official letterhead from the non-profit organization where you served. The letterhead needs to clearly state your name, the dates you served, the service you provided, the number of hours you served, and your supervisor's **original** signature.
- **AGAIN - the IB MYP Community Service log on ManageBac must be completed in its entirety and you must have a written reflection no later than 1 month after the activity has been completed in order for the service to be considered complete.**
- Mrs. Meadow, the MYP coordinator, is available for students during lunch periods in her office or by appointment. Her office is located in building 1, room 123 – directly behind the IBO. Mr. Hock, the Service as Action Coordinator, is located in 6-109 and is available at 7am every school day and available by appointment - please email him directly.
- If you have questions, contact the appropriate people listed below:
 - Mr. Fred Hock, Service as Action Coordinator
frederick.hock@palmbeachschools.org
 - Mrs. Jill Meadow, MYP Coordinator
jill.meadow@palmbeachschools.org
561-243-1531
 - Mrs. Leslie Andreula, MYP Guidance Counselor
leslie.andreula@palmbeachschools.org
561-266-0938

Should you have any questions, please feel free to contact any of us via email or phone.

Thank you,

Jill Meadow
IB MYP/CP Coordinator
Atlantic Community High School

Frederick Hock
Service as Action Coordinator
Atlantic Community High School

To login to ManageBac:

<https://atlantic.managebac.com/login>