



International Christian Academy of Nagoya

Villa Yuzan 1F, 205 Kibutake, Nagakute City, Aichi Pref., 480-1117 • tel/fax:0561-62-4196 • attend@icanjapan.org •

www.icanjapan.org

CEEB Code 680542



International Christian Academy of Nagoya 2016-2017

This handbook is to provide information and resources for ICAN students in order to meet the community service hours required for graduation.

"I can do all things through Christ who strengthens me." — Philippians 4:13



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ICAN Community Service Projects

Rationale:

- ICAN expectations for our students are to be about lifelong learning that equips them to become generous servers, Biblical informed individuals, effective communicators, responsible citizens, and engaged learners.

Objectives:

- Students will be required to accumulate at least 80 hours (10 hours per semester) of community service during their high school career.
- This policy is part of the graduation requirements for all high school students.
- Students will learn to express their love for others through hands on helping.

Guidelines:

- It is the student's responsibility for contacting and selecting an organization to meet the community service project requirement.
- The School Director will be checking with the various organizations in order to provide verification of the student's community service.
- Students should plan a project that extends over a period of time.
- Membership in a service club or organization does not constitute service; however, if the club performs service activities in the community or school beyond club meeting times, this may be counted as service.
- Students may choose an off-campus community agency/organization to plan a project not directly supervised by school personnel. The project need not be school-related but must be pre-approved by an authorized school official.
- Community service projects may be completed at school (after school hours) or in the community.
- Service MAY NOT be performed during the school day. Service must be performed on the student's' own time.
 - Students cannot receive community service credit for projects and/or activities completed as part of a class or school sponsored club (student council, etc.) unless a special project approved by the Director.
- Students may not receive payment for services.
- A fundraising activity is not considered community service unless the money is being collected for an approved non-profit charity.
- Service MAY NOT be performed for family members or for profit-making organizations.
- Services performed due to disciplinary actions taken by the school are not considered community service, and do not meet this graduation requirement. Student participation must be voluntary to constitute service.
- Service must be something that a student does to help others or the community—it is not something that a student does for him/herself.

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Procedure(s):

- The high school principal and/or guidance counselor will meet with the students (incoming 9th graders) to orientate them in the requirements for the ICAN Community Service Projects. (August/September)
- Students read through the handbook and then decide on community service projects that they would like to be a part of. The handbook will have a growing list of organizations that the student could contact to do community service.
- Student's parents should read and sign the Community Service Parent Permission Form and the Community Service Student Agreement Form.
- Students should decide on an organization to volunteer their time and energy. Once an organization has been chosen then the students need to fill out the Community Service Pre-Approval Form. This should be turned into the guidance/high school principal's office.
- Each time the student goes to do the community service, the sponsor must validate the service done by the student by signing the Community Service Verification Form. This form should be turned in to the guidance office to go into the student's permanent file.
- At the end of the service, you should have the sponsor fill out the community service recommendation form, which would include the following (name of organization, sponsor, dates, times, activities, and evaluation from them).

Appropriate Examples:

- A student works with an organization like Red Cross, local hospitals, Orphanages, Mission/Church organization (All Nations Fellowship, MTW, Mustard Seed, Nisshin Church, etc.) to complete the requirements.
 - Participate in outreach programs for any of these organizations during a conference or weeklong event.
 - Participate weekly after school or on weekends by helping at these organizations offices/ministries.
 - Volunteering time at the local hospital.
 - Help with Tsunami victims and organizations.

Personnel:

- School Director

Timeline of Activities:

- In the fall (August/September), the school Director and/or guidance counselor meets with the each grade level of students to orientate them to the personal community service projects via the handbook.
- Students must turn in the form verifying that they have met the 20 hours for their community service project by the end of the first semester of their senior year. They must also have a letter on the organization's letterhead stating this in summary.

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Why do Community Service?

Many students want to increase their profile as a candidate for top colleges and universities. One of the best ways of doing that is through community service. ICAN understands this important aspect of the educational experience. Last year, we implemented the personal community service requirement for graduation in an effort help students to improve their standing as university applicants. In the whole scheme of things, twenty hours is not the issue; top schools want students who are committed to making a positive difference in the communities that they belong to. This is seen in students who go beyond the minimum and make a four-year habit of giving back to the community. Below is a list of what you can do to become a top candidate for the college or university of your dreams . . .

Step One:

Review the guidelines for acceptable community service.

Step Two:

Decide what you want to do to make a difference.

Step Three:

Contact the organization(s) that you would like to volunteer for.

Step Four:

Obtain pre approval for the services you will offer using the pre approval form.

Step Five:

Serve and fill in the verification form indicating the services rendered.

Step Six:

Have the activity sponsor sign your form.

Step Seven:

Have the supervisor fill out the Community Service Recommendation Form.

Step Eight:

Return the form and a copy of the letter to the guidance office for approval.

Step Nine:

You are approved and hours are posted to the transcript.

Step Ten:

Repeat steps one through nine. ☺

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Below, you will find a list of points to remember when you plan your community service. If a situation falls outside of these guidelines, seek approval before completing the service.

Remember, it is about becoming a community-minded individual, not making a name for you or building yourself up. Serve not because ICAN requires 20 hours . . . serve because you care about the world you live in.

Do's

- Contact organizations on the approved organization list.
- Complete a variety of community-minded activities.
- Offer service throughout your time in high school.
- Allow humility to be your guide.
- Allow yourself to grow and stretch as you serve.

Don'ts

- Ask a family member to be your supervisor.
- Receive payment for services rendered.
- Offer services to a for-profit organization.
- Delay starting on this.
- Take time off of school to serve.

The community service list of approved organizations is not by any means an exhaustive list of every place that you can volunteer. If you find another organization to work for and would like it added to our list for others' benefit, please contact Mr. Houston or Ms. Jones with the detailed information.



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COMMUNITY SERVICE CHART

COMMUNITY SERVICE

The Community Service requirement was implemented in the 2016-2017 school year.

It is recommended that students plan ahead and accumulate at least 10 hours per semester in order to not have the burden of trying to get 80 hours during their last year of high school.

GRADE	PERSONAL COMMUNITY SERVICE
9 th Grade	20
10 th Grade	20
11 th Grade	20
12 th Grade	20
Totals	80

Frequently Asked Questions (FAQ)

Q: What if I want to volunteer my time to an organization not on the list provided by ICAN?

A: If there is an organization that you would like to volunteer your time in order to get community service hours and it is not on the ICAN list then please let the Director know of the organization before you commit to it.

Q: Why do I need to get hours for community service?

A: Starting in 2016, all graduates will be required to have at least 80 hours of community service in order to graduate. Universities are looking for well-rounded students who help out their communities.

Q: Whose responsibility is it to contact the organization and do the community service?

A: It is the responsibility of the ICAN student to contact the organizations in order to get hours to meet the community service graduation requirement.

Q: Where do I get the forms for verifying my work?

A: You can get the forms from the ICAN website.

Q: What do I do first?

A: Get the Community Service Projects handbook and review it. After that get your parents to fill out the parent permission form and turn into the guidance office.

Q: How do I go about doing community service?

A: Review the handbook and decide on possible organizations that you would like to volunteer your time. Fill out the community service pre-approval form and turn into the Director's office. If approved then proceed with volunteering your time to that organization.

Q: What happens to my verification forms logging my hours?

A: You should make a copy & give the original to the Director. He will collect these and file.

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Community Service Parent Permission Form

Dear Parent/Guardian,

As part of the International Christian Academy Nagoya’s 20 hour community service requirement per year, a student has the option of performing meaningful service on or off campus during non-school hours. If a student chooses an off-campus project, ICAN provides no supervision. It is the responsibility of the parent/guardian to ensure that the student is being properly supervised.

Although the service will be done off campus, the school must approve outside service projects before they are begun. This approval merely pertains to the content and purpose of the project, and does NOT imply any approval of the supervision arrangements for the activity. No International Christian Academy Nagoya personnel are to be held responsible or accountable for any aspect of an outside service project undertaken by a student. Transportation to, from, or during the activity is the responsibility of the parent/guardian.

Your signature indicates that you have read and understood this form. You acknowledge that no school personnel will supervise your child during off-campus projects and you agree that no International Christian Academy Nagoya personnel will be held responsible or accountable for any aspect of my child’s participation in this project.

Printed name of parent/guardian

Date Signature of parent/guardian

Community Service Student Agreement Form

I, _____, clearly understand that I must complete a minimum of 80 hours of community service during my four years of high school in order to satisfy my graduation requirements. I understand that incomplete or unsatisfactory performance may result in failure to meet graduation requirements. My signature indicates that I fully understand the International Christian Academy Nagoya’s expectations and guidelines regarding community service, and I shall conduct myself accordingly.

Printed name of student

Date Signature of student

Grade _____ Year of Graduation _____

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Community Service Pre-Approval Form

(to be submitted in advance by a student)

Name _____ Grade _____

Who will be sponsoring/supervising your Community Service project?

Describe the nature of your Community Service project: (What will you do, where will the project take place, name of agency/organization, etc.?)

FOR SCHOOL USE ONLY

Date reviewed: _____

Approved: _____ Initial: _____ Denied: _____



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To the Organizational Representative,

This letter is to introduce our school and students to your organization. The International Christian Academy Nagoya is a Christian International School, which uses an American system of education. ICAN is located in the Nagakute area.

I am writing on behalf of our students as they seek out organizations to volunteer their time. The reason our students are coming to you is to offer their time on a voluntary basis to get hours that will meet their graduation requirements for community service. Through volunteering their time our students have a unique opportunity to learn to serve others. To serve others, one must understand others. With Jesus Christ as our model of compassionate understanding, we engage our students in respectful, empathetic dialog as a means of navigating and negotiating differences. Adding to this method, hands-on helping of others equips our students to love their neighbors as themselves, in Japan and the world at large. Students are required to exercise their leadership skills and serve the communities through a community service project.

We would appreciate it very much if you would be willing to work with them as they seek to volunteer their time to your organization. As part of ICAN's mission, we want to help students recognize the importance of responsibility to other people and to the world community.

Thank you for taking the time to consider our students for volunteering their time to your organization. If you have questions or concerns then you could contact me at the numbers or email below.

Sincerely,

Rebel Houston
Director/Head of School
International Christian Academy Nagoya
1F Villa Yuzan, 205 Kibutake
Nagakute, Aichi, Japan 480-1117
Phone/Fax: 0561-62-4196
rebelhouston@icanjapan.org

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関係者各位、

この手紙は、私共の学校と生徒を皆様の団体に紹介するためのものです。(財)インターナショナル・クリスチャン・アカデミー名古屋(ICAN)は、アメリカの教育システムを使用するキリスト教の国際学校です。ICANは、長久手エリアに所在しています。

私は、生徒が自分の時間を費やしボランティアをする団体を探すために代理としてこの手紙を書かせていただいております。生徒が皆様のところへ伺う理由は、個人のコミュニティーサービス(社会奉仕)の卒業の必須項目を満たす時間を得るために奉仕基準において自分たちの時間を提供するためです。奉仕をする時間を通して生徒たちは、人に仕えることを学ぶ特有な機会を持ちます。人に仕えることは、その人々を理解しなければなりません。哀れみ深く、思いやりの模範としてのイエス・キリストと共に、バランスを取ることと相違を切り抜けることを意味するものとして敬意を表し、共感を示す対話において私共は生徒に携わらせませす。この規律に付け加え、人を助ける実践は、日本や世界全般で自分を愛するように隣人を愛することを私共の生徒に身に付けさせます。生徒たちは個人の奉仕プロジェクトを通してリーダーシップの能力を訓練し、社会に貢献することを必須とされています。

皆様の団体で生徒が自分の時間を費やしボランティアをするために私共の生徒と取り組んでいただければ、心から感謝を申し上げます。ICANのミッションの一部として、人と世界の地域社会への責任の重要性を生徒が認識することを促進したいと思っております。

皆様の団体への私共の生徒のボランティアの時間を考慮して頂くために時間を割いてくださりましたことを感謝いたします。ご質問や関心事がございましたら、下記にあります電話番号またはEメールアドレスまでご連絡下さいますようお願い致します。

敬具、

(財)インターナショナル・クリスチャン・アカデミー名古屋

校長

レベル・ヒューストン

愛知県長久手市喜婦嶽205ヴィラユーザン1F

Tel/Fax: (0561)62-4196

Email: rebelhouston@icanjapan.org



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Community Service Verification Form

Instructions to the student: 1. Complete this form at the end of each activity. 2. Give the completed form to your activity sponsor for his/her signature. 3. Recollect the form and turn it into the Director's office.

Student Name (Printed): _____ Grade: _____

Name of Activity: _____ # of service hours: _____

1. How did you participate in this activity? What did you do?

2. Was the activity ____ a. direct service ____ b. indirect service or ____ c. advocacy?
How did this activity benefit others?

3. How did this activity contribute to your personal development? What new understanding(s) or value(s) did you gain through participating in this activity?

Signature of Student: _____ Date: _____

Name of Activity Sponsor (Printed): _____

Signature of Activity Sponsor: _____ Date: _____

Instructions to the Activity Sponsor: Please read over the student's reflection and verify the number of hours for the service activity. The student is responsible for collecting the form from you.

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Community Service Verification Form 社会奉仕確認用紙

生徒手順：1. 各活動後この用紙を完全に記入する。2. 完全に書き終えた用紙を活動提供者の署名をもらうために活動提供者に渡す。3. 署名してもらった用紙を戻してもらい、ガイダンスカウンセラーと/または校長室に提出する。

生徒名(活字)： _____ 学年： _____

活動名： _____ 活動時間数： _____ 時間

1. どのようにしてこの活動に参加したのか？何をやったのか？
2. 活動は、____ a.直接的な奉仕、____ b.間接的な奉仕、または____ c.支持であったか？どのようにこの活動は人のためになったのか？
3. どのようにこの活動は個人の成長に役に立ったのか？この活動に参加することを通してどのような新しい見解または価値を得たのか？

生徒署名 _____ 日付 _____

活動提供者名(活字) _____

活動提供者署名 _____ 日付 _____

活動提供者様への手順：生徒の考えを読んでいただきと奉仕活動にささげた時間数を確認してくださるようお願い致します。生徒は、この用紙を活動提供者の方から戻してもらうことに責任があります。



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Community Service Recommendation Form

This form is to be completed by a sponsor within the organization of the community service activity.

Name of Student _____ Grade _____

Name & Address of Organization

Name of Supervising Sponsor _____ Position _____

Describe the specifications of the service(s) performed

Dates and times of service _____ Total number of hours _____

Please rate the student in the following areas:

RESPONSIBILITY Accepts responsibility for own decisions and actions; fulfills assigned tasks; reliable.	Exceptional	Above Average	Average	Below Average	Poor
ATTITUDE Maintains even disposition and positive perspective; respects authority.	Exceptional	Above Average	Average	Below Average	Poor
INITIATIVE Able to lead; plans well and executes plans to completion; self-motivated.	Exceptional	Above Average	Average	Below Average	Poor
SOCIAL CONDUCT Accepts organizational regulations; relates well with/cares for the needs of others.	Exceptional	Above Average	Average	Below Average	Poor
INTEGRITY Consistently trustworthy; upholds personal values; honest.	Exceptional	Above Average	Average	Below Average	Poor

Comments: Use the space below to add any other comments you may have concerning this student and their involvement in community service.

_____ Sign

ature of Activity Sponsor: _____ Date: _____

Name of Activity Sponsor (Printed): _____

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Community Service Recommendation Form 社会奉仕推奨用紙

この用紙は、社会奉仕活動団体内の提供者によって記入漏れのないように記入して頂くものです。

生徒名 _____ 学年 _____

団体名及び住所 _____

管理提供者名 _____ 役職 _____

行われた奉仕内容を記入してください。

奉仕の日にちと時間 _____ 合計奉仕時間 _____ 時間

以下の範囲に関しての生徒を評価してください:

	優秀	優	標準	標準以下	可
責任感 自己の決断と行動への責任を受け入れる; 与えられた職務を果たす; 信頼できる。					
態度 気持ちと肯定的な視点を均一に維持 する; 権威を敬う。					
率先力 導くことができる; 上手に計画立て、完 了するまで計画を実行する; 自己啓発。					
社会的品行 団体規則を受け入れる; 人との良き関係 を持つ/ 人の必要なものへの思いやり。					
誠実さ 一貫して信頼できる; 個人の価 値を支持する; 正直。					

コメント:

活動提供者署名 _____ 日付 _____

活動提供者名(活字) _____



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Possible Organizations in Japan to do Community Service

(This is just a start of organizations that ICAN knows of to volunteer community service time. Please let us know of other organizations that we can add to this list)

NAME	TYPE OF VOLUNTEER WORK	WEBSITE	CONTACT NAME
Nagoya Red Cross	Possibly being an interpreter, assisting visitors when they arrive and/or helping those who donate blood.	http://www.nagoya-1st.jrc.or.jp/ http://www.nagoya2.jrc.or.jp/	
Saban Homeless Ministry	Assist the Saban's in feeding and helping the homeless.	http://sabans-in-japan.blogspot.jp/p/homeless-ministry-in-downtown-nagoya.html	
Nursing Home	Spending time with, reading to, making Christmas cards for and singing to those in the nursing home.	http://gojikaramura.jp/	
Aichi Medical University Hospital	Possibly being an interpreter, assisting visitors when they arrive and/or helping the the hospital staff.	http://www.aichi-med-u.ac.jp.e.gy.hp.transer.com/hospital/	