



CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO

Community Involvement Activities Guide



Table of Contents

Introduction	3
Getting Started	3
Roles and Responsibilities	4
Roles and Responsibilities of the School Board.....	4
Roles and Responsibilities of the Secondary School Principal	4
Roles and Responsibilities of the Student.....	4
Roles and Responsibilities of Parents/Guardians	5
Roles and Responsibilities of Community Sponsors	5
School Board Liability Insurance.....	5
List of Ineligible Activities from the Ministry of Education	6
Board List of Ineligible Activities	7
List of Eligible Activities	8
NOTIFICATION OF PLANNED ACTIVITY & COMPLETION OF PLANNED ACTIVITY FORM	9

Introduction

Every student entering secondary school in Ontario is required to complete 40 hours of community involvement to receive a diploma (Ontario Secondary Schools, Grade 9 to 12: Program and Diploma Requirements, 1999). The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging within the community.

This document provides information on the community involvement diploma requirement for students and parents, as well as, for the persons and organizations who are asked by students to sponsor a particular community involvement activity. If further information is required, please contact the guidance department or principal in your school.

Students will select one or more community involvement activities in consultation with their parent/guardian. Selection of activities should take into account the age, maturity, and the ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment, and preparation. The safety of the student is paramount. It should be noted that students will not be paid for performing any community involvement activity.

Students are able to start accumulating community involvement hours in the summer before entering grade 9.

Getting Started

1. Students under the age of eighteen plan an activity in consultation with their parent/guardian. The activity should involve service to others. The activity should be with an organization on the Board's list of eligible activities (page 8 of this document).
2. Students confirm the details of the activity with the community sponsor.
3. Before beginning any activity, the student must complete the Notification of Planned Activity and Completion of Planned Activity form and have it signed by their principal and parent/guardian if the student is under 18 years of age.
4. Students complete their planned activity and have their form signed by the community sponsor.
5. Students submit their completed Notification of Planned Activity and Completion of Planned Activity form to their school office for report card entry.
6. These steps are repeated until the forty-hour requirement has been fulfilled.

Roles and Responsibilities

Roles and Responsibilities of the School Board

School boards are responsible for the implementation of community involvement activities through their secondary schools. The Board has developed a list of approved activities. This list is included in this information package, along with a list of activities that the Ministry of Education and Training has stated are ineligible. A board will not approve student participation in any activities that are on the Ministry's list of ineligible activities.

Roles and Responsibilities of the Secondary School Principal

The principal will ensure that information about the community involvement requirement is provided to parents, students, and the community sponsors. The principal will also provide students with the information and forms they will need to complete the community involvement requirement, including the board's list of approved activities from which to choose. After a student completes the 40 hours of community involvement and submits all documentation of their completion to the school, the principal or designate will decide whether the student has met the community involvement requirements and, if so, will record it as completed on the student's official transcript.

Roles and Responsibilities of the Student

In consultation with their parent/guardian, students will select an activity or activities from the Board's list of approved activities. Students are reminded that activities may not be one that is specified on the ministry list of ineligible activities. If the activity is not on the Board's list of approved activities, the student must obtain written approval from the principal or designate before beginning the activity.

Before beginning any activity, students will provide the principal or designate with a Notification of Planned Activity and Completion of Planned Activity Form, indicating the activity or activities that they plan to do. This form must be signed by the student, and by their parent(s)/guardian(s) if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned that were not included in a previously submitted form.

The form must be completed by the student, the student's parent (if the student is under eighteen years of age), signed by the principal, and lastly by the community sponsor (that is, the person or organization that provided the community involvement opportunity for the student). The student must submit the form to the principal or designate upon completion of the 40 hours or at appropriate intervals during the school year.

Students from the Catholic District School Board of Eastern Ontario are expected to participate in community involvement activities in a manner that is consistent with the Gospel values. This means showing respect for the community sponsor and their workplace, being punctual, appropriate dress and grooming, good manners, a willingness to listen and follow instructions, a willingness to clarify instructions when in doubt, and the ability to maintain confidentiality when needed.

Roles and Responsibilities of Parents/Guardians

Parents should provide assistance to their child in the selection of their community involvement activities. Parents/guardians are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the Notification of Planned Community Involvement Activity and Completion of Community Involvement Activity form if the student is under the age of eighteen years (see page 9).

Roles and Responsibilities of Community Sponsors

One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any training, equipment, or special preparation that is required for the activity should be provided by the person or organization. It is crucial that students are able to fulfill their community involvement requirement in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the "Completion of Community Involvement Activities" form.

School Board Liability Insurance

The school board's liability insurance carried with Ontario School Board Insurance Exchange (OSBIE) will provide coverage for the students and the community sponsors from any lawsuits that may arise from the students' activities in the community involvement program during the 40 hours of volunteer work required. The board's insurance does NOT cover the sponsoring organization for lawsuits that arise from their negligence, or for student injuries while they are completing their 40 hours of service.

During school sponsored activities, subject to the terms and conditions of the policy, optional student accident insurance coverage is available for purchase through two providers endorsed by the board. For policy information, parents/guardians can visit;

- Old Republic Insurance Company of Canada at www.insuremykids.com or call 1-800-463-5437
- Study Insured at www.studyinsuredstudentaccident.com or call 1-833-560-0527

List of Ineligible Activities from the Ministry of Education

The Ministry of Education has developed a list of activities that **may not be chosen** as community involvement activities. An ineligible activity is an activity that:

- is a requirement of a class, course, or program in which the student is enrolled (e.g., cooperative education course, experiential learning activities)
- takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible
- contravenes the minimum age requirements to work in or visit a workplace stated in regulations made under the *Occupational Health and Safety Act*
- contravenes any other applicable legislation, regulation or policy
- contravenes the policies and procedures of the organization that is supervising the student's community involvement activities
- would normally be performed for wages by a person in the workplace
- involves the operation of a vehicle, power tools, or scaffolding
- involves the administration of any type or form of medication or medical procedure to other persons
- involves handling of substances classed as "designated substances" under the *Occupational Health and Safety Act*
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government
- involves banking, the handling of securities, or the handling of valuable items such as jewellery, works of art, or antiques
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)
- involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk.

Board List of Ineligible Activities

In addition to the list of ineligible activities determined by the Ministry of Education, the Catholic District School Board of Eastern Ontario has also determined that an ineligible activity is an activity that runs counter to the teachings of the Catholic Church. Students should not participate in any activity or organization that the Church would deem non-life giving or that does not respect the dignity of the person.

If a student would like to participate in an activity that is not clearly within the guiding principles, the student must submit a letter to the school principal detailing the proposed activity. The principal will review the request and the student will receive notification regarding the appropriateness of the requested activity. The activity should not commence until permission has been granted. If the activity is completed without permission, the activity will not be counted in the required hours for community involvement. School principals are not obliged to approve of an activity.

List of Eligible Activities

Eligible Activities:

1. **Community Events** - includes organizing and supporting community events (e.g., Canada Day events, local agricultural fairs, Festival of Lights, Festival of the Maples, Christmas and local farmers markets, winter festivals, Heritage Day, National Day for Truth and Reconciliation [September 30], Akwesasne International Powwow [held in September], Summer Solstice Festival Mādahòki Farm [June], Cornwall Cultural Festival, Moose Hide Campaign [May 16], Little NHL).
2. **Community Projects** - includes participating in food drives or support services for community outreach organizations (e.g., Agape Centre, St. Vincent de Paul, Lanark County Food Bank, Parish Outreach Activities, Salvation Army, Loaves and Fishes Brockville, Catholic Women's League initiatives, Royal Canadian Legion, service at local food banks).
3. **Environmental Projects** - includes participating in community clean-up, flower and tree planting, recycling, and general beautification projects. (e.g., Climate Action Committee, Earth Day Cleanup, Living Locally Fair Russell, Mac Johnson tree planting, The Healing Place Garden [South Nation Conservation Authority, Spencerville]).
4. **Committee Work** - includes participation on advisory boards, neighborhood associations and regional associations (e.g. Parish Council, Student Representative on Catholic Parent Council).
5. **Work with Animals** - includes animal care, feeding, grooming (e.g. OSPCA, Little Rock Farm, or other registered charity organizations). *Students must be 18 years of age, or 16+ years of age with a parent to work with animals.*
6. **Fundraising** - for community organizations, service clubs and charities (i.e., Relay for Life, Canadian Cancer Society), and sales for charitable purposes (e.g., Dominican Republic Service Trip, Salvation Army, Reuse Centre, Real Deal Store, Habitat for Humanity, Indspire Indigenous Education Fund, National Centre for Truth and Reconciliation).
7. **Sports and Recreation** - includes coaching, organizing events or volunteering (e.g., community pools, athletics, dance and gymnastics clubs, CanSkate, hockey initiation, soccer coach, lines/scoreboard, etc.).
8. **Volunteer Work in Institutions** - includes assisting in local hospitals, nursing homes and daycares (e.g., serving snacks, visiting, reading, and writing).
9. **Youth Programs** - includes volunteer assistance with the operation of youth programs and organizations including drop-in centres, playground activities and camps (e.g., YAK, Camp Otterdale, Big Brothers/Big Sisters, Scouts, Cadets, Girl Guides, Beavers, etc.).
10. **Religious Activities** - includes participation as a volunteer in programs for children (e.g., Children's Liturgy) and other church activities including special events and clerical tasks (e.g., choir, usher, reader).
11. **Office and Clerical Work** - includes volunteer activity in the service of individuals or groups providing charitable or community benefit (e.g., volunteering at the local library, helping to organize lockers/combinations in the summer at home school).
12. **Arts and Culture** - includes volunteer assistance at a gallery, museum, performing arts production or program, or in a community library program (e.g., local community choir productions, Brockville Arts Centre, Aultsville Theatre productions, Smiths Falls Station Theatre).
13. **Activities with Individuals** - includes volunteer activity for any person requiring assistance. This must not involve the use of power tools (e.g., helping neighbours in need with chores such as snow shoveling, raking leaves, etc.).
14. **School Community Service** - may include service that provides benefit to others and takes place **outside** the regular school day (e.g. Relay for Life, Orientation, Parent Information Nights, Meet the Teacher Night, Interview Night, Open House, Coffee House, Tutoring, Reading Buddies Program (reading Indigenous brilliance books to K-3 students, etc.).

- Parents/guardians of students who are under the age of 18 must approve of the student participating in the activity prior to the activity being brought to the principal for approval.
- Students must obtain approval from their principal before participating in community involvement activities.
- Students who wish to complete activities not identified on the School Board’s list of approved activities must obtain approval from the principal before starting the activity. Failure to do so will result in the hours not being counted.
- A supervisor cannot be a parent or member of the immediate family.
- Personal information on this form is collected pursuant to the Municipal of Freedom of Information and Protection Privacy Act and will be used for the purpose of administering the Community Involvement Program. The information must be stored in the Ontario Student Records, OSR. Copies may also be provided to parents/guardians or the student if requested.
- Users of this form include: Parent/Guardian, Student, Principal & Community Sponsor/Supervisor.
- The completed form (including total hours completed) must be submitted to the principal upon completion of the required 40 hours, or at appropriate intervals determined by the principal.

Student Signature

Date

Parent/Guardian Signature

Date

TOTAL HOURS:

FOR OFFICE USE ONLY

Completion has been noted on student’s
record.

School Official Signature

Date