



COMMUNITY INVOLVEMENT MANUAL

How to Work Towards a
Secondary School Graduation
Diploma

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

- 1 PETER 4:10 NEW INTERNATIONAL VERSION



Community Involvement

Expectations

Every student who enters secondary school must complete a minimum of 40 hours of community involvement activities as one of the requirements for an Ontario Secondary School Diploma (OSSD). It is strongly recommended that students complete Community Involvement hours early in their secondary school career.

Purpose

- To encourage students to develop awareness and understanding of civic responsibility
- To increase awareness of the role students can play and gain satisfaction from the contribution they can make in supporting and strengthening their communities
- To develop a positive image and a greater sense of identity within the community

General Information

Students may complete the requirement at any time starting on the first of July after they leave grade 8 and finishing before they graduate from high school. Students may complete one activity of 40 hours (20 hours during COVID-19) or several activities which add up to the given time commitment.

Students under the age of 18 years should plan and select their activities in consultation with their parents.

Tracking and Documentation

Students will identify and document their community involvement on the Community Involvement Activity Tracking Record. Students must provide signatures confirming what activities they are participating in, who their supervisors are and verification of completed activities. When completed (with all signatures) the student will present the Activity Tracking Record to the school. The total number of hours completed each year will be documented on the report card.

Personal information contained on this form is collected pursuant to the current Education Act of the Province of Ontario and the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of the education of students.

List of Activities to Earn Volunteer Hours in the Time of COVID-19

Given the challenges that the COVID-19 pandemic has caused, we would like to provide a list of suggested opportunities for students to gain community involvement hours at a distance.

What follows is a list of suggestions for students if they wish to add to their community involvement hours:



- Write a letter to a grandparent or a neighbour
- Babysit siblings so that parents/caregivers can work from home
- Do chores such as cleaning up, raking leaves or other yard work, prepare family meals to support parents working from home
- Create an inspirational video to post to social media
- Create inspirational/positive messaging to other students using social media
- Create a window display to increase community morale
- Create a video to entertain children (sing a song, create art) to post on social media
- Create a video teaching a skill (ex: a math concept, words from a language other than English or cooking a favourite food) to children
- Create a list of resources that could be helpful for families or that could support children during this time and post on social media
- SPARK Ontario: SPARK and the Government of Ontario are connecting volunteers with community response efforts to the COVID-19 Pandemic.

How To Get Started

As students begin to plan, they should think about activities in their community, school or with an individual. If a student proposes to undertake an activity that is not on the CIL's list of suggested activities, the principal will determine whether the student's proposed activity is acceptable.

Roles and Responsibilities of Students/Parents/Guardians

The Ministry Policy memo 124A stresses the major role that students/parents/ guardians must play in this initiative.

Before beginning any community involvement activity:

1. The student will select an activity or activities from the CIL's list of approved activities OR, if the activity is not on the school's list of approved activities, the student will have to obtain written approval from the principal.
2. It is important to select appropriate activities that will provide for the student's safety and well-being. Parent/Guardian involvement is crucial in ensuring that activities consider the following:
 - Health and safety
 - Harassment
 - Age appropriateness
3. A student under the age of eighteen must complete the Notification of Planned Community Involvement form in consultation with his or her parents/guardians and must also have one parent sign the form.



4. When the activity is complete, the student must fill out the Completion of Community Involvement Activities form.
5. The student must submit the form to the principal or other school contact upon completion of the 40 hours, or at appropriate intervals determined by the principal. This form must be signed by the sponsor of each activity and student's parent or guardian (if student is under 18).
6. When accepting a placement, the student should consider the following:
 - Showing up ready to work on time
 - Dressing correctly for the agreed duties
 - Acting professionally
 - Being respectful of others
 - Listening to instructions
 - Doing the job to the best of your ability and asking for directions if unsure
 - Calling and notifying your supervisor prior to the scheduled activity if you are sick or cannot come to work
 - Maintaining confidentiality
 - Working safely

Note: It is advised that students aim for completion before their final year of secondary school.

Insurance

Students are not covered by the Workplace Safety & Insurance Board in the event of personal injury.

Students and parents are encouraged to purchase Student Accident Insurance.

Community sponsors will provide students with safety instructions, safety equipment (if necessary), training and supervision of students.

List of Activities That are Eligible

These activities are non-paid and out of class time, and not part of a course requirement. This list contains examples of acceptable activities. Other activities not on this list may be eligible. Check the Ineligible Activities List.

If you are unsure if your activity will qualify, please check with guidance BEFORE you complete your community service.



Community Activities

- Fundraising for Non-Profit Organizations - canvassing, walk-a-thons, celebrity games, gift wrapping, gala events, flower sales
- Sports/Recreation - coaching, Special Olympics, leisure buddy, summer games, pool assistant
- Community Events - winter carnival, summer fair
- Environmental Projects - community clean-up, flower/tree planting, recycling program
- Senior's Residence - serving snacks, helping with crafts, visiting, reading
- Committees - advisory board, neighbourhood associations, regional associations
- Community Projects - food banks, support services for seniors or the house bound, 4H Club, seasonal events
- Religious Activities - babysitting or assisting with Sunday school programs, assisting with church ministries, choir, Christmas programs or plays, visiting elderly, or missionary work
- Clubs and Youth Organizations - volunteering activities organized by these groups
- Children/Youth - drop-in centers, breakfast programs, after school programs, March Break programs, leaders in training, summer playgrounds and camps, child care centers
- Office/Clerical for a non-profit organization - reception, computer work, mailings, newsletters, pamphlet delivery
- Animals - animal care, horseback riding program
- Arts/Culture - galleries, playing music, library, museums and heritage sites
- Activities for Individuals Requiring Assistance - recreational activities designed for those with special needs, babysitting

List of Activities That Are Ineligible

- The ministry has developed a list of activities that may not be chosen as Community Involvement activities. These are referred to as ineligible activities. An ineligible activity is an activity that:
- Is a requirement of a class or course in which the student is enrolled (e.g., Cooperative Education, Job Shadowing, Work Experience, or any portion of a course).
- Takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during a student's lunch break or "spare" period is permissible.



- Takes place in a logging or mining environment, if the student is under sixteen years of age.
- Takes place in a factory, if the student is under fifteen years of age.
- Takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult.
- 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 or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables.
- Consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities.
- Involves the activities for a court-ordered program (e.g., community service program for young offenders, probationary program).
- Involves simple membership in a school or community club.
- Is part of a Community Service Day during regular scheduled class time.

If you are unsure if your idea will qualify please check with guidance BEFORE you complete your community service activity.

If a student proposes to undertake an activity that is not on the Board’s list of approved activities, the principal will determine whether the student’s proposed activity is acceptable.