



KENORA CATHOLIC DISTRICT SCHOOL BOARD

200 Educational Programs & Materials Procedures

AP 206: Student Community Involvement

Every secondary school student in Ontario is required to complete 40 hours of community involvement in order to receive a secondary school diploma (O.S.S.D.). 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 the persons and organizations who are asked by students to sponsor a particular community involvement activity.

Students will select one or more community involvement activities in consultation with their parents. Selection of activities should take into account the age, maturity, and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment and preparation.

It should be noted that students will not be paid for performing any community involvement activity.

A parent/guardian is not required to sign a form or to be consulted if the student is eighteen (18) years of age or older.

1. Roles

1.1 Roles and Responsibilities of School Boards

- 1.1.1 School Boards are responsible for the implementation of community involvement activities through their secondary schools. This responsibility is delegated to the director.
- 1.1.2 Through the director a list of approved community involvement activities will be developed in conjunction with local school councils, the Special Education Advisory Committee and the Board's insurer.

- 1.1.3 The director will not approve student participation in any activity that is on the Ministry's list of ineligible activities.
- 1.1.4 The director will ensure that all participants, including students and community sponsors, are adequately covered by the board's insurance.

2. Roles and Responsibilities of Secondary School Principals

- 2.1 The principal is required to provide information about the community involvement requirement to parents/guardians, students and community sponsors.
- 2.2 The principals will 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 they choose.
- 2.3 After a student completes the 40 hours of community involvement and submits all documentation of their completion to the school, the principal will decide whether the student has met the community involvement requirement and, if so, will record it as completed on the student's official transcript.

3. Roles and Responsibilities of Students

- 3.1 In consultation with their parents, students will select an activity or activities from the Board's list of approved activities, or choose an activity that is not on the list, provided that it is not an activity specified on the ministry's and/or the board's lists of ineligible activities.
- 3.2 If the activity is not on the board's list of approved activities, the student must obtain written approval from the principal before beginning the activity.
- 3.3 Before beginning any activity, students will provide the principal or other school contact with a completed Form 073 - *Notification of Planned Community Involvement Activities* indicating the activity or activities that they plan to do. This form must be signed by the student and by his or her parent/guardian if the student is under eighteen years of age.
- 3.4 More than one Form #073 - *Notification of Planned Community Involvement Activities* may be submitted when additional activities are planned that were not included on a previously submitted form.

- 3.5** A Form #069 - *Completion of Community Involvement Activities* must be completed by the student, the student's parent/guardian (if the student is under eighteen years of age) and the community sponsor (that is, the person or organization that provided the community involvement opportunity for the student).
- 3.6** The student must submit the Form #069 - *Completion of Community Involvement Activities* form to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

4. Roles and Responsibilities of Parents/Guardians

- 4.1** Parents/Guardians should provide assistance to their child in the selection of the community involvement activities.
- 4.2** Parents/Guardians are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns.
- 4.3** A parent/guardian must sign the Form #073 *Notification of Planned Community Involvement Activities* and the *Completion of Community Involvement Activities* form if the student is under the age of eighteen years.

5. Roles and Responsibilities of Sponsors in the Community

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.

- 5.1** Any training, equipment or special preparation that is required for the volunteer activity should be provided by the person or organization.
- 5.2** It is crucial that students are able to fulfill their community involvement requirements in a safe environment.
- 5.3** The person overseeing the student's activity must verify the date(s) and the number of hours completed on the Form #069 - *Completion of Community Involvement Activities*.

6. Ministry of Education List of Ineligible Activities

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

- 6.1 is a requirement of a class or course in which the student is enrolled (e.g. cooperative education portion of a course, job shadowing, work experience);
- 6.2 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;
- 6.3 takes place in a logging or mining environment, if the student is under sixteen years of age;
- 6.4 takes place in a factory, if the student is under fifteen years of age;
- 6.5 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;
- 6.6 would normally be performed for wages by a person in the workplace;
- 6.7 involves the operation of a vehicle, power tools, or scaffolding;
- 6.8 involves the administration of any type or form of medication or medical procedure to other persons;
- 6.9 involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act;
- 6.10 requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- 6.11 involves banking or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables;
- 6.12 consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities;
- 6.13 involves a court-ordered program (e.g. community-service program for young offenders, probationary program).

7. The Kenora Catholic District School Board List of Ineligible Activities

The board has determined that the following, are ineligible activities, in addition to those that the ministry has listed as ineligible. Ineligible activities are:

- 7.1 “Take Our Kids to Work” experiences;
- 7.2 playing on sports teams;
- 7.3 any work within the student’s own home;
- 7.4 care or service to a member of the student’s family living in the same home;
- 7.5 any activity that places a student in a dangerous situation;
- 7.6 any activity that is not consistent with the high moral standards of the school and the community.
- 7.7 any activity that counts towards a credit or school recognition such as a school letter

8. The Kenora Catholic District School Board's List of Eligible Activities

8.1 Community Service List

Offer assistance to charitable organizations, service clubs and other not-for-profit organizations, such as:

- 8.1.1 canvassing, walk-a-thons, celebrity games;
- 8.1.2 coaching minor sports teams;
- 8.1.3 helping to organize community events such as Harbourfest;
- 8.1.4 participating in environmental projects. e.g. clean up, tree planting, recycling;
- 8.1.5 assisting at a seniors' residence, hospital, nursing home, e.g. serving snacks, helping with crafts, visitation;
- 8.1.6 community projects. e.g. food bank, welcoming committees;
- 8.1.7 assisting in local parks and recreational facilities;

8.2 Individual Support

Provide assistance such as:

8.2.1 activities involving seniors e.g. helping shop, reading letters, shovelling snow, chronic care hospital visits;

8.2.2 activities with young people. e.g. tutoring, transcribing, reading buddies;

8.2.3 assisting an individual with a disability.

8.3 In the School

Help others, with activities such as:

8.3.1 peer helping;

8.3.2 timing, scoring, managing, a team;

8.3.3 coaching a younger team;

8.3.4 Student Council, YMTA.

8.4 The Principal may, in consultation with the director, approve other activities.

Legal Reference:

Ontario Secondary School Grades 9 to 12: Program and Diploma Requirements 1999 (3.1.3)

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