

Date of Issue	September 2005
Original Date of Issue	August 18, 1999
Subject	COMMUNITY INVOLVEMENT ACTIVITIES
References	Ministry of Education Policy/Program Memo 124, Ontario Secondary Schools, Grades 9-12: Program and Diploma Requirements, 1999 (OSS) Board Minutes, August 18, 1999
Links	FORM A7611 - 1; FORM A7611 - 2; Community Involvement Brochure
Contact	School Services

1. Guidelines

- 1.1 As stated in *Ontario Secondary Schools, Grades 9 to 12: Program Diploma Requirements, 1999 (OSS)*, every student who begins secondary school during or after the 1999-2000 school year must complete a minimum of 40 hours of community involvement activities as one of the requirements for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.
- 1.2 Community involvement activities are part of the school's program.
- 1.3 Community involvement activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals, schools, etc.) and informal settings.
- 1.4 Students will not be paid for performing any community involvement activity or receive compensation of any type.
- 1.5 The Board expects that community sponsors will provide students with safety instructions, any necessary safety equipment, training and supervision.
- 1.6 The Simcoe County District School Board's liability insurance protects students and community sponsors for damages or injuries to a third party that may arise from the student's activities. The board's liability insurance does not cover negligence on behalf of the sponsor's involvement. Sponsors are responsible for ensuring that their own liability insurance is in place.



-
- 1.7 Students are not covered by the Workplace Safety & Insurance legislation in the event of a personal injury. Parents/students are encouraged to purchase student accident insurance. Application forms are available through the school.

2. Responsibilities of the Principal

- 2.1 The principal will ensure that a description of the community involvement requirement and an outline of the policies and procedures for completing the requirement are included in the school course calendar.
- 2.2 The principal will also ensure that students are provided with the information and forms needed to complete the community involvement requirement. This includes information about the activities that are approved by the Board and the activities that are ineligible, as well as copies of board information documents that are to be given to the parents and to the person supervising the community involvement activity.
- 2.3 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. If the activity is acceptable, the principal must keep a copy of the signed approval on file. (The principal is not required to give approval of activities that are on the Board's list of approved activities.)
- 2.4 The principal will determine whether the student has met the community involvement requirement and if so, will indicate on the Ontario Student Transcript that the student has completed the requirement.

3. Procedures for Students

- 3.1 Students in their Grade 9 year will not be able to begin their community hours until the first day of classes at a secondary school.
- 3.2 Schools will provide copies of APPENDICES A-1 and A-2, "Get Involved!" to students to introduce the concept and requirement of community involvement. A copy of this brochure is also posted on the SCDSB's web site.
- 3.3 Students will provide their parents with a copy of the SCDSB's brochure "Community Involvement" (APPENDIX B). A copy of this brochure is also posted on the SCDSB's web site.
- 3.4 The student will select an activity (or activities) from the Board's list of approved activities, or an activity that is not on the list, provided that it is not an activity that is on the Ministry of Education's or Board's lists of ineligible activities (See **Ineligible Activities**, item 5).

- 3.5 If the activity is not on the Board's list of approved activities, the student will have to obtain written permission from the principal. The principal will sign/initial beside the activity described on the student's completion form before the student starts the activity.
- 3.6 Students will give a copy of the Information on the Community Involvement for Community Partners form (FORM A7611 – 1) to the sponsor of the community involvement activity.
- 3.7 Students under the age of eighteen years will plan and select their community involvement activities in consultation with their parents. One parent must sign the Completion of Community Involvement Activities form (FORM A7611 - 2) when the hours have been completed.
- 3.8 Students may complete the 40 hours of community involvement activities at any time during their secondary school program. They may also complete any number of activities, as long as those activities result in the completion of 40 hours of community involvement.
- 3.9 When an activity is completed, upon completion of the 40 hours, or at an appropriate interval determined by the principal, the student must fill out the Completion of Community Involvement Activities form (FORM A7611 - 2). The sponsor of the activity (the person or organization that provided the community involvement activity) will complete the appropriate sections of the form to verify that the activity has been completed, and will sign the form.
- 3.10 The student will also sign the Completion of Community Involvement Activities form and submit it to the principal or designate. More than one such form may be submitted when additional activities are planned that were not included on the previously submitted form.

4. Eligible Activities

- 4.1 The activities listed below were approved by the Board in consultation with school councils, the Special Education Advisory Committee (SEAC) and the Ontario School Boards' Insurance Exchange (OSBIE) for the completion of the community involvement requirement:
 - 4.1.1 assistance to seniors
 - 4.1.2 environmental projects



- 4.1.3 charitable and service organizations
- 4.1.4 sports and recreation
- 4.1.5 specific school-related activities
- 4.1.6 community activities
- 4.1.7 health facilities
- 4.2 Samples of Eligible Activities
 - 4.2.1 Assistance to Seniors
 - 4.2.1.1 Meals on Wheels, except involving the operation of a vehicle
 - 4.2.1.2 snow shoveling, raking leaves, gardening assistance
 - 4.2.1.3 grandparents program (penpals, buddies program, special teas)
 - 4.2.1.4 gift baskets (e.g. Easter, other special holidays)
 - 4.2.1.5 lunch hour computer activities for seniors
 - 4.2.1.6 walk a senior program
 - 4.2.1.7 special performances for seniors' homes (i.e. reading, singing, etc.)
 - 4.2.1.8 visits to care facilities (i.e. nursing homes, hospices)
 - 4.2.2 Environmental Projects
 - 4.2.2.1 community clean-up
 - 4.2.2.2 recycling program (Green Team)
 - 4.2.2.3 dune grass planting (conservation project)
 - 4.2.2.4 horticulture (planting of flowers, trees; growing flowers for sale)



4.2.2.5 arbour day (tree planting)

4.2.3 Charitable and Service Organizations

4.2.3.1 Foster Child Program

4.2.3.2 United Way

4.2.3.3 UNICEF

4.2.3.4 Easter Seals Walk-a-thon

4.2.3.5 Cancer Society

4.2.3.6 Heart and Stroke Foundation - Jump Rope for Heart

4.2.3.7 MS Society

4.2.3.8 Terry Fox Foundation - Terry Fox Run

4.2.3.9 fundraising for Women and Children's Shelters; crisis centres

4.2.3.10 Remembrance Day

4.2.3.11 Starlight Foundation (helping terminally ill children)

4.2.3.12 pop tabs for wheelchairs

4.2.3.13 Coats for Kids

4.2.3.14 blood donor clinics

4.2.4 Sports and Recreation

4.2.4.1 volunteer coaching

4.2.4.2 community activities as part of Scouts, Cubs, Guides, Brownies, Cadets



4.2.4.3 organizing sports and/or recreation activities

4.2.4.4 officiating at local sports events

4.2.5 Specific School-Related Activities

4.2.5.1 volunteer teas, business thank-you, co-op breakfasts

4.2.5.2 student help line

4.2.5.3 nursery school, buddy reading services, preschool programs

4.2.5.4 baby-sitting (i.e. for school council meetings)

4.2.5.5 students on school council

4.2.5.6 tutoring

4.2.5.7 helping in elementary schools

4.2.5.8 school or neighborhood projects

4.2.5.9 organizing school events

4.2.5.10 student trustees (non-credit)

4.2.6 Community Activities

4.2.6.1 special activities - painting windows, window decorating (seasonal), fun fairs, fall fairs, Winterama, Porterama, bake sales

4.2.6.2 group home projects

4.2.6.3 entertainment (music in malls, churches)

4.2.6.4 Racing Against Drugs



- 4.2.6.5 marching bands
- 4.2.6.6 maple syrup festivals (e.g. Elmvale)
- 4.2.6.7 local drama groups (help with sets, participate in productions)
- 4.2.6.8 food bank (e.g. food drive, food march)
- 4.2.6.9 volunteer teas, business thank-you, co-op breakfasts
- 4.2.6.10 farm assistance (e.g. pumpkin picking)
- 4.2.6.11 community Web sites
- 4.2.6.12 adopt-a-road
- 4.2.6.13 adopt-a-hospital
- 4.2.6.14 adopt-a-street
- 4.2.6.15 swan swim (Coldwater)
- 4.2.6.16 Lions Quest for community service
- 4.2.6.17 Welcome Wagon
- 4.2.6.18 Legion helpers (Remembrance Day)
- 4.2.6.19 church activities (e.g. services, choir, etc.)
- 4.2.6.20 school or neighborhood projects
- 4.2.6.21 volunteer work for political parties
- 4.2.7 Health Facilities
 - 4.2.7.1 chronic care hospital visits
 - 4.2.7.2 hospital volunteers

4.2.7.3 hospital visits

5. Ineligible Activities

- 5.1 The Ministry of Education has developed the following 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:
- 5.1.1 is a requirement of a class or course in which the student is enrolled (i.e. cooperative education portion of a course, job shadowing, work experience);
 - 5.1.2 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 break or spare period(s) is permissible;
 - 5.1.3 takes place in a logging or mining environment, if the student is under sixteen years of age;
 - 5.1.4 takes place in a factory, if the student is under fifteen years of age;
 - 5.1.5 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;
 - 5.1.6 would normally be performed for wages by a person in the workplace;
 - 5.1.7 involves the operation of a vehicle, power tools, or scaffolding;
 - 5.1.8 involves the administration of any type or form of medication or medical procedure to other persons;
 - 5.1.9 involves handling of substances classed as "designated substances" under the *Occupational Health and Safety Act*;
 - 5.1.10 requires the knowledge of a trades person whose trade is regulated by the provincial government;
 - 5.1.11 involves banking or the handling of securities, or involves the handling of jewellery, works of art, antiques, or other valuables;
 - 5.1.12 consists of duties normally performed in the home (i.e. daily chores) or



personal recreational activities;

5.1.13 involves a court-ordered program (i.e. community-service program for youth, probationary program).

5.2 An additional activity which is also considered ineligible by the Board, is one which involves the use of a firearm.

First Issued August 18, 1999

Revised February 19, 20; September 2005

Issued under the authority of the Director of Education

How to volunteer in your community

For information on how you can start volunteering, check the following resources:

- ★ your school's course calendar;
- ★ school bulletin boards;
- ★ school web site;
- ★ local service clubs;
- ★ hospital and health clinics;
- ★ family members for suggestions ;
- ★ teachers and administrators at your school.

Forms for recording community involvement hours are available at:



Simcoe County District School Board

1170 Highway 26 West
Midhurst, Ontario
L0L 1X0

Phone: (705) 728-7570
Fax: (705) 728-2265
www.scdsb.on.ca

Get involved!

**Volunteer and complete
your 40 hours of
community involvement**



**Simcoe County
District School Board**

You can make a difference

In order to receive your secondary school diploma, you need to complete a minimum of 40 hours community involvement.



Key points to remember:

- ★ The goal of this initiative is to help you understand the range of opportunities available for you to contribute to and make a difference in your community.
- ★ Choose an activity that interests you or try out a future career area that you would like to explore.
- ★ You and your community sponsors must complete and submit to the appropriate school office or teacher adviser *A Completion of Community Involvement Activities* form in order to receive credit for your time.

Students under the age of 18 must have their parents sign this form.

Suggested activities

You can choose from a variety of eligible community involvement activities.

For example, you can:

- ★ help seniors;
- ★ help clean up the environment;
- ★ assist a charity or service club;
- ★ coordinate or coach sports and recreation activities after school or at lunchtime;
- ★ help in school-related events;
- ★ join in local community projects;
- ★ assist at a health facility;
- ★ visit an art show or local

Try out a career area you would like to explore in the future!





Community Involvement

Helping students understand their role in the community

Every student who began secondary school in 1999 or after in Ontario, is required to complete 40 hours of community involvement in order to receive his/her diploma.

The purpose 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. The 40 hours is a minimum requirement. Some students may wish to complete more than 40 hours, especially if they have a particular area of interest or destination pathway.

Students will select community involvement activities in consultation with their parents. The 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. The safety of the student is paramount. Students will not be paid for community involvement activities.

As students complete community involvement hours, they must submit all the required documentation to the school. The principal will decide whether the students have met the community involvement requirement and, if so, will record it as completed on the official transcript.

Roles and Responsibilities of Students

In consultation with their parents/guardians, students are to select an activity from the Simcoe County District School Board's list of approved activities.

A *Completion of Community Involvement Activities* form must be completed by the student and signed by the student's parent/guardian (if the student is under 18 years of age) and the community sponsor (the person or organization who provided the community involvement opportunity for the student). Students must submit the form to the appropriate school office or teacher adviser upon completion of the 40 hours, or at appropriate intervals as decided by the principal.

Roles and Responsibilities of Parents

Parents/guardians should assist their student in the selection of their community involvement activities. They are also encouraged to communicate with the community sponsor and their student's teacher adviser if they have any questions. Parents must sign the *Completion of Community Involvement Activities* form for students under 18 years of age.

Eligible Activities

Our local school board in consultation with school councils, the board's Special Education Advisory Committee (SEAC) and Ontario School Board's Insurance Exchange (OSBIE) considers the following as eligible activities:

- 3 assistance to seniors
- 3 environmental projects
- 3 sports and recreation activities
- 3 working with charitable and service organizations
- 3 working in health facilities
- 3 community or specific school-related activities

Ineligible Activities

The Ministry of Education developed a list of activities that are ineligible. These include activities that:

- 7 take place in a logging or mining environment, if the student is under 16 years of age;
- 7 take place in a factory, if the student is under 15 years of age;
- 7 take place in a workplace other than a factory, if the student is under 14 years and not accompanied by an adult;
- 7 would normally be performed for wages by a worker;
- 7 involve operating a vehicle, power tools, or scaffolding;
- 7 involve the administration of any type or form of medication or medical procedure to other persons;
- 7 involve the handling of substances classed as "designated substances" under the *Occupational Health and Safety Act*;
- 7 require the knowledge of a trades person whose trade is regulated by the provincial government;
- 7 involve banking or the handling of securities, jewelry, works of art, antiques, or other valuables;
- 7 consist of duties normally performed in the home;
- 7 involve a court-ordered program (i.e. community-service program for youth, probationary program);
- 7 involve the use of a firearm.

Insurance Disclaimer

The Simcoe County District School Board's liability insurance protects students and community sponsors for damages or injuries to a third party that may arise from the student's activities. The Board's liability insurance does not cover negligence on behalf of the sponsor's involvement. Sponsors are responsible for ensuring that their own liability insurance is in place. The School Board expects that community sponsors will provide students with safety instructions, any necessary safety equipment, training and supervision.

Students are not covered by the *Workplace Safety & Insurance* legislation in the event of a personal injury. Parents/students are encouraged to purchase *Student Accident Insurance*. Application forms are available through the school.



INFORMATION ON COMMUNITY INVOLVEMENT FOR COMMUNITY PARTNERS

School Name _____

Contact _____ Telephone _____

Introduction

Every student who begins secondary school in Ontario is required to complete 40 hours of community involvement in order to receive a diploma. 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.

Information regarding the community involvement requirement for a secondary school graduation diploma for persons and organizations who are asked by students to sponsor a particular community involvement activity is included. If further information is required, please contact the person identified above.

Students will select 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. The safety of the student is paramount.

It should be noted that students cannot be paid for performing any community involvement activity or receive compensation of any type.

Roles and Responsibilities of Sponsors in the Community

One of the purposes of the community involvement requirement is to develop strong ties between students and their communities. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any safety 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 fulfil 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 (attached).

The Simcoe County District School Board's liability insurance will protect the students and community sponsors from damages or injuries to a third party that may arise from the student's volunteer activities.

The Board's liability insurance does not cover negligence on behalf of the community sponsor's involvement in the program. Sponsors are responsible for ensuring that their own liability insurance is in place.

The Board's List of Eligible Activities

The activities listed below are approved by the Board in consultation with school councils, the Special Education Advisory Committee (SEAC) and the Ontario School Boards' Insurance Exchange (OSBIE) for the completion of the community involvement requirement:

- assistance to seniors
- environmental projects
- charitable and service organizations
- sports and recreation
- specific school-related activities
- community activities
- health facilities

