



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

COMMUNITY INVOLVEMENT DOCUMENT

This manual provides information on the community involvement diploma requirement for students in the Huron-Perth Catholic District School Board's secondary schools. It also explains the roles of the various participants including: the Board, the principal, the parent, the student and the persons and organizations who are asked by students to sponsor a particular community involvement activity.

The Policy/Program Memorandum No. 124A of the Ministry of Education and Training in summary states:

Effective September 1, 1999, every student who begins secondary school in Ontario will be required to complete 40 hours of community involvement in order to receive a diploma (OSSD). 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. Another 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.

Community involvement activities are a part of the school's program. Students under the age of eighteen (18) 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. The safety of the student is paramount.

It should be noted that students will not be paid for performing any community involvement activity and that these must take place outside of scheduled instructional time.

ROLE OF THE BOARD

The Board is responsible for the implementation of community involvement activities through its secondary schools and the development of an eligible activities list. A list of approved community involvement activities has been developed by the Board in conjunction with local school councils, the Special Education Advisory Committee, and the Board's insurer. 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. The Board will not approve student participation in any activities that are on the Ministry's list of ineligible activities. The Board must ensure that all participants, including students and community sponsors, are adequately covered by the Board's insurance therefore, any addition to the approved activities list can only be made by the principal after consultation with the Superintendent of Education.

ROLE OF SECONDARY SCHOOL PRINCIPAL

Principals are required to provide information about the community involvement requirement to parents, students, and community sponsors. Principals are also required to 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. The principal will determine the method by which this information is collected and stored. Teacher Advisers may be utilized in this process to assist student activity selection and handle student and parent inquiries. 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 as completed on the student's official transcript.

ROLE OF STUDENTS

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 the Board's lists 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 before beginning the activity.

Before beginning any activity, students will provide the principal or other school contact with a completed "Notification of Planned Community Involvement Activities" form indicating the activity or activities that they plan to do. This form must be signed by the student, and by his or her parent if the student is under eighteen (18) years of age. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

A "Completion of Community Involvement Activities" form must be completed by the student, the student's parents (if the student is under eighteen (18) years of age), and 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 other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

Students will provide their parents with a copy of the Board's document "The Huron-Perth Catholic District School Board *Community Involvement Document*", provided by the school. Students will also give a copy of this document to the sponsor of the community involvement activity.

ROLE OF PARENTS

Parents should provide assistance to their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school contact if they have any questions or concerns. A parent must sign the "Notification of Planned Community Involvement Activities" form and the "Completion of Community Involvement Activities" form if the student is under the age of eighteen (18) years of age.

ROLE OF SPONSORS IN THE COMMUNITY

Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. If the student is accepted as a volunteer 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.

THE MINISTRY OF EDUCATION AND TRAINING'S LIST OF INELIGIBLE ACTIVITIES

The Ministry 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:

- 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);
- 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;
- takes place in a logging or mining environment, if the student is under sixteen (16) years of age;
- takes place in a factory, if the student is under fifteen (15) years of age;
- takes place in a workplace other than a factory, if the student is under fourteen (14) 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 handling of securities, or the handling of jewelry, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (e.g., daily chores) or personal recreational activities;
- involves a court ordered program (e.g., community service program for young offenders, probationary program).

THE BOARD'S LIST OF ELIGIBLE ACTIVITIES

The activities listed below are approved by the School Board for the completion of the community involvement requirement.

Activities Within the School Community

- Library/Computer/Science department volunteer at lunch or after school
- Assistant coach or manager of school team
- Peer mediator
- Terry Fox run organizer/participant (if outside of instructional time)
- Student organizations with community benefits (e.g., OSAID)
- Student Ambassador for feeder school students, open houses, etc.
- Peer Ministry
- Elementary school volunteer (e.g., special events, coaching, tutoring, etc.)

Activities in Support of Individuals

- Students helping seniors (e.g., computer activities)
- Snow shoveling in cooperation with meals-on-wheels, etc.
- Shopping for seniors
- Visiting senior citizen residences/shut-ins
- Big Brother/Sister
- Assisting disabled
- Assisting single parent families

Activities in the Larger Community

- Service club clean up projects such as Adopt A Highway
- Coaching a team, leading a cub pack or 4-H club
- Supporting of a community organization at a fair, raffle, tag day
- Special event volunteer (e.g., Christmas or Canada Day Parade organizer)
- Humane Society volunteer
- Red Cross volunteer
- Hospital volunteer
- Nursing Home volunteer
- Church Youth Group volunteer
- Church volunteer, (e.g., Sunday School Teacher)
- CWL volunteer or Knights of Columbus
- Gardening for elderly
- Volunteer at St. Vincent de Paul, Salvation Army, etc.
- Volunteer Day Care
- Volunteer at Huron & Perth Youth Centres
- Canvassing for Community Organized event (e.g., United Way, Holy Childhood)
- Charity organization activities (e.g., Boy Scouts Apple Day, Sea Cadet Tag Days, Canadian Cancer Society Daffodil sales, charity car washes, etc.)
- Library volunteer, conservation group participation, etc.
- Food Drive volunteer

- Service Club volunteer (e.g., help to run/organize babysitting course)
- Volunteer work for political parties
- Lunch hour/after school computer activities for seniors
- Conservation volunteer
- Fundraising for Women and Children shelters
- Fundraising for Crisis centres
- Assisting with Blood Donor Clinics
- Food Bank volunteer
- Legion volunteer (e.g., organizing Remembrance Day ceremony)
- Volunteer to organize sports and/or recreation activities

For further information contact the Principal at

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 353 Ontario Street
 Clinton, Ontario N0M 1L0
 (519) 482-5454

St. Michael Catholic Secondary School
 240 Oakdale Avenue
 Stratford, Ontario N5A 7W2
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or the Superintendent of Education at

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 Dublin N0K 1E0
 (519) 345-2440 / 1-800-265-8508