

## Community Involvement Process

### A Sincere Thank You to Our Community Sponsors

Thank you for participating in the Community Involvement program with the District School Board of Niagara. Your generosity in providing students with opportunities to combine their in-school program with an awareness of civic responsibilities is greatly appreciated. It is our hope that their participation in a variety of community activities will help students become well-rounded individuals with an ongoing, lifelong commitment to strengthening, supporting and making positive contributions to their communities.

### For Further Information

If you have any additional questions regarding the Community Involvement requirement, please contact the following:

The Principal or Vice-Principal of your local secondary school will be able to provide you with additional information. Please visit our website for a listing of schools.

[www.dsbni.org](http://www.dsbni.org) ...Parents > Find a School > Secondary Schools

Visit the Ministry of Education website to view the Community Involvement program policy and to review responsibilities and procedures for Community Involvement.

[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

Personal information provided to the District School Board of Niagara as part of the community involvement requirement is collected and stored in accordance with the Municipal Freedom of Information Act, and may be used for administrative and other purposes of the Board pursuant to the Act.

# Community Involvement

An Ontario Secondary School Diploma  
Requirement for Graduation



## Information Manual



# COMMUNITY INVOLVEMENT

## An Ontario Secondary School Diploma Requirement

Every student who begins secondary school in Ontario is required to complete a minimum 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 their 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 Principal, Vice-Principal at your local secondary school.

Students will select one or more community involvement activities in consultation with their parents. In the District School Board of Niagara, we will encourage our students to explore a wide variety of community experiences and activities in order to develop an awareness and understanding of civic responsibility. We promote the development of well-rounded individuals and encourage students to make a lifelong commitment to supporting and strengthening their communities through their contributions. 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 with special needs as well as other identified students may have Individual Education Plans (IEPs) that outline accommodations and/or modifications related to this component of the Ontario Secondary School Diploma (OSSD).

It should be noted that students must not receive any form of payment (money, tickets, certification) for performing a community involvement activity. Activities must be performed outside of the regular school day and students may not displace paid workers when performing these activities.

## Roles and Requirements

### Parents/Guardians

- Read “Community Involvement Information Manual”
- Assist son/daughter in selection of appropriate activity
- Sign completed form if student is under 18

### District School Board of Niagara

- Implement the community involvement activities in schools
- Develop list of eligible activities
- Provide coverage for students and community sponsors through the board’s liability insurance

### School Principals

- Provide information about the community involvement requirements to parents, students, and community sponsors
- Provide information and the form to complete the requirements
- Approve the student’s documentation and record it as completed on the student’s official transcript

### Community Supervisors/Sponsors

- Provide training, equipment, or preparation that is required
- Provide a safe environment
- Oversee student’s activity and verify the dates and number of hours on their sheet
- In signing, the sponsor certifies that no wages have been earned by the student, that he/she is not a relative of the student, that no paid worker is displaced, and that the activity takes place outside the instructional school day

### Liability Insurance

- Students who are performing volunteer work for an organization are protected by the board’s liability insurance **while they are performing their 40 hours of community service**
- Community sponsors are responsible for ensuring that their own insurance protects them for involvement in this program
- Students do not have accident insurance or Workplace Safety Insurance coverage through the school board. It is recommended that students purchase Student Accident Insurance during the time they complete the 40 hour requirement in order to be covered for personal injury

# Community Involvement Process

## Purpose

- To involve students in service to others and exposure to the benefits of the wider community
- To complete the 40 hour requirements for the Ontario Secondary School Diploma

## Step 1

- Plan activity in consultation with parents
- Check to be sure activity falls into the eligible activities category
- Confirm details with sponsor who will be supervising the activity
- Give sponsor information manual
- Identify the activity, contact person and phone number on the student passport record of community involvement activity
- Date and sign the form yourself
- Have your parents sign it
- Seek signature for prior approval if necessary and if the activity is not on the eligible activities list

## Step 2

- Complete the activity
- Complete the student record of community involvement activities with date completed, hours completed, and the signature of the community supervisor

## Step 3

- Hand in the completed form to Student Services
- The computer will be updated the last school day in December and May for the Provincial Report Card

### PLANNING YOUR INVOLVEMENT

List the activities you are considering in the space provided below. Refer to the lists of Eligible and Ineligible Activities. Your Principal or Vice Principal must sign your Passport Record, to PRE-APPROVE any activity that is not found on these lists.

PLANNED ACTIVITY	ESTIMATED NO. OF HOURS	IS IT ON THE LIST OF ELIGIBLE ACTIVITIES?	WILL IT NEED PRE-APPROVAL?

# GENERAL INFORMATION

## Graduation Requirement

Students must complete a minimum of forty (40) hours of community involvement activities as part of their diploma requirements. These activities **may be completed at any time starting the summer before a student enters Grade 9 and after a school presentation explaining the expectations and regulations. Students are encouraged to complete hours early in their high school career.**

### When? Where?

Community involvement activities may take place in a variety of settings, including not-for-profit organizations, public sector institutions (including hospitals) and informal settings. Students may not fulfill the requirement through activities that are counted towards a credit (for example, Cooperative Education and work experience), through paid work or by assuming duties that would normally be performed by a paid employee.

This requirement must be completed outside of the students' normal instructional hours during the school day. Activities may take place at lunch hour, after school, on weekends, or during school holidays.

### What activities are *ELIGIBLE*?

**The activities listed on the following page are approved by the District School Board of Niagara for the completion of the community involvement requirement. Where an event or activity does not clearly fall within the guidelines, the Principal of the student's school, in consultation with the supervisory officer, has the discretion to approve or reject any activity or event. It is emphasized that students performing community involvement activities cannot displace paid workers, may not receive any payments/credits, must complete their activities outside of their normal school day and must perform activities that benefit the wider community beyond the school.**

## *ELIGIBLE* Activities would include:

- ✓ An activity or event which is a **benefit to the community**
- ✓ The activity must be performed **outside the regular school day** (lunch hours, weekends, after school, or school holidays) and **outside of the school**
- ✓ May take place in a variety of settings: not-for-profit organizations, public sector institutions, and informal settings
- ✓ May be a structured program to promote tutoring, mentoring, visiting, and coaching whose purpose is to assist others
- ✓ An activity that supports work of a global nature or promotes environmental awareness
- ✓ An activity with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive contribution in the community
- ✓ An activity that promotes and contributes to the health and well-being of any group, including some school based activities (only those school based activities which extend their service to a wider community)

## *Examples of ELIGIBLE Activities:*

- ✓ **Canvassing**, gift-wrapping, gala events and sales
- ✓ **Coaching**, organizing track meets, summer games, working as a buddy, pool assistant
- ✓ Organizing **community projects** such as parades, summer fairs, and helping with community associations and agencies for children or adults, community clean-up, tree/flower planting, recycling and beautification projects
- ✓ Participating in support for community groups, 4H Clubs, Welcome Wagon, service clubs
- ✓ **Programming for children**, tutoring, transcribing and reading buddies, helping with Sunday school, special events, clerical tasks
- ✓ Visiting at a residence or community program for **seniors** or **persons with a disability**
- ✓ Reception, computer work, and mailings for individuals or groups providing **charitable or general community benefit**
- ✓ Helping **youth programs** such as Scouts, Guides, breakfast programs, Leader in Training, camps
- ✓ Involvement in **animal care** such as the Humane Society

## What Activities are *INELIGIBLE*?

The Ministry of Education and Training 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 break is permissible
- ✗ Takes place in a construction, manufacturing, 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

## *INELIGIBLE* Activities would include those:

- ✗ benefit students or their families financially
- ✗ where students are paid (monetary, class credits, co-op, certificates, work experience)
- ✗ that displaces paid workers
- ✗ that take place in workplace, if student is under the age of fourteen and not accompanied by an adult
- ✗ that involve the operation of a vehicle, power tools (such as lawnmowers, table saws, etc.) or ladders and scaffolding
- ✗ that involve the administration of any type or form of medication or medical procedure to other persons
- ✗ that involve handling of substances classed as "designated substances" under the Occupational Health and Safety Act
- ✗ that require the knowledge of a tradesperson whose trade is regulated by the provincial government
- ✗ that involve banking or handling of securities, jewellery, works of art, antiques, or other valuables
- ✗ that consist of duties normally performed in the home (e.g., daily chores) or personal recreational activities
- ✗ that involve a court-ordered program (e.g., community-service program for young offenders, probationary program)
- ✗ that would endanger the physical, mental, or emotional safety and/or health of the student or any other persons involved in the activity
- ✗ that do not comply with the ethical and moral standards, policies, procedures, and regulations of both the Ministry of Education, Human Rights Legislation, and the District School Board of Niagara