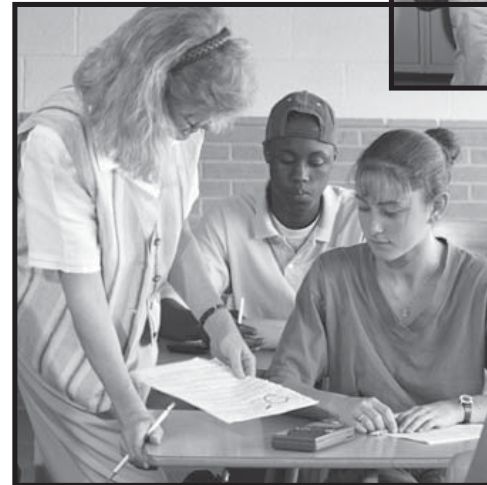


---

# Community Involvement Manual



**Working  
Towards  
A Secondary  
School  
Graduation  
Diploma**



**Waterloo Region  
District School Board**

## Community Involvement

### Expectation...

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 or several activities which add up to a 40 hour time commitment. The requirement must be completed outside of the scheduled class time.

- during the lunch hour
- in the evening
- during the summer
- on the weekends
- during school holidays

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. Questions about the collection of this personal information should be directed to the Freedom of Information Officer, Waterloo Region District School Board, Education Centre, 51 Ardel Avenue, Kitchener, Ontario, N2C 2R5 or 519 570-0003, ext. 4409.**

## Roles and Responsibilities of School Boards

- The Boards are required to provide students, parents, and community sponsors with the information contained in this pamphlet which includes eligible and ineligible activities. A Board will not approve student participation in any activities that are on the Ministry's list of ineligible activities. This list of activities is developed in consultation with school councils, Special Education Advisory Committee and the Board's insurer (OSBIE). The Board must ensure that all participants, including students and the sponsors of community involvement activities are adequately covered by the Board's insurance.

## Roles and Responsibilities of Senior and Composite Elementary School Principals

- Since students may begin earning hours toward their community involvement requirement during the summer prior to grade 9, 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 access to the information and forms they will need to complete the community involvement requirement, including the board's list of approved activities.

## Roles and Responsibilities of Secondary School Principals

- 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. If a proposed activity is not on the Board's list, the principal will decide whether or not it is acceptable.
- After a student completes the 40 hours of community involvement and submits all completed documentation 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.
- The number of completed hours of community service will be documented annually on the student's report card.

## Roles and Responsibilities of Community Sponsors

- 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. Persons and organizations within the community may be asked by a student to sponsor a community involvement activity. 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 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.

## 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 Board's list of approved activities **OR**, if the activity is not on the Board's list of approved activities, the student will have to obtain written approval from the principal on the *Notification of Planned Community Involvement Activities* form.
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 take into account the following:
  - Health and safety
  - Harassment
  - Hazardous materials or substances
  - Activities that require a police check
  - Location of activity
  - 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 completed 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
  - It is advised that students aim for completion before their final year

## Insurance

The Board's liability insurance **will** protect the students and community sponsors for liability law suits for damages or injuries to a third party that may arise from the **student's** volunteer activities during the required 40 hour period.

### Please Note:

- Board liability insurance does not cover the Community Sponsor for lawsuits that arise from their negligence or for student injuries in the workplace. Sponsors are responsible for ensuring that their own liability insurance is in place.
- 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, available in the schools each September.
- Boards expect 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 on pages 3&4.**

### Community Activities

- Fundraising
  - 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, portering, visiting, reading
- Committees
  - advisory board, neighbourhood associations, regional associations, student trustee
- Community Projects
  - food banks, support services for seniors or the house bound, 4H Club, seasonal events
- Religious Activities
  - babysitting, youth activities, children's programs, special events, clerical tasks
- Clubs and Youth Organizations
  - volunteering activities organized by these groups - membership alone is not eligible
- Children/Youth
  - drop-in centres, breakfast programs, after school programs, March Break programs, leaders in training, summer playgrounds and camps, child care centres

- Office/Clerical
  - 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
  - Home maintenance for seniors (refer to Ineligible Activities List)
  - Shopping for shut ins
  - Recreational activities designed for those with special needs

### School Activities

- Organizing and assisting with school activities
  - Grade 9 welcome, school arts show, sports meets, drama festival, fundraiser, food drive, science fair, guide for Parents' Night
- Special events as authorized by the principal

### List of Activities That Are Ineligible

#### *Student Activities Are Not To Displace Paid Workers*

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., Co-operative Education, any 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 a student's lunch breaks or "spare" periods 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;
- Construction until 16 years of age or older;

- 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

### How To Get Started

**As students begin to plan, they should think about activities in their community, school or with an individual. Some suggestions of places to go within the community are listed below but use your imagination. The list is endless.**

- Contact the following for current activities:

**Volunteer Cambridge**  
**150 Main St., 2nd Floor**  
**Cambridge, ON**  
**Tel: 519 621-1030 Ext. 229 Fax: 519 621-6220**  
**www.uwcambridge.on.ca**

**Volunteer Action Centre of K-W and Area**  
**151 Frederick St., Suite 300**  
**Kitchener, ON**  
**Tel: 519 742-8610 Fax: 742-0559**  
**www.volunteerkw.ca**

- Volunteer fairs are hosted periodically by the volunteer centres. Please contact your local volunteer centre for dates and times.
- Contact Public Institutions
- Contact Regional or Local Government
- Check volunteer opportunities in Guidance/Student Activities Departments
- Contact service clubs to assist with some of their projects
- Contact local library and Information Centres for a list of agencies in the community

**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, in consultation with the appropriate supervisory officer. If the activity is acceptable, the principal must keep a copy of the approval on file. The principal is not required to give approval of activities that are on the Board's list of approved activities.**