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Personal Information provided to the School Board 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.

**40 Hour  
Community  
Involvement  
Information Manual**



**A SECONDARY SCHOOL  
GRADUATION REQUIREMENT**

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**GREATER  
ESSEX COUNTY  
District School Board**  
*Building Tomorrow Together*



**WINDSOR-ESSEX  
CATHOLIC  
DISTRICT SCHOOL BOARD**

*"Learning together in faith and service."*

**As stated in *Ontario Secondary Schools, Grade 9 to 12: Program and Diploma Requirements, 1999 (OSS)*, every student who begins secondary school during or after the 1999-2000 school year must complete 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD).**

## GUIDING PRINCIPLES

**Community Involvement is an opportunity to acknowledge the many positive contributions that our young people make in their communities.**

- ✓ 40 hours of required Community Involvement will encourage students to develop:
  - a) *civic responsibility*
  - b) *a greater sense of belonging within the community*
  - c) *links and contacts within the community*
  - d) *continued volunteerism following the 40 hours of Community Involvement*
- ✓ Community Involvement must occur in a safe environment.
- ✓ Community Involvement activities are not to displace workers.

## KEY ELEMENTS

- *Must be completed outside scheduled class time.*
- *Must not be part of a credit course.*
- *Must be unpaid activities.*
- *Must total 40 hours.*
- *Must be completed by the end of grade 12.*

## MAKE YOUR CHOICE:

**STEP 1** Think about the type of Community Involvement you would like to do.  
You may wish to:

a) **HELP YOUR COMMUNITY** through placement in a structured community-based volunteer organization e.g. hospitals, churches, service clubs.  
(Consult the Windsor-Essex County United Way.)

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The person overseeing the student's activity must verify the date(s) and the number of hours completed on the student's "Completion of Community Involvement Activities" form.

Community sponsors should ensure that the activities completed by students are not on the Ministry of Education's or the District School Board's list of ineligible activities, and that the activities fall within the Board's guiding principles.

## INSURANCE

The District School Board is pleased to advise its community sponsors that students who are accomplishing the Community Involvement graduation requirement are protected by the District School Board's liability insurance while they are performing their required 40 hours.

Student involvement beyond 40 hours is not covered by the District School Board's insurance as this exceeds the graduation requirement.

Community sponsors are also protected by the District School Board's liability insurance for claims that arise out of students' **40 HOURS** of Community Involvement.

For example, if a student, in the course of his/her Community Involvement program, causes damage or injures to a third party, and this results in a legal action against the student and the community sponsor, the Board's insurance will protect both the student and the community sponsor.

Community sponsors will be responsible for ensuring that their liability insurance will protect them for their involvement in this program. As with other programs such as "Take Our Kids to Work", the School Board's insurance does not cover the sponsors for legal action that arises from their negligence, or for student injures in the workplace.

Community sponsors also should be aware that, like job shadowing and other similar work-experience programs, students do not have accident insurance, or Workplace Safety Insurance coverage through the District School Board. It is recommended that students purchase Student Accident Insurance.

The District School Board expects the community sponsors to ensure that student volunteers are provided with safety instructions, and are trained and supervised to ensure a safe and mutually beneficial Community Involvement experience.

Students and parents are encouraged to purchase Student Accident Insurance which is available through the schools.

## PARENTS/GUARDIANS

Parents/guardians should provide assistance to their child in the selection of their Community Involvement activity. This is especially important when a student chooses to complete their Community Involvement with an individual, family or group not affiliated with a community organization.

Parents also are encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns.

A parent must sign the “Notification of Planned Community Involvement Activities” and the “Completion of Community Involvement Activities” forms if the student is under the age of eighteen years.

## SCHOOL PRINCIPALS

Principals are responsible for sharing information and documentation with students, parents and the broader community. Principals are responsible for forwarding special requests to the District School Board for consideration.

The schedule for reporting Community Involvement hours on the report card is determined by the Principal. It is possible that only the completion of 40 hours is reported. The Principal is responsible for ensuring that completed Community Involvement hours are entered on a student’s official transcript, according to the District School Board protocol.

## DISTRICT SCHOOL BOARDS

District School Boards are required to share information with students, parents and the broader community. Boards are required to develop a list of eligible activities. Boards are required to develop appropriate forms and documentation protocol. Boards are responsible for ensuring the collection and storage of personal information.

## COMMUNITY SPONSORS

One of the purposes of the Community Involvement requirement is to develop strong ties between students and their community and to foster valuable and long-term relationships. Persons and organizations within the community may be asked by the 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 fulfill their Community Involvement activities in a safe environment.

b) **HELP YOUR NEIGHBOURS** by providing assistance to an individual, family or a group:  
e.g. assistance for retirees  
(Consult with parents/guardians.)

c) **HELP YOUR SCHOOL** by participating in school-based community involvement activities which are not tied to an academic credit and are open to anyone as a volunteer e.g. organizing blood drives.  
(Principal’s approval and signature required.)

**Refer to the lists of eligible and ineligible activities on the following pages.**

**STEP 2** Create a plan. How will you obtain the 40 hour Community Involvement graduation requirement?

**STEP 3** Discuss your plans with your parent(s) or guardian(s).

**STEP 4** Make contact with the proposed community sponsor and complete the “Notification of Planned Community Involvement Activities” form.

**STEP 5** If the Community Involvement activity is not on the Board’s list of eligible activities or if the activity is school-based Community Involvement, the “Notification of Planned Community Involvement Activities” form must be signed by the Principal.

**Students under the age of 18 must have this form signed by a parent or guardian.**

**STEP 6** Confirm the details of the activity with the person who will be supervising your choice of Community Involvement activities. Share the Community Involvement information manual with the sponsor.

**STEP 7** Begin your Community Involvement.

**STEP 8** These steps should be repeated until the 40 hour requirement has been fulfilled. Students are responsible for submitting their “Completion of Community Involvement Activities” form to their home schools for data entry. This must be done in accordance with timelines established by the Principal.

## ELIGIBLE ACTIVITIES

Events or activities that may be based on or with a particular interest group must conform to the ethical and principled standards of the District School Board and the Ministry of Education to ensure that they are intended to promote a positive contribution to the community in general.

Where an event or activity does not clearly fall within the guidelines, the Principal of the student's school, in consultation with the appropriate supervisory officer, has the discretion to approve or reject any activity or event.

The following list of eligible activities, read in conjunction with the list of the ineligible activities, is intended to assist the student and parent(s) or guardian(s) to determine whether a planned activity meets the requirements for Community Involvement.

### HELP YOUR COMMUNITY

- ✓ ...through placement in a structured community-based volunteer organization - hospitals, churches, service clubs, libraries or any organization reviewed by the United Way of Windsor and Essex County;
- ✓ take part in environmental initiatives - cleaning and recycling operations, park cleanup, planting trees and flower beds (students should not use power tools - lawn mowers, hedge trimmers, wood chippers etc.);
- ✓ get involved in charitable activities - walk-a-thons, daffodil sales, canvassing for organizations, celebrity games, gift wrapping, gala events;
- ✓ coach sports teams - community leagues, parks and recreation programs;
- ✓ undertake a leadership role to help community groups - guides or scouts, 4 H club;
- ✓ assist with literacy initiatives - at local libraries, day care centres, community centres;
- ✓ participation on committees, advisory boards or regional associations;

- ✗ *involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;*
- ✗ *consists of duties normally performed in the student's home (i.e., daily chores) or personal recreational activities;*
- ✗ *involves a court-ordered program (e.g., community-service program for young offenders, probationary program).*

In the event that a student would like to participate in an activity or event that is not clearly within the District School Board's list of eligible activities, and does not conform to the guiding principles as set out, the student must submit a letter, detailing the proposed activity or nature of the participation, to the student's Principal.

**A Principal is not obligated to approve such a project.**

The Principal may forward the request to the appropriate supervisory officer at the District School Board and the student will be duly notified whether the proposed activity/event is suitable, or not.

The activity or event should not be commenced until it has been deemed to be eligible. Ineligible activities will not be counted toward the student's Community Involvement requirement.

## ROLES & RESPONSIBILITIES

### STUDENTS

Students are responsible for selecting an appropriate Community Involvement activity and for completing all required documentation according to the District School Board requirements. Students also are responsible for completing their Community Involvement hours in a manner that demonstrates a positive work ethic and respect for others.

The following behaviour guidelines will be helpful:

- be punctual
- dress and groom appropriately-use *good manners*
- listen to instructions
- follow through on commitments;
- be willing to clarify instructions if in doubt
- maintain confidentiality when necessary
- provide the supervisor with a copy of this Community Involvement information manual.

## 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:

- X** *was undertaken prior to the student's formal registration as a high school student;*
- X** *is a requirement of a class or course in which the student is enrolled (e.g., co-operative education portion of a course, job shadowing, work experience);*
- X** *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 is permissible;*
- X** *takes place in a logging or mining environment, if the student is under sixteen years of age;*
- X** *takes place in a factory, if the student is under fifteen years of age;*
- X** *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;*
- X** *would normally be performed for wages by a person in the workplace;*
- X** *involves the operation of a vehicle, power tools, or scaffolding;*
- X** *involves the administration of any type or form of medication or medical procedure to other persons;*
- X** *involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act;*
- X** *requires the knowledge of a tradesperson whose trade is regulated by the provincial government;*

- ✓ arts and culture - assist at a gallery, performing arts production or program;
- ✓ religious activities - participate in programs for children, child minding, Sunday school assistant;
- ✓ assist at a seniors' home/centre - visit, read, play cards or board games, crafts, take seniors for walks;
- ✓ help organize local community events - food drives and food banks; Special Olympics, fairs, carnivals.  
*(Consult the Windsor-Essex County United Way.)*

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## HELP YOUR NEIGHBOURS

- ✓ ...by providing service to seniors - raking, shovelling (no snow blowers), shopping (students should not drive vehicles for this purpose), visiting, reading, meal preparation;
- ✓ assist a neighbour with childcare - take child to park, watch child while parent prepares dinner; tutor younger students - read, take to library, help with homework.  
*(Consult with parents/guardians.)*

## HELP YOUR SCHOOL

- ✓ ...school-based community involvement activities are not tied to an academic credit and are open to any student e.g. organizing blood drives;
- ✓ help in the library - shelving books, tidying up, changing bulletin boards;
- ✓ tutor other students - help with homework, review, assist students with special needs - peer buddy;
- ✓ assist with planning of arts or athletic events - publicity, set up for track meets, sell tickets, attend coat check, offer technical support, coach sports teams - run skill drills, assist coach;
- ✓ facilitate school events such as parent information nights - meet and greet visitors, give guided tours, serve refreshments;
- ✓ assist with environmental activities - recycling, planting trees and flowers, groundskeeping (students should not use power tools);
- ✓ participate in charitable initiatives - food drives, holiday drives for toys or food.  
*(Principal's approval and signature required.)*