

# *40 Hour Community Involvement*

Information Manual



A SECONDARY SCHOOL  
GRADUATION REQUIREMENT



**GREATER  
ESSEX COUNTY**  
District School Board

*Building Tomorrow Together*

As stated in Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011, students must complete 40 hours of community involvement activities as part of the Ontario Secondary School Diploma (OSSD) requirements. PPM No. 124a includes the policy and procedures relating to the 40-hour community involvement diploma requirement.

### 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 or job opportunities for students.

### KEY ELEMENTS

All of the following criteria must be met:

- 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 before a student can receive their OSSD.

**STEP 1** Think about the type of Community

### MAKE YOUR CHOICE:

Involvement you would like to do. You may wish to:

- a) **HELP YOUR COMMUNITY** through placement in a structured community-based volunteer or not-for-profit organizations e.g. hospitals, churches, service clubs.

- b) **HELP YOUR NEIGHBOURS** by providing assistance to an individual with special needs: e.g. assistance for seniors, physically or intellectually challenged, etc. (*Consult with parents/guardians for safety purposes. You may need Principal's prior approval in some cases.*)
- c) **HELP YOUR SCHOOL** by participating in school-based community involvement activities not tied to an academic credit and are not scheduled during the student's class time. Some examples are scorekeeping for sports events, assisting with evening school events, weekend fund raisers, etc. This does **NOT** include extracurricular events. (*Principal's prior approval for these events may be required.*)

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

**STEP 2** Create a plan. How will you complete the 40-Hour Community Involvement graduation requirement?

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

**STEP 4** Make contact with the proposed community sponsor and obtain Principal's prior approval if required.

**STEP 5** Confirm the details of the activity with the person supervising your choice of Community Involvement activities. Share the on-line link for Community Involvement information manual with this supervisor.

**STEP 6** If on-line recording of community service hours is required, be sure to obtain the e-mail address of your supervisor. If your supervisor does not have email, obtain a letter confirming your service (you can enter your school's email address where required). Contact your Guidance Department for assistance recording these hours.

**STEP 7** Begin your Community Involvement.

**STEP 8** These steps should be repeated until the 40-Hour requirement has been fulfilled.

## **RECORDING AND SUBMISSION OF HOURS**

Students are responsible for proper recording and submission of completed community service hours to their school. Please contact the school Guidance Department for information regarding this process. Students are informed of the process on a yearly basis at the school level. Submission dates are determined in accordance with timelines established by the Principal of each school. Students cannot obtain their OSSD without completing the 40-Hour Community Involvement requirement.

## **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 eligible Community Involvement.

### **HELP YOUR COMMUNITY**

- through placement in a structured community-based volunteer organization such as 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).
- get involved in charitable activities - walk-a-thons, gift wrapping, daffodil sales, canvassing for organizations, gala events;

- coach sports teams for not-for-profit organizations - 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, or community centres;
- participate on committees, advisory boards or regional associations;
- promote arts and culture – assist with not-for-profit organizations involved in art gallery, performing arts productions or other related programs;
- partake in faith-based church activities - participate in programs for children, child minding, Sunday school assistant;
- assist at a seniors' home - visit, read, play card or board games, crafts, take seniors for walks;
- help organize local community events - food drives and food banks; Special Olympics.

## **HELP YOUR NEIGHBOURS**

- by providing service to seniors - raking, shoveling (no snow blowers), shopping (students should not drive vehicles for this purpose), visiting, reading, meal preparation;

## **HELP YOUR SCHOOL**

- assist with planning school events – publicity, set up, sell tickets, attend coat check, technical support, coaching, 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, grounds keeping (students should not use power tools);
- participate in charitable initiatives -food drives, holiday drives for toys or food;
- Other activities not listed here that have received **prior Principal written approval**.

The intention of the Ministry of Education's 40-Hour Community Involvement Program developed for students to earn as a part of the OSSD requirement is to develop the spirit of volunteering. It is **NOT** to perform duties or activities that would normally be performed for wages by a paid employee, or perform activities for a private citizen, business, or organization that is operating For-Profit or simply to save money.

## **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:**

- ✘ was undertaken prior to the student's completion of the grade 8 year in June;
- ✘ 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);
- ✘ 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;
- ✘ 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 student’s home, or the home of a relative, (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:

- students should discuss all proposed activities with parent/guardian to ensure appropriateness and address any safety issues;
- 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 details of the information provided in this Community Involvement manual.

## **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, organization, 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 appropriately verify all Community Involvement activities if the student is under the age of eighteen years. Please consult with the school for required procedures.

## **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, if necessary.

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/or 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. The person overseeing the student should not be an immediate family member. 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.

The person overseeing the student's activity must verify the date(s) and the number of hours completed by using established board protocol.

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 injuries 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 injuries 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.

For Further Information, Contact:

**GREATER ESSEX COUNTY  
DISTRICT SCHOOL BOARD**  
Student Success Teacher Consultant  
519-255-3200 ext. 10226

[www.publicboard.ca](http://www.publicboard.ca)

**UNITED WAY CENTRAIDE  
WINDSOR-ESSEX COUNTY**  
Volunteer Centre  
519-258-0000 ext. 1124  
[www.weareunited.com](http://www.weareunited.com)



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.

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