

EXAMPLES OF ELIGIBLE ACTIVITIES

The following list is not exclusive but contains some examples of activities that are suitable for completion of the community involvement requirement.

In the Parish Community:

Assisting as youth minister
Teaching or assisting at Sunday school
Assisting as retreat organizer
Reading and/or serving Eucharist
Singing in church choir
Babysitting at liturgies
Assisting with social justice initiatives
Joining Pastoral Council, parish committees, arch-diocesan committees
Reading at Mass
Serving the Eucharist Reading at Mass
Serving the Eucharist
Greeting/ushering at church activities
Cleaning

In the School Community:

Participating on school committees, e.g., School Council representative;
Dance, Grad; Spirit; Yearbook; Student Council
Peer helping
Tutoring
Acting as a youth minister
Assisting sport teams outside of class time
Assisting on social action/charity projects—snowsuit fund, food drives,
30-Hour Famine
Assisting the teachers or educational assistants with students with
special needs

In the Wider Community:

Helping in soup kitchens, food banks
Coaching a community team
"Adopting a Grandparent" - visiting and doing odd jobs for a seniors
Volunteering in local library
Volunteering in hospital
Babysitting for families in need
Volunteering in senior citizens home
Volunteering in daycare
Volunteering as camp counsellor
Volunteering as girl guide/scout leader
Assisting people with special needs
Tutoring
Volunteering for charity projects (Terry Fox Run, CHEO, telethons, etc.)
Assisting at an elementary school

EXAMPLES OF INELIGIBLE ACTIVITIES

The Board's List of Ineligible Activities

The Board has determined that the following are ineligible activities, in addition to those that the Ministry of Education has listed as ineligible:

- student exchange programs
- activities connected to organizations promoting values contrary to the teachings of the Catholic Church

The Ministry's List of 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:

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

LIABILITY INSURANCE COVERAGE FOR THE HIGH SCHOOL'S COMMUNITY INVOLVEMENT PROGRAM

Community sponsors should be advised that students who are performing volunteer work are protected by the school board's liability insurance, while they are performing their required forty (40) hours of community involvement service. Community sponsors are also protected by the board's liability insurance for claims that arise out of our students' volunteer activities for your organizations.

Community sponsors should also be aware that, like job-shadowing and other similar work-experience programs, students do not have accident insurance, nor Workplace Safety Insurance coverage through the school board. It is recommended that students involved in the program purchase Student Accident Insurance. The 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 volunteer experience.



Ottawa
Catholic
School Board

Information on the

Community Involvement

**Diploma Requirement
Grades 9-12**

Parent/Student Guide

Every student who begins secondary school in Ontario will be required to complete 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 the community.

EFFECTIVE JULY 1, 2011, STUDENTS WILL BE ABLE TO START ACCUMULATING COMMUNITY INVOLVEMENT HOURS IN THE SUMMER BEFORE THEY ENTER GRADE 9.

Students 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. See Liability Insurance Coverage for the High School's Community Involvement Program.**

Catholic high schools in Ottawa have a long and distinguished tradition of community service and involvement. Over the years, students in Catholic high schools have served their communities in a variety of ways:

- Collecting food and clothing for people in need
- Assisting the elderly by visiting and doing odd jobs
- Serving at the Shepherds of Good Hope
- Visiting and serving in hospitals and homes for the elderly
- Serving within the school and parish as peer assistants and youth ministers

These are only a few examples of student involvement in the community. Within the Catholic context, students are responding to the Gospel challenge of Jesus Christ:

"For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me... Truly I tell you just as you did it to one of the least of these who are members of my family you did it to me."
Matthew 25:35, 40, NRSV

Jesus Christ is our model of servant leadership, giving freely as expression of care and concern for others.

Community involvement within the Catholic school promotes our Board's core value of **community**. "Our Catholic educational communities provide a welcoming, caring, safe and nurturing Christian environment that respects and celebrates the uniqueness of all persons."

Community involvement outside the school promotes our Board's commitment to the core value of **partnership**. "Our Catholic schools, in partnership with home, parish and community, contribute to the development of individual abilities for the service of the local community, Canada, the Catholic Church and the world."

Although required by the Ministry of Education as a graduation requirement, community involvement in our Catholic high schools will continue to be motivated and inspired by the Gospel call to service and community.

Respecting the social justice teachings of the Catholic Church, community involvement placements will not take the place of paid workers, nor will they contribute to the profit of local businesses.

Community involvement responds to the needs of the school community and wider society, contributing to the common good.

Students may begin to accumulate Community Service hours for activities beginning in September of the student's grade nine school year.

Roles and Responsibilities of School Boards

School boards are responsible for the implementation of community involvement activities through their secondary schools. 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 has stated are ineligible. A board will not approve student participation in any activities that are on the Ministry's list of ineligible 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 requirements, including the Board's "Community Involvement Activity Notification and Completion Sheet". After a student completes the 40 hours of community involvement and submits all documentation of their completion to the school, the principals 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.

Roles and Responsibilities 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/or 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 "Community Involvement Activities Notification and Completion Sheet" indicating the activity or activities they plan to do. This form must be signed by the student, and by his or her parent if the student is under eighteen 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 "Community Involvement Activity Notification and Completion Sheet" must be completed by the student, the student's parent (if student is under eighteen years old), and the community sponsor (i.e., the person or organization that provided the community involvement opportunity for the student). The student must submit the form to the school upon completion of the 40 hours. It is recommended that the student submit the form no later than the first week of January and the first week of June each semester so that hours can be recorded on the upcoming report card.

Roles and Responsibilities of Parents

Parents should provide assistance to their child in the selection of their community involvement activities. **Parents are to ensure all safety precautions are addressed.** Contact the school principal if they have any questions or concerns. A parent must sign the "Community Involvement Activity Notification and Completion Sheet".

Roles and Responsibilities of Sponsors in the Community

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 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 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 "Community Involvement Activity Notification and Completion Sheet".

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