



## **Community Involvement**

**Date of Issue:** December 1999  
**Reviewed/Revised:** May 2001, August 2002, July 2015, May 2020, October 2021  
**Memo To:** All Staff  
**From:** Director of Education

### **ACCESSIBILITY:**

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### **PURPOSE:**

Every secondary school student must complete a minimum of 40 hours of community involvement activities as part of the requirement for an Ontario Secondary School Diploma (OSSD). This requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities. Community Involvement activities are part of the school's program.

### **REFERENCES:**

- Policy/Program Memorandum No. 124A (1999)
- Ontario Schools Kindergarten to Grade 12 Policy and Program Requirements (2016)
- Ontario Catholic Graduate Expectations <https://iceont.ca/ocsge/>

### **FORMS:**

- [APO015-01F](#): Community Involvement Activity Record (Online Form)

### **REPORTS:**

- N/A

### **APPENDICES:**

- N/A

### **COMMENTS AND GUIDELINES:**

1. Students must complete a minimum of 40 hours of community involvement activities as part of the Secondary School diploma requirements. The purpose of this requirement is to encourage students to develop an awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.

Students will plan and select their community involvement activities in consultation with their parents and as part of the Individual Pathways Plan process. Students may begin their community service hours during the summer prior to their grade nine year.



While graduating students are encouraged to complete the 40 hour requirement by May of their graduating year, school administrators are encouraged to offer motivational incentives to have students complete this requirement by June of their Grade 11 year.

2. The Waterloo Catholic District School Board (WCDSB) must provide students and parents with the information about the community involvement requirement, the roles and responsibilities of the various participants (Board, principals, community sponsors, students and parents), the list of board-approved activities and Ministry selected ineligible activities.

This information is found in the WCDSB Community Involvement Manual located on the WCDSB website (<https://el.wcdsb.ca/volunteer>) and in school Student Services departments.

Student Community Involvement hours can be submitted electronically using [APO015-01F](#): Community Involvement Activity Record (Online Form).

3. The Board's list of approved activities was developed in consultation with the school councils, Special Education Advisory Committee, and Ontario School Boards' Insurance Exchange.
4. The collection and storage of personal information is done in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
5. Students will not be paid for performing any community involvement activities and it cannot be part of any credit. Community Service hours may not be completed as part of a job in which would normally be a paid position.
6. The principal will ensure that the school course calendar contains a description of the community involvement requirement and policies and procedures related to this activity.
7. The principal will ensure that each student, parent and community sponsor are given information on the community involvement requirement.
8. Additional Community Involvement Manuals should be available through the school's Student Services Department (and on the school website), for student, parent, and community requests.
9. The students in consultation with their parents/guardian will plan and select their community involvement activities from the WCDSB list of approved activities. If an activity is not on the WCDSB list of approved activities, the student must obtain written approval from the principal before beginning the activity.
10. The principal, in consultation with appropriate supervisory officer, will determine whether an activity not on the WCDSB list of approved activities is acceptable and must keep a copy of the approval on file. The principal is not required to give approval of activities that are on the WCDSB list of approved activities.
11. Updated community involvement hours will show on students' final report card each semester.
12. Information on possible community involvement activities sponsored by local volunteer centres and other agencies/companies approved by the Director's office may be available to students in the school's Student Services Department, at the Volunteer Centres.
13. Principals must follow the WCDSB policy on approval of distribution of information in the system when accepting pamphlets/information from outside sources for possible community involvement opportunities. Since the schools are not placement centres, they are not required to take the names of companies/organizations who would like volunteers, unless they have been previously approved. These organizations should be directed to contact the local Volunteer Centre who have a process in place to handle volunteer opportunities. Individuals requesting student volunteers should deal with the student and parent directly.

14. Community involvement sponsors should provide any training, equipment or special preparation that is required for the activity in order that the students are able to fulfil their community involvement requirement in a safe environment.
15. The principal will determine whether the student has met the community involvement requirements of both Ministry and Board and will indicate this completion on the Ontario Student Transcript.
16. Community Involvement hours are submitted using [APO015-01F](#): Community Involvement Activity Record (Online Form) and then recorded on Credit Counselling Reports for students who are transferring to another school or retiring.