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.

A student may hand in their Activity Record annually, once they complete their 40 hours of Community Involvement, or as often as the wish. The completed Activity Record will be submitted to the school Guidance Department. The principal will decide whether the student has met the Community Involvement requirement and, if so, it will be recorded as completed on the student’s official transcript.

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 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 sent electronically via Hour Republic or completed on the print copy of the Community Involvement Activity Record Republic.
Ontario Catholic School Graduate Expectations

The Community Involvement requirements for an Ontario Secondary School Diploma (OSSD) present the Catholic student with a valuable opportunity to exercise his/her baptismal call to love and serve others. In the gospels, Jesus calls us to celebrate our gifts and to use them for the building up of the kingdom of God. Community service gives the Catholic student a rich opportunity to be of service to others in unique and valuable ways.

There are distinct expectations for graduates of Catholic schools in the province of Ontario. They are known as the Ontario Catholic School Graduate Expectations. These expectations were devised by the Institute for Catholic Education (I.C.E.). From the many important expectations identified by I.C.E. the following three particularly fit this initiative:

The Catholic Graduate is expected to be:

- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- A caring family member who attends to family, school, parish, and the wider community.
- A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

The Community Involvement requirement provides an opportunity for students to successfully meet these graduate expectations. Alongside learning the teachings and traditions of the Catholic faith it is vital that students have opportunities to witness their faith by reaching out to help others through Christian service.

WE ARE CALLED TO SERVICE

Like good stewards of the manifold grace of God,
Serve one another with whatever gift each of you has received

- 1 Peter 10 -

Roles and Responsibilities of Students/Parents/Guardians

3. When accepting a placement the student should consider the following:
   - Show up ready to work on time
   - Dress correctly for the agreed duties
   - Act professionally
   - Be respectful of others
   - Listen to instructions
   - Do the job to the best of your ability and ask for directions if unsure
   - Call and notify your superior prior to the scheduled activity if you are sick or cannot come to work
   - Maintain confidentiality
   - Work safely

Students are encouraged to aim for completion of their 40 hours before their final year of secondary school.

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. The 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 Students/Parents/Guardians

The Ministry Policy Memo 124A Stresses the Major Role That Students/Parents/Guardians Must Play in This Initiative.

Parents/Guardians

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.

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

Students

1. When the activity is completed the student must fill out the “Completion of Activities” section of the Community Involvement Activity Record.

2. The student must submit the form to the Guidance Office upon completion of the 40 hours, or at an appropriate interval as determined by the principal. This form must be signed by the sponsor of each activity and student’s parent(s)/guardian if the student is under 18.

Community Involvement

A Secondary School Graduation Requirement

Every secondary school student must complete a minimum of 40 hours of Community Involvement activities as one of the requirements for an Ontario Secondary School Diploma (OSSD).

Early completion of the 40 hours of Community Involvement is strongly recommended.

Purpose

- to encourage students to develop awareness and understanding of civic responsibility
- to increase awareness of the role they 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

NOTE: Students may complete the requirement at any time starting in the summer before they start Grade 9 and finishing before May of their graduation year.

Students may complete one activity of 40 hours, or several activities which add up to 40 hours. The requirement must be completed outside of schedule class time.

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

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 using one of two methods.

Method 1 - Hour Republic
Using this on-line program, students will identify and confirm the activities they participated in, their supervisor and verification of completed activities by both the parent/guardian and supervisor. For more information on using Hour Republic visit: https://www.lwcdsb.ca/parents/student-involvement

Method 2 - Community Involvement Activity Record
Students complete the hard copy version and submit with required signatures to your school Guidance Department.

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 Coordinator, Waterloo Catholic District School Board, 35 Weber St. W., Unit “A”, P.O. Box 91116, Kitchener, ON  N2G 4G2 or (519) 578-3660 ext. 2239.

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 work place. 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.

HOW TO GET STARTED

As you, the student begin to plan, think about activities in your 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 your local volunteer center for current activities:
  
  United Way of Cambridge & North Dumfries
  50 Sportsworld Crossing Rd, Kitchener, ON  519-621-1030
  https://www.sparkontario.ca/org/united-way-cambridge-and-north-dumfries

  Volunteer Action Centre of K-W and Area
  151 Frederick Street, Suite 500, Kitchener, ON  519-742-8610  
  www.volunteerkw.ca

♦ Go to a Volunteer Fair:
  Conestoga Mall (Waterloo)
  Fairview Mall (Kitchener)
  Cambridge Center

  Call local volunteer centers 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 Centers for a list of agencies in the community.
List of Activities That Are Ineligible

- 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.
- 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.

If you are unsure if your idea will qualify please check with guidance BEFORE you complete your community service activity.

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. If the activity is acceptable, the principal must keep a copy of the approval on file.

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 7–8.

If you are unsure if your activity will qualify, please check with guidance BEFORE you complete your community service.

Community Activities

- Fundraising for Non-Profit Organizations
  ⇒ 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, visiting, reading
- Committees
  ⇒ advisory board, neighbourhood associations, regional associations, student trustee
- Community Projects
  ⇒ food banks, support services for seniors or the housebound, 4H Club, seasonal events
List of Activities That are Eligible

♦ Religious Activities
  ⇒ babysitting or assisting with children’s programs during liturgy; assisting with Eucharistic ministries, lector, choir or altar serving; visiting elderly or sick parishioners, missionary work

♦ Clubs and Youth Organizations
  ⇒ volunteering activities organized by these groups. Membership alone is not eligible.

♦ Children/Youth
  ⇒ drop-in centers, breakfast programs, after school programs, March Break programs, leaders in training, summer playgrounds and camps, child care centers

♦ Office/Clerical for a non-profit organization
  ⇒ 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 needy seniors (refer to Ineligible Activities List)
  ⇒ shopping for shut ins
  ⇒ recreational activities designed for those with special needs
  ⇒ babysitting

School Activities
♦ Organizing and assisting with school activities
  ⇒ Grade 9 welcome, school arts show, sport events, drama festival, fundraiser, food drive, science fair, guide for Parents’ Night

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., Cooperative Education, Job Shadowing, Work Experience, or any portion of a course).

♦ 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 break or “spare” period 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.
Community Service...

an opportunity to
witness your faith by
reaching out to help
others through
Christian service.

Community Involvement
Activity Record

Working Towards Your
Ontario Secondary School
Diploma

Graduation Requirement

Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

October 2019
# Community Involvement

*Activity Record*

*TO BE USED IN CONJUNCTION WITH THE INFORMATION MANUAL*

<table>
<thead>
<tr>
<th>Student:</th>
<th>Id:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Grade:</td>
<td>Teacher Adviser:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principal:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

## Community Involvement Activities

Please provide the information requested below about the community involvement activities in which you plan to participate.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Est. # of Hrs</th>
<th>Estimated Date of Completion</th>
<th>Organization Name &amp; Telephone No.</th>
<th>Supervisor's Name</th>
<th>Principal's Signature (if required)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Is each activity listed above identified in the Community Involvement Manual under the list of approved activities?  
☐ YES  ☐ NO  
If you checked “NO”, you must obtain the Principal’s signature BEFORE starting the activity (see above).

Student Signature:  
Date:  
Parent or Guardian Signature:  
Date:  

## Completion of Activities

<table>
<thead>
<tr>
<th>Date of Completion</th>
<th># of Hrs.</th>
<th>Supervisor’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

I confirm the above activities have been completed.

Student:  
Date:  
Parent or Guardian:  
Date:  

---

Personal information contained on this form is collected and stored pursuant to Section 28.3 of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of Community Involvement requirement.

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For Office Use Only  
☐ Completion has been noted on student’s OST.

Signature of School Official:  
Date:  
Parent or Guardian:  
Date:  

---

Subject to review by School Superintendent and School Board.