

Student **Community Involvement**

TCDSB

A Secondary School Graduation Requirement
Information Manual for Toronto Catholic District School Board
Students and Families

“Anything done for another
is done for oneself.”

Pope John Paul II



PREPARED BY:
TCDSB – Guidance
and Student Success



GENERAL INFORMATION

A SECONDARY SCHOOL GRADUATION REQUIREMENT

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 a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD).

PURPOSE

We envision students who are formed in the Catholic faith, pursue academic excellence, demonstrate a global perspective and community responsibility.

The purpose of the student community involvement requirement is to encourage students to:

- grow in the Christian calling to service and reflection, developing a generous and compassionate response to the local community and to the world
- foster an awareness and understanding of social and civic responsibility
- experience and celebrate the contributions they can make in supporting and strengthening their communities

GUIDELINES

THE FOLLOWING KEY POINTS MUST BE OBSERVED:

- The student community involvement activities must total a minimum of 40 hours and must be completed in order to be eligible for the OSSD.
- **As of July 2011, a student can begin to fulfill this requirement in the summer he/she is entering grade 9.**
- The activities must **not** be part of a credit course.
- Student community involvement activity must be completed outside of scheduled class time.
- The activities **must** be **unpaid**.
- "Volunteer" is not necessarily "community service".
- Volunteer work conducted in a commercial setting does not qualify as community service.
- Students cannot volunteer at a place of business by working for "free".
- A single forty-hour activity or a series of shorter-term activities may be undertaken. However, students are encouraged to participate in the community involvement component over the course of their secondary school career.
- Students must submit updated records of their completed activities as they are done, or by the date requested at the school.

GETTING STARTED

Step #1

1. Students must complete:
The Student Community Involvement Activity Form (Part A: Student Information)

Step #2

Students are to review the Eligible Activities Checklist (Part B) and indicate the category in which the chosen activity belongs. A check mark is to be placed next to the appropriate activity.

Step #3

Upon completion of the activity, Part C of the Activity Form is to be completed. All required information is to be provided, including all necessary signatures.

Step #4

Students must submit their completed Student Community Involvement Activity Form to their home schools for data entry as they are completed, abiding by any deadlines set by their school.

Step #5

If a student would like to do a particular activity that is not listed in Part B, he/she must seek special permission from the Principal, provided that the activity is not in Part D—Ineligible Activities List.

N.B. Generally, students who choose an eligible activity, will complete only Parts A, B, and C of the form.





ELIGIBLE COMMUNITY INVOLVEMENT ACTIVITIES:

The following guiding principles, read in conjunction with the list of the ineligible activities, are intended to assist the student and the parent(s)/guardian(s) to determine whether a planned activity is acceptable for the completion of the community involvement requirement.

GENERAL PRINCIPLES:

- Participation in an activity that promotes our moral teachings, gospel values, and ethical standards.
- An event or activity designed to be of benefit to the community.
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to the ethical standards of the Toronto Catholic District School Board and the Ministry of Education.
- Structured programmes that promote tutoring, mentoring or coaching.
- Participation in an event or activity that promotes positive environmental awareness or ethical work of a global nature.
- Participation in an event or activity affiliated with a club, arts or cultural association that seeks to make a positive and ethical contribution in the community.

ELIGIBLE ACTIVITIES:

The following list provides examples of community involvement activities that, if within the intent and spirit of the applicable guidelines and ethical standards, are suitable for selection:

- **Fundraising** – includes canvassing and assisting with the organization of events for the benefit of the community, such as walkathons, celebrity games, gala events, bazaars, etc.
- **Sports/recreation** – includes coaching and helping to organize tournaments, sporting events, track meets and summer games or volunteering as a leisure buddy or pool assistant
- **Community Events** – includes helping to organize winter carnivals, parades, and summer fairs
- **Community Projects** – includes participating in organized food drives; or support services for community groups
- **Environmental Projects** – includes participating in community clean-up, flower/tree planting, recycling, and general beautification projects and activities
- **Volunteer Work with Seniors** – includes assisting in a seniors' residence, e.g. – serving snacks, helping with activities, portering, or participating in visiting and reading programs
- **Committee Work** – includes participation on advisory boards, neighbourhood associations, and regional associations
- **Religious Activities** – includes participation as a volunteer in catechists classes, children's liturgy programs, and special events
- **Youth Programs** – includes volunteer assistance in the operation of youth programs such as Scouts, Guides, recreation centre activities, breakfast programs, March Break programs, Leaders-in-Training, summer playground activities, and camps
- **Office/Clerical Work** – includes volunteer activity in reception, computer work, and mailing for **individuals or groups providing charitable or general community benefit**
- **Work with Animals** – includes volunteer involvement with animal care or volunteer assistance at a local zoo or petting farm
- **Arts and Culture** – includes volunteer assistance at a gallery, performing arts production or program, or in a community library program
- **Activities for Individuals** – includes any volunteer activity that assists someone who requires the assistance with shopping, tutoring, light snow removal (no use of snowblower), housekeeping, writing letters or transcribing, or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy
- **School Community Service** – may include service within the school community that provides benefit to others that takes place outside the regular school day.



COMMUNITY INVOLVEMENT ACTIVITIES:

INELIGIBLE ACTIVITIES:

The Ministry of Education and Training (Policy/Program Memorandum No.124A – April 27, 1999) 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., 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 breaks 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 trades person 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 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).
- The Toronto Catholic District School Board has determined that the following are also ineligible activities, in addition to those that the Ministry has listed as ineligible:
 -
 - 1. Any activity that provides direct financial benefit or gain to the student or to the **student's immediate family**;
 - 2. Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of both the Ministry of Education, as well as the moral teachings and gospel values of the Toronto Catholic District School Board.
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In the event that a student would like to participate in an activity or event that is not clearly within the guiding principles or list of examples, the student must complete Part D of the Student Involvement Activity Form. The proposed activity or nature of the participation and event must be outlined and submitted to the school Principal prior to participating in this activity. The Principal may forward the request to the Board and the student will be

notified as to whether or not the activity/event is suitable. **The activity or event should not be commenced until permission has been granted.** If completed without permission, and permission is subsequently denied, the activity or event will not be counted toward the student's community involvement requirement. Please note that the Principal is not obliged to approve a project at the local level.

ROLES & RESPONSIBILITIES:

Parents/Guardians:

Parents/guardians should provide assistance to their child in the selection of their community involvement activities. Parents/guardians also are encouraged to communicate with the community sponsor and the school Principal if they have any questions or concerns. Parent/guardian must sign Part C: Completion of Community Involvement Activity Form if the student is under the age of eighteen years.

Students:

Students will, in consultation with their parents, select an appropriate activity from the board's list of eligible activities. If the student wishes to be involved in an activity which is not on the board's list of approved activities, the student must obtain written permission from the principal prior to beginning the activity, provided that the activity is not on the board's or the Ministry's list of ineligible activities. The student is responsible for the completion and submission of the Student Community Involvement Activity form within the time frame given by the school.





At all times, the student is expected to complete the community involvement in a manner consistent with Toronto Catholic District School Board's gospel values and a positive work ethic. The following is a list of recommended behaviours:

- showing respect for the community sponsors and their workplaces
- punctuality
- appropriate dress and grooming
- good manners
- a willingness to listen and follow instructions
- a willingness to clarify instructions when in doubt
- the ability to maintain confidentiality.

• Community Sponsors:

One of the purposes of the community involvement requirement is to develop strong ties between 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 Student Community Involvement Activity Form, Part C.

SCHOOL BOARDS:

Toronto Catholic District School Board is responsible for the implementation of community involvement activities in their secondary schools through:

- the development of a list of approved community involvement activities
- posting of the Ministry's and Board's list of ineligible activities
- not granting approval to students wishing to participate in ineligible activities
- ensuring adequate insurance coverage of all participants, including students and community sponsors.

SECONDARY SCHOOL PRINCIPALS:

Principals are responsible for providing information about the community involvement requirement to parents, students and community sponsors, as well as supplying students with the appropriate forms for documentation. Upon completion of the required forty hours of community involvement, and submission of the documentation, the principal will decide if the student has met the community involvement requirement and, if so, record it as completed on the student's official transcript.

INSURANCE

- Students and parents may wish to purchase Student Accident Insurance which is available through the schools.
- Boards expect that all community sponsors will provide students with appropriate instructions, put in place safety precautions, and train and supervise student volunteers.

The Toronto Catholic District School Board is pleased to advise its community sponsors that students who are performing volunteer work for organizations are protected by the School Board's liability insurance, while they are performing their required forty 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 organizations.

For example, if a student, in the course of his/her volunteer duties, causes damage or injures a third party, and this results in a lawsuit 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 provide coverage for the negligence of the community sponsors.

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.





MY COMMUNITY INVOLVEMENT PLANNING

Name of Agency	Contact Person	Contact Information
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COMMUNITY INVOLVEMENT ACTIVITY FORM

PART A: STUDENT INFORMATION

NAME OF SCHOOL: _____

STUDENT NAME: _____ GRADE: _____

STUDENT NUMBER: _____

Please review the ELIGIBLE ACTIVITIES CHECKLIST below. Place a check mark next to the category which includes your chosen activity. After completing your activity, complete Part C, below. All required information must be completed and the form is to be submitted to your Guidance Counsellor.

If your activity is NOT listed below, STOP. Check whether it is on the Ineligible Activities List in Part D. These activities are NOT acceptable. If you would like to do an activity that is not on any of the lists, you must obtain the Principal's approval. Please complete Part D and submit this to the Principal for approval BEFORE you proceed.

It is the responsibility of the parents and students to ensure the activity is on the ELIGIBLE ACTIVITIES CHECKLIST. All students under the age of 18 require a parent/guardian signature indicating their knowledge and approval of the chosen activity.

PART B: ELIGIBLE ACTIVITIES CHECKLIST

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Fund-raising – includes canvassing and assisting with the organization of events for the benefit of the community, e.g., walkathons, celebrity games, gala events, bazaars, etc. <input type="checkbox"/> Sports/recreation – includes coaching and helping to organize tournaments, sporting events, track meets and summer games or volunteering as a leisure buddy or pool assistant <input type="checkbox"/> Community Events – includes helping to organize winter carnivals, parades, and summer fairs <input type="checkbox"/> Community Projects – includes participating in organized food drives; or support services for community groups <input type="checkbox"/> Environmental Projects – includes participating in community clean-up, flower/tree planting, recycling, and general beautification projects and activities <input type="checkbox"/> Volunteer Work with Seniors – includes assisting in a seniors' residence, e.g. – serving snacks, helping with activities, portering, or participating in visiting and reading programs <input type="checkbox"/> Committee Work – includes participation on advisory boards, neighbourhood associations, and regional associations <input type="checkbox"/> Religious Activities – includes participation as a volunteer in catechists classes, children's liturgy programs, and special events | <ul style="list-style-type: none"> <input type="checkbox"/> Youth Programs – includes volunteer assistance in the operation of youth programs such as Scouts, Guides, recreation centre activities, breakfast programs, March Break programs, Leaders-in-Training, summer playground activities, and camps <input type="checkbox"/> Office/Clerical Work – includes volunteer activity in reception, computer work, and mailing for individuals or groups providing charitable or general community benefit <input type="checkbox"/> Work with Animals – includes volunteer involvement with animal care or volunteer assistance at a local zoo or petting farm <input type="checkbox"/> Arts and Culture – includes volunteer assistance at a gallery, performing arts production or program, or in a community library program <input type="checkbox"/> Activities for Individuals – includes any volunteer activity that assists someone who requires the assistance with shopping, tutoring, light snow removal (no use of snowblower), housekeeping, writing letters or transcribing, or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy <input type="checkbox"/> School Community Service – may include service within the school community that provides benefit to others that takes place outside the regular school day. These activities must be approved at a local level by the school Principal in advance of the commencement of the activity. |
|--|--|

For great ideas in the GTA, visit www.40hours.ca and www.volunteertoronto.ca

PART C: COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITY

ACTIVITY: _____

DATE OF COMPLETION: _____ NUMBER OF HOURS: _____

ORGANIZATION NAME: _____

ORGANIZATION TELEPHONE NUMBER: _____

SUPERVISOR NAME: _____

SUPERVISOR SIGNATURE: _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____



PART D: INELIGIBLE ACTIVITIES LIST

THE FOLLOWING TYPES OF ACTIVITIES ARE NOT ACCEPTABLE. AN UNACCEPTABLE ACTIVITY IS ONE THAT:

- 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 breaks or “spare” period is permissible;
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- 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;
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- 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 trades person 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 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).
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 1. Any activity that provides direct financial benefit or gain to the student or to the student’s immediate family;
 2. Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of both the Ministry of Education, as well as the moral teachings and gospel values of the Toronto Catholic District School Board.

IF THIS ACTIVITY IS ON THE INELIGIBLE ACTIVITIES LIST ABOVE, THEN PERMISSION WILL NOT BE GRANTED.

PROPOSED ACTIVITY AND DESCRIPTION: _____

PRINCIPAL APPROVAL: YES NO

PRINCIPAL'S SIGNATURE: _____

DATE: _____



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COMMUNITY INVOLVEMENT ACTIVITY FORM

PART A: STUDENT INFORMATION

NAME OF SCHOOL: _____

STUDENT NAME: _____ GRADE: _____

STUDENT NUMBER: _____

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If your activity is NOT listed below, STOP. Check whether it is on the Ineligible Activities List in Part D. These activities are NOT acceptable. If you would like to do an activity that is not on any of the lists, you must obtain the Principal's approval. Please complete Part D and submit this to the Principal for approval BEFORE you proceed.

It is the responsibility of the parents and students to ensure the activity is on the ELIGIBLE ACTIVITIES CHECKLIST. All students under the age of 18 require a parent/guardian signature indicating their knowledge and approval of the chosen activity.

PART B: ELIGIBLE ACTIVITIES CHECKLIST

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PART C: COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITY

ACTIVITY: _____

DATE OF COMPLETION: _____ NUMBER OF HOURS: _____

ORGANIZATION NAME: _____

ORGANIZATION TELEPHONE NUMBER: _____

SUPERVISOR NAME: _____

SUPERVISOR SIGNATURE: _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____



PART D: INELIGIBLE ACTIVITIES LIST

THE FOLLOWING TYPES OF ACTIVITIES ARE NOT ACCEPTABLE. AN UNACCEPTABLE ACTIVITY IS ONE THAT:

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- 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 trades person 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 performed in the home (i.e. daily chores) or personal recreational activities;
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IF THIS ACTIVITY IS ON THE INELIGIBLE ACTIVITIES LIST ABOVE, THEN PERMISSION WILL NOT BE GRANTED.

PROPOSED ACTIVITY AND DESCRIPTION: _____

PRINCIPAL APPROVAL: YES NO

PRINCIPAL'S SIGNATURE: _____

DATE: _____



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Notes...

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Student Community Involvement

TCDSB

Ontario Catholic School Graduate Expectations

THE GRADUATE IS EXPECTED TO BE:

- (1) A discerning believer
- (2) An effective communicator
- (3) A reflective, creative and holistic thinker
- (4) A self-directed, responsible, lifelong learner
- (5) A collaborative contributor
- (6) A caring family member
- (7) A responsible citizen

FOR FURTHER INFORMATION

For further information about community involvement please contact the Ministry of Education at <http://www.edu.gov.on.ca/>
Students are encouraged to visit www.40hours.ca and www.volunteertoronto.ca for more ideas.

Personal Information provided to the TCDSB 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.

DIRECTOR OF EDUCATION: BRUCE RODRIGUES

TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2012

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- 3. Sal Piccininni
- 4. Patrizia Bottoni
- 5. Maria Rizzo
- 6. Frank D'Amico
- 7. John Del Grande
- 8. Tobias Enverga
- 9. Jo-Ann Davis, Vice Chair
- 10. Barbara Poplawski
- 11. Angela Kennedy
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Sabrina Renna, Student Trustee

