

Community Involvement Diploma Requirement

“Linking Students to our Community”

Roles and Responsibilities

***Expectations for Students, Parents/Guardians
and Community Sponsors***



Rainbow Schools
Reaching minds. Touching hearts.

The responsibility for the completion of the 40 hours of community involvement prior to graduation lies with the student and his/her parent(s)/guardian(s).

Students:

Students are responsible for selecting appropriate community involvement activities and for completing all required documentation as per the Board requirements. Students are also responsible for completing their community involvement hours in a manner that demonstrates a positive work ethic and respect for others

The following checklist of behaviour is recommended:

- ✓ Punctuality
- ✓ Listen to instruction
- ✓ Appropriate dress and grooming
- ✓ Follow through on commitments
- ✓ Maintain confidentiality
- ✓ Polite manners
- ✓ Clarify instructions if in doubt

Parents/Guardians:

Parents/guardians should provide assistance to their child in the selection of his/her community involvement activity. Parents are also encouraged to communicate with the community sponsor/volunteer supervisor and the school Principal if they have any questions or concerns. A parent must sign the Student Volunteer Activity Sheet for each placement if the student is under the age of 18 years.

Community Sponsors/Volunteer Supervisors:

The purposes of the community involvement requirement are to develop strong ties between the students and their community and foster valuable 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 in a safe environment. The person overseeing the student's activity must be 18 years of age or older. There are two forms that the community sponsor/volunteer supervisor will be required to complete: the Student Volunteer Activity Sheet for the placement and the Completion of Community Service sheet upon the students' completion of the placement.

Community sponsors/volunteer supervisors should ensure that the activities completed by the student volunteers are not on the Ministry of Education and Training's or the Rainbow District School Board's list of ineligible activities.

Rainbow District School Board:

The Rainbow District School Board through the individual school Principal will provide essential information and documentation to facilitate the completion of this graduation requirement.

Insurance:

The Board's liability insurance will protect the students and community sponsors for up to 40 hours of community involvement activities. Students are NOT covered with Workplace Safety and Insurance Board (WSIB) coverage in the event of personal injury. Students and parents are encouraged to purchase Student Accident Insurance, which is available through the schools. The Board expects that all community sponsors/volunteer supervisors will provide students with appropriate instructions, put in place safety precautions, train and supervise student volunteers.

Community Involvement Activities Eligible Activities

- ✓ An event or activity designed to be of benefit to the community;
- ✓ An event or activity to support not-for-profit agencies, institutions or foundations;
- ✓ Structured programs to promote tutoring, visiting, coaching whose purpose is to assist others;
- ✓ Participation in an event or activity that supports work of a global nature;
- ✓ Participation in an event or activity that promotes environmental awareness;
- ✓ Participation in an event or activity that promotes and contributes to the health and well-being of any group, including school-based activities;
- ✓ Participation in an event or activity affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive contribution in the community.

EXAMPLES

School Programs	This includes helping out on non-credit extra curricular activities such as student governance, organizing school activities (i.e. sports meets, art drama or music productions), assisting in school activities (i.e. ushering, perfecting, parent's night).
Fundraising	This could include canvassing, walk-a-thon, celebrity games, gift-wrapping, gala events and sales.
Sports' Recreation	This could include coaching, track meets, summer games, working with a buddy, pool assistant and organizing special Olympics.
Community	This could include helping to organize winter carnivals, parades and summer fairs.
Community Projects	This could include participating in food drives, support services for community groups, 4H Clubs and Welcome Wagons.
Environmental Projects	This could include participating in a community clean-up, flower/tree planting, recycling and beautification activities.
Religious Activities	This could include programming for children, child-minding, helping with Sunday school special events and clerical tasks.
Seniors' Programs	This could include assisting in a seniors' residence or seniors' community programs (i.e. helping with activities).
Office Clerical	This could include reception, computer work and

	mailings.
Youth Programs	This could include helping to run youth programs such as 4H, Scouts, Guides, drop-in-centres, breakfast programs, after school programs, March Break programs, Leaders in Training – Summer Playground Activities and Camps.
Work with Animals	This could include involvement with animal care, a horseback riding program, or work at a local zoo or petting farm.
Arts and Culture	This could include assisting at a gallery, performing music or involvement in a library program.
Activities with Individuals	This could include activities involving seniors such as helping shop, reading letters, shoveling snow or chronic care hospital visits. This also involves activities with young people such as tutoring, transcribing, reading buddies and respite care.

Community Involvement Activities Ineligible Activities

The Ministry of Education and Training’s list of ineligible activities:

- ✓ Student activities that displace paid workers;
- ✓ Any activity where you are normally paid (i.e. babysitting, part-time job, etc);
- ✓ “Take Our Kids to Work” experience in Grade 9;
- ✓ Job shadowing or a work experience component of a course;
- ✓ Co-operative education experiences;
- ✓ Any required activities of a course or program in which you can earn a credit;
- ✓ Playing on a school sports team;
- ✓ Activities that are regular family responsibilities (i.e. regular chores, etc);
- ✓ Court-ordered community service programs, alternative measures programs or any diversionary program that uses community service;
- ✓ Any activity involving the operation of a vehicle, power tools or scaffolding;
- ✓ Any activity where you might administer medication or medical procedures;
- ✓ Any student under 16 involved in a logging environment;
- ✓ Any student under 15 involved in a factory environment;
- ✓ Any student under 14 in any working environment (except health and residential care environments);
- ✓ Activities involving banking, securities or other valuables.

The Rainbow District School Board has determined that the following are ineligible activities, in addition to those that the Ministry has listed as ineligible.

- ✓ Any activity that provides direct financial revenue or gain to the student or to the student's immediate family;
- ✓ Any association with an organization or an organizational activity that does not comply with the policies, procedures and regulations of both the Ministry of Education and Training, Human Rights Legislation and the Rainbow District School Board.

In the event that a student would like to participate in an activity that is not on the Board's list of examples and does not fall within the Board's list of guiding principles, the student must submit a letter detailing his/her proposed activity to the local school Principal. The Principal will forward this request to the Superintendent responsible for curriculum and the student will be duly notified. The activity should not be started until permission has been granted. Please note that Principals are not obliged to approve projects at the local level.

Rainbow District School Board

Ontario Secondary School Diploma Requirement Community Involvement Policy

Policy:

In an effort to assist students in their community service experience in the Sudbury and District Area, it shall be the policy of the Rainbow District School Board to provide procedures and guidelines for the 40 hours of community involvement required to earn an Ontario Secondary School Diploma.

Administrative Procedures:

- A. The purposes of community involvement are:
 - i. To develop awareness and understanding of civic responsibility and the role students can play.
 - ii. To develop awareness and understanding of the contributions students can make in supporting and strengthening their communities.

- B. Responsibilities of the Principal:
 - i. The Principal will ensure that a description of the community involvement requirement and an outline of policies and procedures for completing the requirements are included in the school course calendar.
 - ii. The Principal will ensure the students are provided with the information and forms needed to complete the community involvement requirements, including information about the activities that are approved by the Board and the activities that are ineligible.
 - iii. If the student proposes to undertake an activity, which is not on the Board's list of approved activities, the Principal will determine whether the student's proposed activity is acceptable, in consultation with the Superintendent. If the activity is acceptable, the Principal must keep a copy of the approval on file.
 - iv. The Principal will determine whether the student has met the community involvement requirements and if so, will indicate on the Ontario Student Transcript (OST) that the student has completed the requirements.

- C. Procedures for the Student:
 - i. Students may complete the 40 hours of community involvement activities in any time during their secondary school program.
 - ii. Each student must complete and submit a "Notification of Planned Community Involvement Activities" form. The student will select an

activity from the Board's list of approved activities. A student under the age of 18 must complete the form in consultation with his or her parents and must have one parent sign the form. The student will sign the form and submit it to the school contact as designated by the Principal. More than one form may be submitted when additional activities are planned that were not included on a previously submitted form.

- iii. Upon completion of the activity, the student must fill out the "Completion of Community Involvement Activities" form. The sponsor of the activity will complete the appropriate sections of the form to verify that the activity has been signed by one of the student's parents if the student is under the age of 18. The student must submit the form to the Principal or designate.

D. Ineligible activities

In accordance with policy/program memorandum 124A, an ineligible activity is an activity that:

- Is a requirement of a class or course in which the student is enrolled;
- Takes place in a logging or mining environment, if the student is under 16 years of age;
- Takes place in a factory, if the student is under 15 years of age;
- Takes place in a workplace other than a factory if the student is under 14 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 administration of any form of medications or medical procedures 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 works of art, antiques or other valuables;
- Consists of duties normally performed in the student's home (i.e. daily chores or personal recreational activities);
- Involves activities for a court-ordered program.

E. Eligible Activities:

The following are eligible activities for the 40-hour community involvement requirement:

- Working in a religious centre (i.e. church, synagogue, a place of worship);

- Helping with food drives – any aspect of the collection, organizing or delivery to the food bank;
- Coaching, assisting or organizing others in a sport or leisure activity in or out of school;
- Assisting, organizing or overseeing activities for elementary schools;
- Providing company, help or recreation for the elderly or sick;
- Performing clean-up activities to any not-for-profit institution, educational or otherwise;
- Canvassing for registered charities;
- Managing or helping with Scouting and Guiding activities;
- Assisting an adult in a not-for-profit, acceptable work place in a non-remunerated capacity;
- Tutoring/peer helping;
- Providing assistance to any volunteer group, which has helping others as its mandate.