



<b>SECTION:</b>	<b>School and Community Relations</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Staff/Student Service to Other Agencies</b>	<b>May 1, 2000</b>
<b>POLICY NAME:</b>	<b>Secondary School: Community Involvement Activities</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>R.SCR.D.2</b>	<b>May 1, 2000</b>

1. ROLE AND RESPONSIBILITY OF THE BOARD

- 1.1 The Board will develop a list of approved activities in consultation with school councils, the Special Education Advisory Committee, and the Board's insuring agency.
- 1.2 The Board will develop a list of restricted activities including those activities so specified by the Ministry as ineligible. (See 7.0)
- 1.3 Students will not be paid for performing any community involvement activity.
- 1.4 The Board will provide to secondary schools two approved forms that will document a student's planned and completed activities.
- 1.5 The Board will develop a document that explains the community involvement requirement and the roles and responsibilities of the student, parents, principal, and Board. It will specify both eligible and ineligible activities and be distributed to the student, parent, and the person supervising the student's community involvement.
- 1.6 The Board will ensure that all participants, including students and the sponsors of community involvement activities are adequately covered by the Board's insurance.
- 1.7 Training, equipment and any special preparation that is required for an activity should be provided by the person or organization sponsoring the activity.
- 1.8 All personal information involving the student and community involvement activities will be collected and stored in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

2. ROLE AND RESPONSIBILITY OF THE PRINCIPAL

- 2.1 The principal will ensure that a description of the community involvement requirement and an outline of the policies on and procedures for completing the requirement are included in the school course calendar.
- 2.2 The principal will provide students with the information and forms needed to complete the community involvement requirement. This will include information about the activities that are approved by the Board and the activities that are ineligible, as well as copies of the Board's information document that are to be given to the parents and to the person supervising the community involvement activity.
- 2.3 If a student proposes to undertake an activity that is not on the Board's list of approved activities, the principal, in consultation with the appropriate supervisory officer, 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.

2.4 The principal will determine whether the student has met the 40 hours of community involvement requirement, and, if so, will indicate on the Ontario Student Transcript that the student has completed the requirement.

3. ROLE AND RESPONSIBILITY OF THE PARENT

3.1 Parents should provide assistance to their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns.

3.2 A parent must sign the "Notification of Planned Community Involvement Activities" and the "Completion of Community Involvement Activities" form if the student is under the age of eighteen years.

4. ROLE AND RESPONSIBILITY OF THE COMMUNITY SUPERVISOR

4.1 The supervisor agrees to give the student the opportunity to perform the activities he/she has chosen and agrees to ensure the supervision of the student.

4.2 The supervisor must verify that the activities have been completed and register the number of hours on the "Completion of Community Involvement Activity Form".

4.3 The supervisor and/or organization sponsoring the activity must agree to provide any training, equipment or special preparation that is required for the successful completion of the activity.

4.4 The organization /individual sponsoring the community involvement activity must provide adequate health and safety training for the student prior to the commencement of the activity.

5. ROLE AND RESPONSIBILITY OF THE STUDENT

5.1 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 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.

5.2 Before beginning any activity, students will provide the principal or other school contact with a completed "Notification of Planned Community Involvement Activities" form indicating the activity or activities that 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 any previously submitted form.

5.3 A "Completion of Community Involvement Activities" form must be completed by the student and the student's parent, if the student is under eighteen years of age, and the community sponsor. The student must submit the form to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

6. ELIGIBLE COMMUNITY INVOLVEMENT ACTIVITIES

6.1 The Activities listed below are approved activities and may be used by students of the Wellington Catholic District School Board for the completion of the community involvement requirement towards an Ontario Secondary School Diploma.

- a) Academic Tutorial Assistance (Elementary and Secondary)
- b) Action Read
- c) Aiding Senior and Handicapped Citizens
- d) Alzheimer's Society
- e) Animal Clinics and Shelters
- f) Art Galleries
- g) Arthritis Society
- h) Big Brothers
- i) Big Sisters
- j) Bingos for Charity
- k) Blood Donor Clinics

- l) Brownies, Cubs, Scouts, Guides
- m) Canadian Cancer Society
- n) Canadian Diabetes Society
- o) Canadian Red Cross
- p) Coaching and Refereeing Youth Sport
- q) Community Committees
- r) City of Guelph Community Services
- s) Day Care Centres
- t) Development and Peace
- u) English as a Second Language Tutoring
- v) Environmental Clubs
- w) Family and Children Services
- x) Food Bank
- y) Fundraising Activities
- z) Guelph and Area Right to Life
- aa) Guelph Services for the Physically Disabled
- ab) Heart and Stroke Foundation
- ac) Hospital, Nursing Home Volunteer Work
- ad) Kidney Foundation
- ae) Knights of Columbus
- af) Local Parishes
- ag) Libraries
- ah) Neighbourhood Groups (eg. Onward Willow)
- ai) Science Fairs
- aj) Victim Services: Wellington
- ak) Service Clubs
- al) United Way
- am) Women's Shelters
- an) YM/YWCA

## 7. INELIGIBLE COMMUNITY INVOLVEMENT ACTIVITIES

- 7.1 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:
- a) 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);
  - b) 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
  - c) takes place in a logging or mining environment, if the student is under sixteen years of age
  - d) takes place in a factory, if the student is under fifteen years of age;
  - e) 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;
  - f) would normally be performed for wages by a person in the workplace;
  - g) involves the operation of a vehicle, power tools, or scaffolding;
  - h) involves the administration of any type or form of medication or medical procedure to other persons;
  - i) involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act;
  - j) requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
  - k) involves banking or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables;
  - l) consists of duties normally performed in the home (daily chores) or personal recreational activities;

- m) involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program).