

COMMUNITY SERVICE HOURS

⌘ *Graduation Requirement* ⌘

Name
Address
Phone
School
Principal

Conforms to:

Ontario Secondary Schools Grades 9 to 12: Program and Diploma Requirements 1999

Policy Program Memorandum (PPM) No. 124

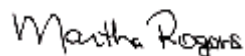
Dear Student:

Mahatma Gandhi said wisely: “**We** must be the change we wish to see in the world.” The Community Involvement Project is an important and interesting part of Secondary School Reform, a part that will challenge you to experience the deep and enduring satisfaction that comes from helping others. By participating for forty hours in the events and organizations of your community, you will develop civic responsibility and learn community values.

This Community Service Hours Manual was created with input from students, parents, teachers, administrators and trustees. It explains the roles, procedures and regulations of the project. You and your parents are advised to read the manual carefully, and choose your activities wisely. Ask questions at your school if you do not understand any idea in the manual.

The Upper Grand District School Board takes pride in preparing young people like yourself for the challenges that you will face in your future. We know that you will enjoy the time that you spend volunteering to help others. We know that the community will enjoy and benefit greatly from your zest and energy!

Sincerely,



Dr. Martha Rogers,
Director of Education

FREQUENTLY ASKED QUESTIONS

“Is there a deadline to complete my hours and submit proof of my activities?”

Yes, it is strongly recommended that you complete the 40 hours and submit proof **before** June 1 of your graduating year. Remember that activities need to be done outside of regular school time.



“I am acting in a local theatre production this fall. Can I count this time towards my community involvement requirement?”

No, students are not to credit the hours spent in their own **personal recreation**, but are to count activities done in a spirit of volunteerism and civic responsibility.



“Am I allowed to work for a business e.g. cleaning a laundromat or filing papers in an office?”

No, tasks that would normally be performed for wages by a person in the workplace are not acceptable. An exception would be if the work is done for a non-profit organization towards a specific activity (e.g. raising funds for the Humane Society).



“I would like to go door to door, soliciting for an organization I belong to. Can this time be counted towards my requirement?”

No, this type of activity is not advisable for several reasons such as personal safety and lack of supervision. There are usually a variety of other opportunities for you to support your favourite organization.

COMMUNITY INVOLVEMENT

WHO?

Each student entering high school in September 1999 and subsequent years will contribute 40 hours of Community Involvement as a component of the Ontario Secondary School Diploma (OSSD)

WHEN?

A student may complete the work any time during his/her years in a secondary school program. The work must be done outside normal instructional hours, such as on lunch hours, before or after school, on weekends and on school holidays. Students are recommended to complete as many hours as possible during their grade 9 and 10 years, as increased academic pressures in senior grades may limit the amount of time they can devote toward these activities.

WHERE?

A student may work in a variety of settings, including not-for-profit organizations, public sector institutions (including hospitals) and informal settings.

WHY?

- Students develop an awareness and understanding of civic responsibility.
- Students play a role in improving and strengthening their communities.
- Students develop confidence, self-esteem and compassion.
- Students complete a compulsory part of the diploma requirements.

HOW?

Plan Ahead

In grade 7 and 8, each student is informed about the Community Involvement requirement. A student, in collaboration with parent(s) will discuss the Community Involvement requirement. A student may use his/her Annual Education Plan to identify possible activities to undertake. **Students can now start accumulating community involvement hours in the summer before they enter grade 9.**

HOW? (continued...)

Create a Plan

Each student under the age of eighteen will plan and select activities in consultation with parents/guardians, selecting activities from the list of eligible activities and avoiding ones from the Ministry or the Board ineligible lists. Selection of activities should take into account the age, maturity and ability of the student, the location and environment of the proposed activity and the need for any special training and preparation.

IF a student wishes to participate in an activity or event that is not clearly within the Board's set of examples, and does not conform to the principles set out in this Information Manual, he/she must discuss this activity with the school Principal and get his/her signature **BEFORE** proceeding. In some cases, the Principal may forward the request to a Supervisory Officer of the Board for a decision as to the suitability of the task.

Work Hard

Each student provides the Community Sponsor with this Information Manual and completes work with enthusiasm, respect for others, and punctuality.

Keep a Record

Each student maintains a record of the Community Involvement activity, ensuring that the Community Involvement Activity Notification and Completion form is correct and signed by a parent/guardian, and the Community Sponsor(s).

Report the Hours

When a student submits the documentation attesting to the completion of the Community Involvement requirement, the Principal or designate will decide whether the student has met the requirements of both the Ministry and the Board. The Principal is responsible for ensuring that the completed hours are entered on a student's official transcript, the OST.

ELIGIBLE ACTIVITIES

The Upper Grand District School Board has determined that the activities listed below are **approved activities** for the completion of the Community Involvement requirement provided they take place **outside** of school hours, are **not paid** activities, and are **not counted** as course requirements.

Students are not to credit the hours spent in their own personal recreation, but are to count activities done in a spirit of volunteerism and civic responsibility.

This list of suggested eligible activities was completed in consultation with the District School Council, the Special Education Advisory Committee, the Board's insurer, the School Council Co-ordinating Committee and the Principal/Vice-Principal Group.

- ✓ **Service Clubs:** run celebrity games, special events and walk-a-thons.
- ✓ **Sports/Recreation:** coach children; do volunteer refereeing in charity games; run Special Olympics and summer games; be a leisure buddy
- ✓ **Community Events:** assist with winter carnival; organize parades and fall fairs
- ✓ **Environmental Projects:** participate in community cleanup, tree planting and recycling programs
- ✓ **Volunteering for Seniors:** help with crafts or reading; remove snow and clean up homes and yards
- ✓ **Community Projects:** help at food banks and hospitals; provide support services for the housebound or the disabled; participate at humane societies
- ✓ **Religious Activities:** organize youth activities; teach or help with children's programs and classes; lead special events; assist with clerical tasks
- ✓ **Committees:** take a role on advisory boards, neighbourhood associations and regional associations
- ✓ **High School:** participate in tutoring; organize fund-raising, environmental projects, and special events approved by the Principal
- ✓ **Clubs and Youth Organizations:** volunteer in or lead activities organized by these groups
- ✓ **Children/Youth:** help at drop-in centres, breakfast clubs, after-school and March-break programs; help in summer games, playgrounds, camps and child-care centres
- ✓ **Arts/Culture:** assist in galleries, libraries, theatres, museums and heritage sites
- ✓ **Student Proposals:** take leadership roles or assist with civic projects

INELIGIBLE ACTIVITIES

According to Policy/Program Memorandum (PPM) No. 124, an ineligible activity is one that:

- x is a requirement of a class or course in which the student is enrolled (e.g. Co-operative Education, job shadowing)
- x 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" is permissible.
- x takes place in a logging or mining environment (if the student is under sixteen years of age)
- x takes place in a factory (if the student is under fifteen years of age)
- x 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)
- x would normally be performed for wages by a person in the workplace
- x involves the operation of a vehicle, power tools, or scaffolding
- x involves the administration of any type or form of medication or medical procedure to other persons
- x involves the handling of substances classed as "designated substances" under the Occupational Health and Safety Act
- x requires the knowledge of a tradesperson whose trade is regulated by the provincial government
- x involves banking or the handling of securities, or the handling of jewellery, works of art, antiques or other valuables
- x consists of duties normally performed in the home (i.e. daily chores) or personal recreation activities
- x involves a court-ordered program (e.g. community-service program for young offenders, probationary program)

The Upper Grand District School Board has determined that the following are also ineligible activities, in addition to those that the Ministry has declared ineligible:

- x any activity that causes a student to contravene his/her school code of conduct.
- x association with any organization that does not meet the ethical and legal standards, policies, procedures and regulations of both the Ministry of Education and the Upper Grand District School Board.
- x any activity that provides direct financial benefit or gain to the student or the student's family.

INSURANCE

- The Upper Grand District School Board's liability insurance **will** protect the students and Community Sponsors for liability lawsuits for damages or injuries to a third party that may arise from the **student's** volunteer activities.
- The Board's liability insurance does not cover negligence on behalf of the Community Sponsor's involvement in the program. 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.
- Parents/students are encouraged to purchase Student Accident Insurance, available in the school each September.
- Boards of Education expect that Community Sponsors will provide students with safety instructions, safety equipment (if necessary), training and supervision.

PRIVACY

- Personal information provided to the Upper Grand District School Board 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.

NOTES...

***Additional information can be found on the
Upper Grand District School Board website:***

<http://www.ugdsb.on.ca/index.aspx>

***For Volunteer Opportunities
in Dufferin County visit:***



<http://www.volunteerdufferin.ca/>

***For Volunteer Opportunities in Guelph
and Wellington County visit:***



<http://www.youthengaged.ca/>

Upper Grand District School Board

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<http://www.ugdsb.on.ca>

Community Involvement Activity Notification and Completion

Effective July 1, 2011, students will be able to start accumulating community involvement hours in the summer before they enter grade 9.

~~ It is strongly recommended this form be submitted no later than June 1 of a student's graduating year.~~

Activity	Number of Hours		Completion Date (DD/MM/YY)	Location	Supervisor's Name (please print)	Supervisor's Phone Number	Supervisor's Signature	Principal/Designate's Signature (*if required)
	Est.	Act.						

*If the activity is NOT on the "Eligible List" (see page 8), you must obtain your Principal's signature BEFORE starting the activity.

I _____ hereby confirm that I have completed the above activities, totaling at least 40 hours of community service, as set out according to the information in this booklet.

Student's Name – please print

Student's Signature	Date	Parent/Guardian's Signature	Date
Principal's Signature	Date		

Personal information on this form is collected under the authority of the Education Act and Municipal Freedom of Information and Protection of Privacy Act, and will only be used to document completion of community involvement hours. The information on this form is confidential and access will be limited to those employees who have an administrative need, the student, and parent(s)/guardian(s) of a student who is under eighteen years of age. This information will be destroyed one year after a student's retirement from the school.

For Office Use Only	<input type="checkbox"/> Completion of 40 hours has been noted on the student's OST	_____ Signature of School Official	_____ Date
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