

40



Students for every Secondary School (but WSS):

Log hours on the Community Hour Tracking Form found in Guidance.

Westside Secondary Students only:

Login to access Hour Republic via Ucloud >Brightspace.
Contact info@charityrepublic.com 1.866.505.7241

COMMUNITY INVOLVEMENT

INFORMATION GUIDE

For Volunteer Opportunities in Dufferin County visit:

www.volunteerdufferin.ca

For Volunteer Opportunities in Guelph and Wellington County visit:

pinetwork.ca

BE A LOCAL HERO

— AND HELP YOUR COMMUNITY —
Start earning your volunteer hours today!



Upper Grand District School Board



WHY

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



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 can start to earn their hours in the summer before they enter grade 9.

WHERE

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

MORE INELIGIBLE ACTIVITIES



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 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.

Additional Information can be found on the UGDSB website



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 pro-gram)



HOW

Plan Ahead

In grade 7 and 8, each student is informed about the Community Involvement requirement. A student, in collaboration with their guardian(s) will discuss the Community Involvement requirement. Students will set goals, seek opportunities and plan for their Community Involvement requirement while completing their Individual Pathway Plan.

Create a Plan

Each student 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.

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 Guide, he/she must discuss this activity with the school Principal. 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 the work with enthusiasm, respect for others, and punctuality.

Keep a Record

Each student maintains a record of the Community Involvement activity, using Hour Republic found in their myBlueprint account on the Ugcloud.

Report the Hours

When a student submits the hours on Hour Republic to indicate 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.





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 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; 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.

MORE ELIGIBLE ACTIVITIES

- **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.

