

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

POLICY STATEMENT

Serving as a rationale for the Community Involvement and Christian Service Policy and Procedures is our Mission Statement:

Inspired by the mystery of Christ, we will guide our students on a journey of discovery that celebrates life.

In keeping with our value of commitment of service to others, the Northeastern Catholic District School Board encourages students to go beyond the minimum of 40 hours of community involvement, which is a requirement for achieving an Ontario Secondary School Diploma (OSSD) upon graduation.

POLICY REGULATIONS

Students and parents will receive information on Community Involvement and Christian Service which will be given out by the school principal early in the school year. Students will share this information with the sponsor of the community involvement activity.

All grade 9 and new students to the Board and parents will receive, from their school principal, information outlining the particular characteristics and administration of the Community Involvement and Christian Service requirement in their school.

A procedural guideline for teachers and students accompanies this policy.

1. Information on the Community Involvement Diploma Requirement:

Every student who began secondary school during or after the 1999-2000 school year must complete a minimum of 40 hours of community involvement activities as one of the requirements for an Ontario Secondary School Diploma (OSSD). The primary objectives of this requirement are:

- to encourage students to develop awareness and understanding of civic responsibility;

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

- to increase awareness of the role they can play and gain satisfaction from the contribution they can make in supporting and strengthening their communities;
- to develop a positive image and a greater sense of identity with the community.

This policy/procedures document, developed from Ministry of Education Policy (PPM 124A), provides information on the community involvement diploma requirement for students and parents, as well as for persons and organizations who are asked by students to sponsor a particular activity.

Students will select one or more Community Involvement and Christian Service activities in consultation with their parents. 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, equipment, and preparation. The safety of the student is paramount.

It should be noted that students will not be paid for performing any community involvement activity.

2. Ontario Catholic Graduate Expectations:

Our Catholic schools, through the Christian Service Programs of the Religious Education courses, have always involved students in local and global community needs. Our mission as a Catholic school system, which is part of our Church, is to empower our teachers to nurture all students towards their achievement of the Catholic Graduate Expectations. This mission also calls upon our Religious Education teachers, who have a special responsibility in the formal Religion programs in our Catholic secondary school, to provide opportunities to make the secular sacred. It is in this spirit that our policy is formulated. Although required by the Ministry of Education as a graduation requirement, community involvement in our Catholic high school will continue to be motivated and inspired by the Gospel call to service and community.

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

The community involvement requirements for an Ontario Secondary School Diploma present the Catholic student with a valuable opportunity to exercise his/her baptismal call to love and serve others. In the Gospels, Jesus calls us to celebrate our gifts and to use them for the building up of the Kingdom of God. Community service gives the Catholic students a rich opportunity to be of service to others in unique and valuable ways. The Catholic student will complete the community involvement requirement in the spirit of Christian service to others.

There are distinct Expectations of Catholic schools in the province of Ontario. These are known as Ontario Catholic Graduate Expectations. These Graduate Expectations were devised by the Institute for Catholic Education (I.C.E.). From the many important Expectations identified by I.C.E., the following three (3) particularly respond to this initiative.

The Catholic Graduate is expected to be:

- a collaborative contributor who “develops one’s God given potential and makes a meaningful contribution to society”;
- a caring family member who “ministers to the family, school, parish and wider community through service”;
- a responsible citizen who “exercises the rights and responsibilities of Canadian citizenship” and who “contributes to the common good”.

The community involvement requirement provides an opportunity for students to successfully meet these Graduate Expectations. While learning the teachings and traditions of the Catholic faith throughout the curriculum, students must have opportunities to witness their faith by reaching out to help others through Community Involvement and Christian Service.

“Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.” (Matthew 25:40)

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE
- POLICY AND PROCEDURES -

3. Roles and Responsibilities of the Northeastern Catholic District School Board:

School boards are responsible for the implementation of the community involvement requirement through their secondary schools. At the Northeastern Catholic District School Board, the supervision of the Community Involvement and Christian Service program is under the direction of the principal and his/her designate at the secondary school. The Ministry of Education has developed a list of activities which are ineligible. The Board will not approve student participation in any activities that are on the Ministry's list of ineligible activities.

4. Roles and Responsibilities of the Principal:

The principal is required to provide information about the community involvement requirement to parents, students, and community sponsors.

The principal and/or principal's designate will provide students with the information and forms they will need:

- the policy and procedures for "Community Involvement and Christian Service";
- the Ministry of Education's list of ineligible activities;
- the Board's list of suggested and approved activities.

The principal will ensure that the number of completed hours of Community Involvement and Christian Service is documented annually on the student's Provincial Report Card.

After a student completes the 40 hours of Community Involvement and Christian Service and submits all documentation of their completion to the school, the principal will verify that the student has met the requirement and will record it as completed on the student's official transcript.

Personal information collected on the Community Involvement forms is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of the Community Involvement.

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

5. Roles and Responsibilities of Parents:

Parents and guardians are valued as partners in encouraging and supporting their children in their developing awareness of Christian and civic responsibility. Parents and children make valuable contributions in offering Christian service to our community.

In order for the parents/guardians to become full partners in this initiative, they are encouraged to:

- provide assistance to their child in the selection of community involvement activities;
- communicate with the community sponsor and the school principal if they have any questions or concerns.

6. Roles and Responsibilities of the Student:

Through community involvement, students are encouraged to develop awareness and understanding of Christian and civic responsibility and of the role they play and the contributions they can make in supporting and strengthening their community.

The student will provide his/her parents with the information on the Community Involvement Diploma Requirement. The student may also provide a copy of this document to the sponsor of the community involvement activity.

In order to ensure that the requirements are met, the student will maintain and provide a record of the activities selected to fulfill the minimum of 40 hours of community involvement. To meet this responsibility, the student:

- will consult with his/her parents in selecting an activity or activities;
- will ensure that the activity does not appear on the Ministry of Education's or the Board's list of ineligible activities;
- will submit, upon completion of a minimum of 40 hours or at appropriate intervals determined by the principal/designate, the completed forms. These forms will also be signed by the parent/guardian.

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE
- POLICY AND PROCEDURES -

- select meaningful activities in a spirit that promote Christian values and the Common Good;
- complete the activities in a spirit of giving to the community, demonstrating responsible and respectful behaviour;
- obtain the necessary approval and signatures for all activities;
- complete any recording forms and assignments given by the Religion teacher.

7. Guidelines to Selection and Completion of Activities:

Students may complete any number of activities, as long as those activities result in the completion of a minimum of 40 hours of Community Involvement and Christian Service.

Students will complete a minimum of 40 hours of Community Involvement and Christian Service outside normal instructional hours; that is, the activities are to take place after school, on weekends, during school holidays, or during the students' designated lunch hours and "spares".

Students may not fulfill the requirement through activities that are counted toward a credit for the Secondary School Diploma (cooperative education, class activities), or through paid work, or by assuming duties normally performed by a paid employee.

8. Roles and Responsibilities of Sponsors in the Community:

An important objective of the Community Involvement and Christian Service requirement is to develop strong ties between students and their community, fostering valuable and long-term relationships and partnerships. It is an opportunity for community sponsors to encourage volunteerism and Christian service among youth, with a view to future commitment to organizations which offer services to help others.

When a student and a person or organization have an agreement of sponsorship of an activity, the sponsor will:

- provide any training, equipment or special preparation that is required for the arranged activity;

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

- provide a safe environment for the activity;
- oversee the student's activity;
- verify the date(s) and the number of hours completed on the appropriate forms contained in the policy and procedures for Community Involvement and Christian Service.

9. The Board's List of Ineligible Activities:

- the person or organization requiring a service would normally pay for the service
- unpaid baby-sitting for a regular client
- doing small maintenance tasks or house-sitting for able-bodied friends, relatives or neighbours
- assisting in a for-profit business in regular operations
- helping a relative or friend whom you should be assisting out of normal family and friendship ties and obligations
- activities used in meeting conditions that are requirements for personal gain, such as certification in sporting or technical areas

10. The Ministry of Education's List of Ineligible Activities:

The Ministry of Education 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. cooperative 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" periods is permissible.
- takes place in a logging or mining environment, if the student is less than sixteen years of age;
- takes place in a factory, if the student is less than fifteen years of age;

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

- takes place in a workplace other than a factory, if the student is less than 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 Occupation Health and Safety Act;
- requires the knowledge of a trades person as regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (e.g. daily chores) or personal recreational activities;
- involves a court-ordered program (e.g. community service program for young offenders, probationary program).

11. Insurance:

The Board's liability insurance will protect the students and community sponsors for liability suits for damages or injuries to a third party that may arise from the student's volunteer activities during the required minimum 40 hour period.

Board liability insurance does not cover the community sponsor for lawsuits that arise from their negligence or for student injuries in the workplace. 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.

Students and parents are encouraged to purchase Student Accident Insurance, available through the schools in September.

Community sponsors must provide students with safety instructions, safety equipment (if necessary), training, and supervision of students.

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

PROCEDURES AND GUIDELINES

One of the requirements for the Ontario Secondary School Diploma is a minimum of 40 hours of community involvement and service. Christian service at our school has always been part of the Religious Education Program, therefore we encourage our students to complete these hours during the semester they have their Religious Education course. Ensuring that the students complete some hours every year will foster an on-going spirit of giving, and a growth of each student's commitment to strengthening our community through service to others. In order to make "Community Involvement and Christian Service" a more meaningful experience, in keeping with the Catholic Graduate Expectations, students will be required in each of their Religious Education courses to complete reflections and/or tasks as assigned by the Religion teacher.

We recommend that students complete their hours following this schedule:

Grade 9:	minimum 10 hours
Grade 10:	minimum 10 hours
Grade 11:	minimum 10 hours
Grade 12:	minimum 10 hours

Completing these hours during the semester of their Religion course will also allow the Religion teacher to guide and support the student through his/her choice of activities and will facilitate the accurate recording of this diploma requirement.

Flexibility will be built into this procedure to allow students and parents, in discussion with the school principal, to acknowledge Community Involvement and Christian Service hours beyond the semester in which the student is enrolled in the Religion course.

Procedures:

1. The student will be given, in Grade 9, information outlining procedures and containing the necessary forms to facilitate recording. At the end of the four years of high school, the forms will reflect an accurate account of the total hours completed.

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
F-43

Authority
04-22

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE - POLICY AND PROCEDURES -

2. The Religion teacher will present to the student any information required, assignments, reflections, and recording sheets requested by the particular school.
3. The forms offer some suggestions for students and parents in choosing appropriate activities. The student must obtain pre-approval by the principal/Religion teacher of the activity chosen, in order to avoid activities deemed ineligible for the Community Involvement and Christian Service requirement.
4. The student will ensure that the community sponsor confirms the hours completed with a signature. The parent/guardian will also sign at the completion of the activity.
5. The student will return the signed activity form to the Religion teacher for prompt and accurate recording, by the end of the semester in which he/she is enrolled in that course.
6. If the student completes the hours during long holidays or during a semester in which he/she does not have a Religion course, it is his/her responsibility to discuss the arrangement with the principal.

Procedures and Guidelines for Teachers of Religion:

1. Encourage the students at the beginning of the semester to begin planning their Community Involvement and Christian Service activities in order to fulfill the minimum suggested hours for the grade.
2. Distribute information to Grade 9 and new students of our systems. Review guidelines and procedures with students of all grades. Complete documentation, as required.
3. Present to the student any information required, assignments, reflections, and recording sheets requested by the particular school.
4. Conduct classroom activities pertaining to Christian service as required in the Religion course.