COMMUNITY INVOLVEMENT | FUNDRAISING | SPORTS/RECREATION | COMMUNITY EVENTS/PROJECTS | ENVIRONMENTAL PROJECTS | COMMUNITY SERVICE WORK WITH SENIORS | COMMITTEE WORK | RELIGIOUS ACTIVITIES | YOUTH PROGRAMS | LITERACY INITIATIVES | WORK WITH ANIMALS | ARTS AND CULTURE | ACTIVITIES FOR INDIVIDUALS | SCHOOL COMMUNITY SERVICE | NON-PROFIT/CHARITABLE ORGANIZATION | FUNDRAISING | SPORTS/RECREATION | COMMUNITY EVENTS/PROJECTS | ENVIRONMENTAL PROJECTS | COMMUNITY SERVICE WORK WITH SENIORS | COMMITTEE WORK | RELIGIOUS ACTIVITIES |



STUDENT COMMUNITY INVOLVEMENT GUIDELINES

THINKER | SELF-DIRECTED, RESPONSIBLE, LIFE-LONG LEARNER | COLLABORATIVE CONTRIBUTOR | CARING FAMILY MEMBER | RESPONSIBLE CITIZEN | **CATHOLIC SCHOOL GRADUATE EXPECTATIONS** | DISCERNING BELIEVER | EFFECTIVE COMMUNICATOR | REFLECTIVE, CREATIVE AND HOLISTIC THINKER | SELF-DIRECTED, RESPONSIBLE, LIFE-LONG LEARNER COLLABORATIVE CONTRIBUTOR | CARING FAMILY MEMBER | RESPONSIBLE CITIZEN

Toronto Catholic District School Board

GUIDANCE & COUNSELLING

NURTURE . EXPLORE . DISCOVER

A SECONDARY SCHOOL GRADUATION REQUIREMENT

Every Ontario secondary school student must complete a minimum of 40 hours of community involvement as part of the Ministry requirements for an Ontario Secondary School Diploma. Students can begin to fulfill this requirement in the summer they are entering grade 9.

Effective September 1, 2023, Policy/Program Memorandum 124 replaces Policy/Program Memorandum No. 124A, "Ontario Secondary School Diploma Requirement: Community Involvement Activities in English-Language Schools".

WHAT IS THE PURPOSE OF COMMUNITY INVOLVEMENT?

As a general guide, community involvement activities are activities/jobs that benefit the community and the organization would otherwise NOT pay you to do. The purpose of the student community involvement requirement is to encourage students to:

- foster an awareness and understanding of social and civic responsibility;
- experience the contributions they can make to support and strengthen their communities;
- develop transferable skills and explore different sectors and potential career opportunities;
- prepare students for work and civic life in a globalized, digital age; and
- reinforce the Catholic School Graduate Expectations of being a caring community member and responsible citizen.

GENERAL PRINCIPLES OF COMMUNITY INVOLVEMENT

Participation in an activity that promotes:

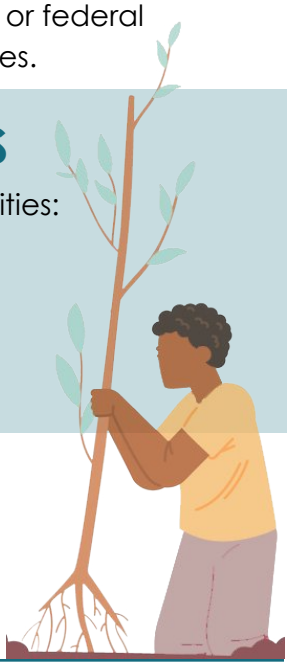
- Catholic moral teachings, gospel values, and ethical standards;
- a benefit to servicing the community;
- conforms to the ethical standards of the TCDSB and Ministry of Education;
- positive environmental awareness or ethical work of a global nature; and
- community involvement in a variety of settings such as healthcare institutions, not-for-profit organizations, public sector institutions, First Nations, Métis and Inuit communities or organizations, and informal settings, such as religious, cultural events and community activities.
- Public sector institutions, like town, city or region.
- Offices of local, provincial or federal government representatives.

GUIDELINES FOR DETERMINING ELIGIBLE ACTIVITIES

Please note the following requirements for eligible community involvement activities:

- They must not be part of a credit course.
- They must be completed outside of scheduled class time.
- They must be unpaid.
- They cannot be conducted in a commercial setting.

Students **cannot** perform an activity at a place of business by **working for "free".**



Note: Every effort has been made to ensure that the information in this document is as accurate as possible. Information from the Ministry of Education may change after the date of publishing. Please visit **Get Your High School Volunteer Hours** for the most up to date information.

ELIGIBLE COMMUNITY INVOLVEMENT ACTIVITIES

Community Involvement is:

- an event or activity designed to be of benefit to the community;
- an activity not for pay or credit; and
- a constructive contribution to the community.

The following list provides examples of community involvement activities that are suitable for selection if within the intent and spirit of the applicable guidelines and ethical standards:

- **FUNDRAISING**: Canvassing and assisting with the organization of events for the benefit of the community, such as walkathons, bazaars, and gala events.
- **SPORTS/RECREATION**: Coaching and helping to organize tournaments, sporting events, track meets and summer games.
- **COMMUNITY EVENTS/PROJECTS**: Helping to organize winter carnivals, parades, summer fairs, and food drives.
- **ENVIRONMENTAL PROJECTS**: Participating in community clean-up, flower/tree planting, recycling, general beautification projects and activities.
- **COMMUNITY SERVICE WORK WITH SENIORS**: Assisting in a seniors' residence, for example serving snacks, helping with activities, portering, or participating in visiting and reading programs.
- **COMMITTEE WORK**: Participation on advisory boards, neighbourhood associations, and regional associations that provide community service.
- **RELIGIOUS ACTIVITIES**: Community service in catechism classes, children's liturgy programs, special events, and youth groups.
- **SCHOOL COMMUNITY SERVICE**: Service within the school community that provides benefit to others and takes place outside the regular school day.
- **YOUTH PROGRAMS**: Assisting in the operation of youth programs such as Scouts, Guides, Boys & Girls Club, recreation centre activities, breakfast programs, March Break programs, Leaders-in-Training, summer playground activities, and camps.
- **LITERACY INITIATIVES**: Assisting at local libraries, day care centres, community centres, etc.
- **WORK WITH ANIMALS**: Assisting with animal care, for example at local animal shelters.
- **ARTS AND CULTURE**: Assistance at a gallery, performing arts production or program, or community arts program.
- **ACTIVITIES FOR INDIVIDUALS**: Any community involvement activity that assists someone who requires the assistance with shopping, tutoring, light snow removal (no use of snowblower), housekeeping, writing letters or transcribing, or hospital visitation.
- **NON-PROFIT/ CHARITABLE ORGANIZATIONS**: Activities that support the work of an organization.



INELIGIBLE ACTIVITIES

The Ministry of Education and Training (Policy/Program Memorandum No.124, effective 2023) has developed a list of activities that may not be chosen and that are therefore ineligible activities. An ineligible activity is an activity that:

- is a requirement of a class or course or program in which the student is enrolled (e.g., co-operative education course, experiential learning activities);
- 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;
- contravenes the minimum age requirements to work in or visit a workplace stated in regulations made under the Occupational Health and Safety Act;
- contravenes any other applicable legislation, regulation or policy;
- contravenes the policies and procedures of the organization that is supervising the student's community involvement activities;
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program);
- involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk;
- 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 Occupational Health and Safety Act;
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of valuables such as jewelry, works of art, antiques;
- consists of duties performed in the home (i.e. daily chores) or personal recreational activities;
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding.

The TCDSB has determined that the following are also ineligible activities, in addition to those that the Ministry has listed as ineligible:

1. Any activity that provides direct financial benefit or gain to the student or to the student's immediate family.
2. Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of both the Ministry of Education, as well as the moral teachings and gospel values of the Toronto Catholic District School Board.

Students must complete Part B of the Student Involvement Activity Form if they wish to participate in an activity not listed as an Eligible Activity. This form must submitted to the school Principal for approval prior to participating in this activity.



ROLES & RESPONSIBILITIES

STUDENTS will:

- Students in Grade 8 may start accumulating community involvement hours in the summer before they enter Grade 9.
- Students will, in consultation with their parents/guardians, review the Student Community Involvement Guidelines;
- select an appropriate activity from the TCDSB's list of eligible activities;
- obtain written permission from the Principal prior to beginning an activity that is not on the list of approved activities; and
- be responsible for the completion of and submission of the Student Community Involvement Form within the time frame outlined by the school for the hours to be recorded.
- Students under the age of eighteen years will plan, consult, review and select their community involvement activities in consultation with their parents/ guardians, and have one parent approve their activities.
- Students with an Individual Education Plan (IEP) are encouraged to talk with their guidance teacher-counsellor about their community involvement hours and activity and share any accommodations outline in the IEP to ensure you are supported.

At all times, the student is expected to complete the community involvement in a manner consistent with Toronto Catholic District School Board's gospel values and with a positive work ethic. The following is a list of recommended behaviours:

- showing respect for the community sponsors and their workplaces;
- punctuality;
- appropriate dress and grooming;
- good manners;
- a willingness to listen, follow instructions, and clarify instructions when in doubt; and
- the ability to maintain confidentiality.

PARENTS & GUARDIANS will:

- provide assistance to their child in their selection of community involvement activities; and
- communicate with the community sponsor and the school Principal if they have any questions or concerns.
- parents/guardians of students who are under the age of eighteen years must sign to verify their child's community involvement hours using the school board's approval and verification processes.

COMMUNITY SPONSORS will:

- ensure that any training, equipment, or special preparation required for the activity is provided by the person or organization;
- ensure that the student is able to fulfill their community involvement requirement in a safe environment; and
- ensure the person overseeing the student's activity verifies the date(s) and the number of Hours completed on the form in Part C.
- when supervising a student with disabilities and/or special education needs, the individual or organization must ensure that a student receives any necessary accommodations and support to participate in the activities fully. Consultation with the student, their parents/guardians, and any relevant professionals may be required to determine the best approach to supporting their community involvement activities.



ROLES & RESPONSIBILITIES

SCHOOL BOARDS

The Toronto Catholic District School Board is responsible for the implementation of community involvement activities in their secondary schools through:

- the development of a list of approved community involvement activities;
- posting of the ministry's and board's list of ineligible activities;
- only granting approval to students wishing to participate in eligible activities; and
- ensuring adequate insurance coverage of all participants, including students & community sponsors.
- developing a process and mechanism for collecting, recording and validating each student's accumulation of community involvement hours.
- recording accumulated hours in students' final secondary annual report card.
- ensuring Grade 8 students have necessary information, should they wish to complete community involvement hours in the summer before entering Grade 9.
- ensuring that they collect and store personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act, with online/digital processes that meet standards for cybersecurity and privacy of student information.
- ensuring that their school board process will include that students provide their planned activities and their completed activities to the principal.
- providing information to students and parents/guardians, including Grade 8 students as part of their transition to secondary school, regarding the community involvement graduation requirement.

SECONDARY SCHOOL PRINCIPALS will ensure:

- information about the community involvement requirement is communicated to parents, students and community sponsors;
- students are supplied with the appropriate Community Involvement Form for documentation;
- timelines for submission are communicated to all stakeholders involved;
- the student meets the community involvement requirement; and
- student transcripts are updated to reflect completed hours.
- consideration is given to ensure that there are accessible activities for students with disabilities and/or special education needs.
- that they review and approve students' planned community involvement activities, using their school board's established processes.
- if a student proposes to undertake an activity that is not on the school board's list of eligible activities, the principal will determine whether the student's proposed activity is acceptable, in consultation with the appropriate supervisory officer.
- that they keep a record of the approval or denial.
- in deciding whether to approve community involvement activities, principals should consider the student's circumstances, including whether that student has an extenuating circumstance, or a disability and/or special education need.
- to determine whether the student has met the community involvement graduation requirement, and, if so, ensure that it is indicated on the Ontario Student Transcript that the student has completed the requirement, and recorded on the final secondary report card.



INSURANCE

- Students and parents may wish to purchase Student Accident Insurance. Information is available from your school's main office.
- Boards expect that all community sponsors will provide students with appropriate instructions, put in place safety precautions, and train and supervise students doing community involvement activities.

The Toronto Catholic District School Board is pleased to advise its community sponsors that students who are doing community involvement activities for organizations are protected by the School Board's liability insurance. While students are performing their required 40 hours of community involvement service. Community sponsors are also protected by the Board's liability insurance for claims that arise out of our students' community involvement activities for organizations.

For example, if a student, in the course of their community involvement duties, causes damage or injures a third party, and this results in a lawsuit against the student and the community sponsor, the Board's insurance will protect both the student and the community sponsor.

Community sponsors will be responsible for ensuring that their liability insurance will protect them for their involvement in this program.

The Toronto Catholic District School Board expects the community sponsors to ensure that students doing community involvement activities are provided with safety instructions, and are trained and supervised to ensure a safe and mutually beneficial community service experience.

TCDSB SENIOR LEADERSHIP TEAM

CHIEF EXECUTIVE OFFICER

Dr. Brendan Browne

STUDENT COMMUNITY INVOLVEMENT FORM

For information about Student Community Involvement Requirements, please consult the **Student Community Involvement Guidelines**.

PART A: REVIEW ELIGIBLE ACTIVITIES

1. Scan the QR code or visit **www.tcdsb.org/eligibleactivities** to review the **Student Community Involvement Eligible Activities Checklist** and ensure your activity is eligible.
2. After completing your activity, complete Part C. All completed forms are to be submitted to your Secondary School Guidance Counsellor and must adhere to school timelines.
3. If your activity is not on the checklist, please complete Part B of the form.

PART B: NON LISTED ACTIVITY CONSENT FORM

1. Scan the QR code or visit **www.tcdsb.org/ineligibleactivities** to review if it is on the **List of Ineligible Activities:**
2. The activities on the Ineligible Activities List are NOT acceptable.
3. If you have selected an activity that is not on any of the lists, you must complete this section of the form and submit to your Principal for approval BEFORE you proceed.

IF THE PROPOSED ACTIVITY IS ON THE INELIGIBLE ACTIVITIES LIST,
PERMISSION WILL NOT BE GRANTED.

Please provide a brief description of your proposed activity for approval:

_____

_____

_____

_____

_____

_____

PRINCIPAL'S APPROVAL: YES ☐ NO ☐ PRINCIPAL'S SIGNATURE: _____

DATE: _____

STUDENT COMMUNITY INVOLVEMENT FORM

KEEP A COPY OF THIS FORM (A PHOTO, ETC.)

PART C: COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITIES

STUDENT NAME: _____ **OEN:** _____

NAME OF SCHOOL: _____ **GRADE:** _____

ORGANIZATION/PLACEMENT	START DATE (M/D/YEAR)	END DATE (M/D/YEAR)	# OF HOURS	DESCRIPTION OF ACTIVITY	SUPERVISOR
					Name: _____ Signature: _____ Phone: _____ Email: _____
					Name: _____ Signature: _____ Phone: _____ Email: _____
					Name: _____ Signature: _____ Phone: _____ Email: _____
					Name: _____ Signature: _____ Phone: _____ Email: _____

_____ _____ _____ _____

STUDENT SIGNATURE **DATE** **PARENT/GUARDIAN SIGNATURE** **DATE**

Please Note: *Parents/Guardians must sign this form for students under the age of 18.*

Please attach any proof of community involvement to this form, for example a letter of reference, if available.

For Office Use Only File to the OSR

☐ Hours have been entered in the student information system.

_____

Signature of Guidance Teacher-Counsellor

For more information:

www.tcdsb.org/community-involvement