



**Lambton Kent
District School Board**

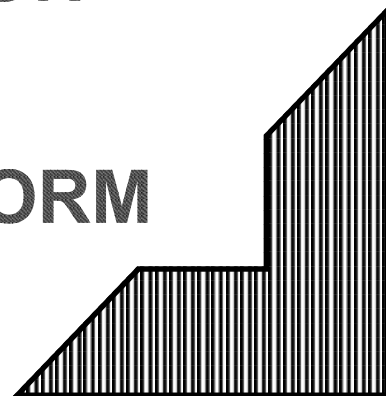
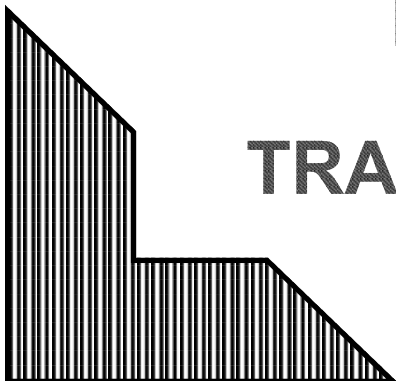
Student Achievement ✓ *Community Success*

COMMUNITY INVOLVEMENT ACTIVITY

A Secondary School Graduation Requirement



**INFORMATION
MANUAL
&
TRACKING FORM**



INFORMATION MANUAL

As stated in *Ontario Secondary School, Grade 9 to 12: Program and Diploma Requirements, 1999 (OSS)* every student who begins secondary school during or after the 1999-2000 school year must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD).

These activities must be completed outside scheduled class time; they must not be part of a credit course; they must be unpaid activities; they must total a minimum of forty hours; and they must be completed before the Ontario Secondary School Diploma is granted.

The Lambton Kent District School Board views the community involvement requirements as one of the many positive experiences young people will have to apply their education to community life in practical ways.

GENERAL INFORMATION

Graduation Requirement

Every student who begins secondary school during or after the 1999-2000 school year must complete a minimum of 40 hours of community involvement activities as a graduation requirement.

Purpose

The purpose of the requirement is to foster an understanding of civic responsibility; to develop a student's sense of worth while playing a role in their community; and to help young people develop their skills. The Lambton Kent District School Board also views the community involvement requirement as an opportunity to celebrate the many contributions that our young people make in supporting and strengthening their communities.

Timing

The work to fulfill this requirement can begin at any time after a student enters grade 9. A single 40 hour activity, or a series of shorter term activities totaling 40 hours may be completed.

Community Involvement Activity

Getting Started

Step #1

Students under the age of 18 should plan an activity in consultation with their parent(s)/ guardian(s). The activity should be one that involves services to others.

Step #2

Students should confirm the details of the activity with the community sponsor who will be responsible for the activity.

Step #3

Students must complete the *Notification of Planned Community Involvement* section of the *Community Activities Involvement Tracking Form* and submit it to their school. **A Principals' signature is required if the activity is not on the Board's list of eligible activities (refer to pages 4 and 5).**

Step #4

Students are to complete their planned activity and should have the *Completion of the Community Involvement Activities* section of the *Community Activities Involvement Tracking Form* completed and signed by the community sponsor.

Step #5

These steps should be repeated until the 40 hour requirement has been fulfilled.



COMMUNITY INVOLVEMENT ACTIVITIES

Eligible Activities

The following guiding principles, read in conjunction with the list of the ineligible activities, are intended to assist the student and parent(s)/guardian(s) to determine whether a planned activity is within an approved area for the completion of the community involvement:

- assisting with sports teams in the community or in the school (e.g. coach, assistant, equipment manager, trainer, statistician);
- conducting sports clinics (e.g., volleyball clinic for elementary school or community group);
- planning/working at special school events or activities sanctioned through Student Council or school staff, (e.g., art shows, sports meets, drama festival, grade 9 welcome);
- assisting with special events at school, (e.g., science fair, guide for parents' night, technical crew);
- planning/working at special community events, (e.g., fairs, parades, homecoming celebrations, winter carnival);
- assisting with environmental projects, (e.g., clean-up, flower or tree planting, recycling program);
- assisting in hospitals, nursing homes, seniors' residences, and other care giving institutions;
- assisting in libraries, museums, community centres;
- volunteering with community agencies;
- assisting with food drives, fundraisers;
- assist with recreation programs, park programs, camps:
- assisting with school or community breakfast programs, food banks, soup kitchens, etc.;
- assisting with tutoring and mentoring programs;
- participating on committees (e.g., advisory boards, school committees); and
- serving on the Student Board Liaison Committee or as a Student Representative on the Board.

COMMUNITY INVOLVEMENT ACTIVITIES

Ineligible Activities

The Ministry of Education and Training 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., co-operative 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" period is permissible;
- takes place in a logging or mining environment, if the student is under 16 years of age;
- takes place in a factory, if the student is under 15 years of age;
- takes place in a workplace other than a factory, if the student is under 14 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 administering 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 trades person whose trade is 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 (i.e., daily chores) or personal recreational activities; and
- involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

COMMUNITY INVOLVEMENT ACTIVITIES**Ineligible Activities** *continued . . .*

The Lambton Kent District School Board has determined that the following are also **ineligible activities**, in addition to those that the Ministry has listed as ineligible:

- any activity that places the student in a dangerous situation;
- any activity that counts toward a credit or school recognition such as a school letter may not be considered as an eligible activity;
- any activity that provides direct financial benefit or gain to the student or to the student's immediate family;
- care or service to members of the student's family living in the same home;
- "Take Our Kids To Work" experiences;
- playing on a sports team; and
- 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 and the Lambton Kent District School Board.

Insurance

- ⇒ **Students and parents are encouraged to purchase Student Accident Insurance which is available through the schools.**
- ⇒ **Boards expect that all community sponsors will provide students with appropriate instructions, put in place safety precautions, and train and supervise student volunteers.**

Note: The person or organization sponsoring the activity should provide any training, equipment, or special preparation that is required for an activity.
The hours required for training shall not be counted toward the 40 hour requirement.

The Lambton Kent District School Board is pleased to advise its community sponsors that students who are performing volunteer work for organizations are protected by the School Board's liability insurance, while they 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' volunteer activities for organizations.

For example, if a student, in the course of his/her volunteer 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. As with other programs, such as "Take Our Kids to Work", the School Board's insurance does not provide coverage for the negligence of the community sponsor.

Community sponsors also should be aware that, like job shadowing and other similar work-experience programs, students do not have accident insurance, or Workplace Safety Insurance coverage through the School Board. **It is recommended that students involved in the program purchase Student Accident Insurance.** The Lambton Kent District School Board expects the community sponsors to ensure that student volunteers are provided with safety instructions, and are trained and supervised to ensure a safe and mutually beneficial volunteer experience.

Volunteer activities beyond the 40 hours are not covered by the Lambton Kent District School Board insurance policy.

Top 10 Reasons For Volunteering

1. **Great NETWORKING tool - Get to know people - Foundation for looking for work after graduation.**
2. **Confirm your career interests or EXPLORE new interests.**
3. **Gain EXPERIENCE - Helps you build skills that you can transfer to a job.**
4. **Employers are IMPRESSED by positions that show you acquired a new skill or demonstrated responsibility.**
5. **Adds some weight to your resume - becomes an ACCOMPLISHMENT.**
6. **Opportunity to take on positions of LEADERSHIP.**
7. **You will have the INSIDE TRACK on new job opportunities.**
8. **GAIN the latest INFORMATION on your field of interest.**
9. **FEEL GOOD about yourself because you are doing something you want to do, and you are contributing to your community.**
10. **That you have worked at all, will always be regarded as POSITIVE.**