



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 40 hours; and they must be completed before the OSSD 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

As of July 1st, 2011, students will be able to start accumulating community involvement hours in the summer before they enter grade 9. This change acknowledges the enthusiasm of some students, with support from their parents, to be involved in their community prior to entering secondary school. A single 40 hour activity or a series of shorter term activities totalling 40 hours may be completed.

GETTING STARTED

Step #1: Students under the age of 18 years 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 are to complete their planned activity and should then have the Tracking Form completed and signed by the community sponsor Repeat these steps until the 40 hour requirement has been fulfilled.

ELIGIBLE ACTIVITIES

The following guiding principles, read in conjunction with the list of ineligible activities, are intended to assist the student and parents/guardians 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. arts shows, sports meets, drama festival) grade 9 welcome;
- ✓ assisting with special events at school, (e.g. science fair, guide for parents' night, technical crew);
- ✓ assisting with environmental projects, (e.g. clean-up, flower or tree planting, recycling program);
- ✓ assisting in hospitals, nursing homes, senior's residences, and other care giving institutions;
- ✓ assisting in libraries, museums, community centres;
- ✓ volunteering with community agencies (e.g. Goodwill, Salvation Army etc.);
- ✓ assisting with food drives or fundraisers;
- ✓ assisting with recreation programs, park programs, summer camps;
- ✓ volunteer for 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.



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 instructional program on a school day. However, an activity that takes place during the students lunch hour breaks or “spare” periods of time 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 (e.g. daily chores) or personal recreation activities; and
- ✗ involves a court-ordered program (e.g. community-service program for young offenders, probationary program).

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 MOE and LKDSB.

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 Instruction, 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 towards 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 service. Community sponsors are also protected by the board's liability for claims that arise out of our students' volunteer activities for the organization.

For example, if a student, in the course of his/her volunteer duties, causes material 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-experiences 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 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 40 hours are not covered by the Lambton Kent District School Board insurance policy.

TOP 10 REASONS FOR VOLUNTEERING

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

And the number one reason

- 1) Great **NETWORKING** tool. Get to know people. Foundation for looking for work after graduation.

Community Involvement Activities Tracking Form



Student: _____ Principal: _____ School: _____ Phone: _____

#	Completed Activity	Actual # of Hours	Completion Date	Location and Phone Number	Supervisor's Printed Name and Signature	Parent Signature (If student is under 18 years)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

TOTAL

Please be prepared to return this form if requested for report card purposes.
 Submit this form to Guidance when you have completed 40 hours of Community Involvement Activities

Information on this form is collected under the authority of the Education Act.
 Questions about this collection of personal information should be directed to the principal.

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

FOR OFFICE USE ONLY Date: _____
 Noted on the student O.S.R. _____
Signature of School Official

ROLES AND RESPONSIBILITIES

PARENTS(S)/GUARDIAN(S)

Parents/guardians should provide assistance to their child in the selection of their Community Involvement Activity. Parents also are encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the *Community Involvement Activities Tracking Form* if the student is under the age of 18 years.

COMMUNITY SPONSORS

One of the purposes of the community involvement requirement is to develop strong ties between students and their community and to foster valuable and long-term relationships. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any training, equipment, or special preparation that is required for the activity should be provided by the person or organization. It is crucial that students are able to fulfill their community involvement activities in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the *Community Involvement Activities Tracking Form*.

Community sponsors should ensure that the activities completed by student volunteers are not on the Ministry of Education's or the Lambton Kent District School Board's list of ineligible activities and that the activities fall within the Board's guiding principles and are identified on the Board's list of examples.



COMMUNITY INVOLVEMENT ACTIVITY RECORD



TRACKING FORM

In the event that a student would like to participate in an activity or event that is not clearly within the Board's list of examples, the student must obtain approval from the Principal. The activity or event should not be commenced until permission has been granted. If completed and permission is subsequently denied, the activity or event will not be counted toward the student's community involvement requirement.