



**Catholic
Secondary
Schools
40 HOURS
of
Community
Involvement**

*“Put your gifts at the service
of one another;
each in the measure
you have received.”*

1 PETER 4:10



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

ROLES & RESPONSIBILITIES OF STUDENTS

The community involvement graduation requirement encourages students to:

- ◆ Understand that as Catholics we are called to the service of others
- ◆ Develop an attitude of responsibility for the common good
- ◆ Develop an understanding of the various roles they can play in their community
- ◆ Develop an appreciation for the value of community involvement
- ◆ Develop strong ties between students with their community
- ◆ Foster valuable and long-term community relationships

The basic facts:

- ◆ This graduation requirement is mandated by the Ministry of Education.
- ◆ Hours can be completed in small amounts each year or all 40 hours at once beginning in the summer immediately following the Grade 8 school year.
- ◆ Students will not be paid for performing any community involvement activity (**nor can they perform work in what is normally a paid position**).
- ◆ Activities must take place outside of scheduled instructional class time. Students may complete an activity during a spare, lunch or during non-instructional time at school. Community involvement during the summer is eligible. However, students should

be advised to plan their summer involvement carefully using the Board's list of **"Eligible Activities"**.

- ◆ Grade Eights registered to attend a PVNC Secondary School in the fall will be provided with community involvement information in June of their graduation year.
- ◆ The community involvement hours will be recorded on the students' Ontario Student Transcript when completed.
- ◆ **Students who complete the 40 community involvement hours by the end of their Grade 10 year will be awarded a Community Involvement Certificate.**

ROLES & RESPONSIBILITIES OF PARENTS(S)/GUARDIAN(S)

Parents should provide assistance to their child when selecting one or more community involvement activities. 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. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. Board approved activities and ineligible activities based on the guidelines from the Ministry of Education are available on the Board website.

The student must submit the "Completion of Community Involvement Activities" form to the principal or school contact person upon

completion of the 40 hours or at appropriate intervals as determined by the school. This information will be stored in the student's Ontario Student Record (O.S.R.).

Record keeping is ultimately the responsibility of the student. A parent is not required to sign a form if the student is 18 years of age or older although it is desirable.

EXAMPLES OF COMMUNITY INVOLVEMENT ACTIVITIES

Eligible Activities

Where an event or activity does not clearly fall within the guidelines, the principal or designate of the student's school has the discretion to approve or reject any activity or event that does not conform to the guiding principles and ethical standards for approved areas of involvement for students. The following list provides examples of activities that, if within the intent and spirit of the applicable guidelines and ethical standards, are suitable for completion of the community involvement requirement:

1. PARISH AND DIOCESAN EVENTS

Participating in Liturgical Ministry (lector, server, choir), Children's Liturgy.
Volunteering service with Parish/Church organizations.

2. FUNDRAISING FOR NON-PROFIT ORGANIZATIONS

Includes canvassing, organization of walk-a-thons for community benefits, celebrity games, gift-wrapping, gala events, and sales for charitable purposes.

3. SPORTS/RECREATION FOR NON-PROFIT ORGANIZATIONS

Includes assisting organizations and or teams in various capacities such as coaching, score keeping, equipment managing, Special Olympics etc.

4. COMMUNITY EVENTS

Includes helping to organize winter carnivals, parades and summer fairs.

5. COMMUNITY PROJECTS

Includes participating in organized food drives, or support services for community groups or community service clubs such as 4H Clubs, Cadets, United Way, Red Cross and Habitat for Humanity.

6. COMMUNITY ENVIRONMENTAL PROJECTS

Includes participating in community clean-up, flower/tree planting, recycling and general beautification projects and activities. **(Students must not use power tools, lawn mowers, hedge trimmers or wood chippers.)**

7. COMMITTEE WORK

Includes participation on advisory boards, neighbourhood associations and regional associations.

8. YOUTH PROGRAMS ADMINISTERED BY NOT-FOR-PROFIT ORGANIZATIONS

Includes volunteer assistance with the operation of youth programs such as 4H, Boy Scouts, Girl Guides, Drop-in Centre activities, Cadets, breakfast programs, March break programs, summer playground activities, and camps.

9. OFFICE/CLERICAL WORK FOR NON-PROFIT ORGANIZATIONS

Includes volunteer activity in reception, computer work and mailings for individuals or groups providing charitable or general community benefit.

10. WORK WITH ANIMALS FOR NON-PROFIT ORGANIZATIONS

Includes volunteer involvement with animal care, horseback riding programs, or volunteer assistance at a local zoo or petting farm.

11. ARTS AND CULTURE

Includes volunteer organizational assistance at a gallery, performing arts production or program, or in a community library program.

12. ACTIVITIES FOR INDIVIDUALS AND SENIORS

Any community service performed for individuals or in a senior citizen facility must be approved by the principal or designate.

13. SCHOOL COMMUNITY SERVICE

May include service within the school community that provides benefit to others that takes place outside the regular school day. These activities must be approved at a local level by the school principal or designate in advance of the commencement of the activity.

Examples of specific activities completed in the past are posted on the Board's website www.pvnccdsb.on.ca

ROLES & RESPONSIBILITIES OF SPONSORS IN THE COMMUNITY

Persons and organization 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 fulfil their community involvement requirement in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the "Completion of Community Involvement Activities" form.

Because the program is mandated by the Ministry of Education, the Board's liability insurance will protect the students and the community sponsors. However, the Board's insurance does not cover law suits that occur from injury in the workplace arising from sponsor negligence. Though not required, 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.

The primary concern in developing the ineligible activities list is student safety. The student must be in a safe environment. The list was developed in conjunction with OSBIE, the Board's insurance carrier and prohibits the Board from allowing certain community involvement activities.

Some ineligible activities include: **babysitting; handling of securities; household chores; operation of motor vehicles; power tools; and court ordered programs.**



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