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Subject	COMMUNITY INVOLVEMENT ACTIVITIES
References	Policy 4180 – Assessment, Evaluation and Reporting of Student Achievement Ministry of Education Policy/Program Memorandum 124A Ontario Schools, Kindergarten to Grade 12: Policy Program Requirements, 2016) Ministry of Education High School Graduation Requirements
Contact	School Services

1. Guidelines

- 1.1 As stated in *Ontario Schools, Kindergarten to Grade 12: Policy Program Requirements 2016*, 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 one of the requirements for an Ontario Secondary School Diploma (OSSD). The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play, and the contributions they can make, in supporting and strengthening their communities. Students are able to start accumulating community involvement hours in the summer before they enter Grade nine.
- 1.2 Community involvement activities are part of the school's program.
- 1.3 Community involvement activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals, schools, etc.) and informal settings.
- 1.4 Students will not be paid for performing any community involvement activity or receive compensation of any type.
- 1.5 The Simcoe County District School Board (SCDSB) expects that community sponsors will provide students with safety instructions, any necessary safety equipment, training and supervision.
- 1.6 The SCDSB liability insurance protects students and community sponsors for damages or injuries to a third party that may arise from the student's activities. The board's liability insurance does not cover negligence on behalf of the sponsor's involvement. Sponsors are responsible for ensuring that their own liability insurance is in place.
- 1.7 Students are not covered by the Workplace Safety and Insurance legislation in the event of a personal injury. Parents/guardians/students are encouraged to purchase student accident insurance. Application forms are available through the school, or online at insuremykids.com.

2. Responsibilities of the Principal

- 2.1 The principal will ensure that a description of the community involvement requirement and an outline of the policies and procedures for completing the requirement are included in the school course calendar.
- 2.2 The principal will also ensure that students are provided with the information and forms needed to complete the community involvement requirement. This includes information about the activities that are approved by the board and the activities that are ineligible, as well as copies of board information documents that are to be given to the parents/guardians and to the person supervising the community involvement activity.
- 2.3 If a student proposes to undertake an activity that is **not** on the board's list of approved activities, the principal will determine whether the student's proposed activity is acceptable. If the activity is acceptable, the principal must keep a copy of the signed approval on file. (The principal is not required to approve activities that are on the board's list of approved activities.)
- 2.4 The principal will determine whether the student has met the community involvement requirement and, if so, will indicate on the Ontario Student Transcript (OST) that the student has completed the requirement.

3. Procedures for Students

- 3.1 Students in their Grade 9 year are able to begin their community hours during the summer months prior to the first day of classes at a secondary school.
- 3.2 Schools will provide copies of APPENDIX A - 1 and FORM A7611 - 1, "Get Involved!" to students to introduce the concept and requirement of community involvement. A copy of this brochure is also posted on the SCDSB website.
- 3.3 Students will provide their parents/guardians with a copy of the SCDSB's information sheet on "Community Involvement", APPENDIX B. A copy of this information sheet is also posted on the SCDSB website.
- 3.4 The student will select an activity (or activities) from the board's list of approved activities, or an activity that is not on the list, provided that it is not an activity that is on the Ministry of Education's or board's lists of ineligible activities (see **Ineligible Activities**, item 5).
- 3.5 If the activity is not on the board's list of approved activities, the student will have to obtain written permission from the principal. The principal will sign/initial beside the activity described on the student's completion form before the student starts the activity.
- 3.6 Students will give a copy of "Information on Community Involvement for Community Partners", APPENDIX C, to the sponsor of the community involvement activity.

- 3.7 Students under the age of 18 years, will plan and select their community involvement activities in consultation with their parents/guardians. One parent/guardian must sign the Completion of Community Involvement Activities FORM A7611 - 1, when the hours have been completed.
- 3.8 Students may complete the 40 hours of community involvement activities at any time during their secondary school program. They may also complete any number of activities, as long as those activities result in the completion of 40 hours of community involvement.
- 3.9 When an activity is completed, upon completion of the 40 hours, or at an appropriate interval determined by the principal, the student must fill out the Completion of Community Involvement Activities FORM A7611 - 1. The sponsor of the activity (the person or organization that provided the community involvement activity) will complete the appropriate sections of the form to verify that the activity has been completed and will sign the form.
- 3.10 The student will also sign the Completion of Community Involvement Activities form and submit it to the principal, or designate. More than one such form may be submitted when additional activities are planned that were not included on the previously submitted form.

4. Eligible Activities

- 4.1 The activities listed below were approved by the board, in consultation with school councils, the Special Education Advisory Committee (SEAC) and the insurance experts, for the completion of the community involvement requirement:
 - 4.1.1 assistance to seniors;
 - 4.1.2 environmental projects;
 - 4.1.3 charitable and service organizations;
 - 4.1.4 volunteer supported sports and recreation activities or events;
 - 4.1.5 specific school-related activities;
 - 4.1.6 community activities; and,
 - 4.1.7 health facilities.
- 4.2 Samples of Eligible Activities
 - 4.2.1 Assistance to Seniors
 - 4.2.1.1 Meals on Wheels, except involving the operation of a vehicle;
 - 4.2.1.2 snow shoveling, raking leaves, gardening assistance;
 - 4.2.1.3 volunteer at a retirement residence;
 - 4.2.1.4 gift baskets (e.g. Easter, other special holidays);
 - 4.2.1.5 special performances for seniors' homes (e.g. reading, singing, etc.); and,
 - 4.2.1.6 visits to care facilities (e.g. nursing homes, hospices).
 - 4.2.2 Environmental Projects
 - 4.2.2.1 community clean-up (e.g. sponsored events, beach association events, adopt-a-road etc.);
 - 4.2.2.2 recycling program (e.g. Green Team outside of school day)

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- 4.2.2.3 dune grass planting (e.g. conservation project);
 - 4.2.2.4 horticulture (e.g. garden/horticulture club, planting of flowers and trees, growing flowers for sale); and,
 - 4.2.2.5 arbour day (e.g. tree planting).
 - 4.2.3 [Charitable and Service Organizations](#) (search charitable associations)
 - 4.2.3.1 [Foster Child Program](#);
 - 4.2.3.2 [United Way](#);
 - 4.2.3.3 [UNICEF](#);
 - 4.2.3.4 [Easter Seals](#);
 - 4.2.3.5 [Cancer Society](#);
 - 4.2.3.6 [Heart and Stroke Foundation](#) - Jump Rope for Heart;
 - 4.2.3.7 [MS Society](#);
 - 4.2.3.8 [Terry Fox Foundation](#);
 - 4.2.3.9 fundraising for Women and Children's Shelters and crisis centres;
 - 4.2.3.10 Remembrance Day;
 - 4.2.3.11 [Starlight Foundation](#) (helping terminally ill children);
 - 4.2.3.12 [pop tabs for wheelchairs](#);
 - 4.2.3.13 Coats for kids;
 - 4.2.3.14 [blood donor clinics](#);
 - 4.2.3.15 [COPE Service Dogs](#);
 - 4.2.3.16 Bell [Kids Help Phone](#) fundraising or ambassadors' program;
 - 4.2.3.17 charitable stores – [Salvation Army Thrift Store](#), Habitat for Humanity [Restore](#); and,
 - 4.2.3.18 [Ontario Volunteer Centre Network](#).
 - 4.2.4 Sports and Recreation
 - 4.2.4.1 volunteer coaching;
 - 4.2.4.2 community activities as part of Scouts, Cubs, Guides, Brownies, Cadets;
 - 4.2.4.3 organizing sports and/or recreation activities (e.g. after school tournament, organization hosted event);
 - 4.2.4.4 officiating at local sports events (e.g. score keeping, timing, etc. for organizations who do not pay for officials).
 - 4.2.5 Specific School-Related Activities
 - 4.2.5.1 volunteer teas, employer appreciation events outside school day, hospitality for school events;
 - 4.2.5.2 students on school council;
 - 4.2.5.3 tutoring;
 - 4.2.5.4 helping in elementary schools outside of personal school hours;
 - 4.2.5.5 school or neighbourhood projects;
 - 4.2.5.6 organizing school events outside of class time; and,
 - 4.2.5.7 student trustees (non-credit).

- 4.2.6 Community Activities
 - 4.2.6.1 special activities (e.g. painting windows, window decorating, bake sales;
 - 4.2.6.2 seasonal festivals, fun fairs, fall fairs, Winterama;
 - 4.2.6.3 group home projects;
 - 4.2.6.4 entertainment (e.g. music in malls, churches);
 - 4.2.6.5 marching bands;
 - 4.2.6.6 local drama groups (e.g. help with sets, participate in productions);
 - 4.2.6.7 food bank;
 - 4.2.6.8 community organization web site production/maintenance;
 - 4.2.6.9 adopt-a-road, adopt-a-hospital, adopt-a-street;
 - 4.2.6.10 [Lions Quest](#) for community service;
 - 4.2.6.11 Welcome Wagon;
 - 4.2.6.12 Legion helpers (e.g. Remembrance Day);
 - 4.2.6.13 church activities (e.g. services, choir, etc.);
 - 4.2.6.14 school or neighbourhood projects; and,
 - 4.2.6.15 volunteer work for political parties.
- 4.2.7 Health Facilities
 - 4.2.7.1 chronic care hospital visits;
 - 4.2.7.2 hospital volunteers ([RVH](#), [CGMH](#), [SMH](#), [OSMH](#), [GBGH](#)); and,
 - 4.2.7.3 hospital visits.

5. Ineligible Activities

- 5.1 The Ministry of Education has developed the following list of activities that may not be chosen as community involvement activities. These are referred to as ineligible activities. An ineligible activity is an activity that:
 - 5.1.1 is a requirement of a class or course in which the student is enrolled (i.e. cooperative education portion of a course, job shadowing, work experience);
 - 5.1.2 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 break or spare period(s) is permissible;
 - 5.1.3 takes place in a logging or mining environment, if the student is under 16 years of age;
 - 5.1.4 takes place in a factory, if the student is under 15 years of age;
 - 5.1.5 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;
 - 5.1.6 would normally be performed for wages by a person in the workplace;
 - 5.1.7 involves the operation of a vehicle, power tools, or scaffolding;
 - 5.1.8 involves the administration of any type or form of medication or medical procedure to other persons;
 - 5.1.9 involves handling of substances classed as "designated substances" under the *Occupational Health and Safety Act*;
 - 5.1.10 requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
 - 5.1.11 involves banking or the handling of securities, or involves the handling of jewellery, works of art, antiques, or other valuables;

- 5.1.12 consists of duties normally performed in the home (e.g. daily chores) or personal recreational activities; or,
 - 5.1.13 involves a court-ordered program (e.g. community-service program for youth, probationary program).
- 5.2 An additional activity which is also considered ineligible by the board, is one which involves the use of a firearm.

Approved March 2012

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Issued under the authority of the Director of Education



GET INVOLVED

VOLUNTEERS MAKE A DIFFERENCE!

All secondary students must complete a minimum of 40 hours of community involvement activities as one of the requirements for an Ontario Secondary School Diploma (OSSD).

You can begin your community hours during the summer before you start Grade 9. You must complete the 40 hours before you graduate secondary school

Why get involved?

- ✓ make new friends
- ✓ unlock your ambitions
- ✓ network and explore career options
- ✓ build self-confidence
- ✓ discover strengths and talents
- ✓ the whole community benefits

What resources are available for information on volunteering in your community?

- your school course calendar, bulletin board or website
- teachers, administrators and counsellors at your school
- local service clubs and charitable organizations
- community minor sports organizations
- local hospital, Red Cross and/or donor clinics, St. John's Ambulance
- Canadian Cancer Society at www.my40hours.ca

Record your community involvement hours by downloading the tracking sheet at www.scdsb.on.ca > Secondary > Planning for High School > Community Involvement.

In consultation with school councils, the board's Special Education Advisory Committee and insurance experts, the Simcoe County District School Board considers the following as eligible activities:

- help seniors
- clean up your community and the environment
- assist a charity or service club
- co-ordinate, support or coach community-based recreational or sport activities that rely on volunteers
- help with school related events, fundraisers or socials
- join community projects
- assist at a health facility



Community Involvement

Helping students understand their role in the community

Every student in Ontario is required to complete 40 hours of community involvement in order to receive their diploma. **Students are able to start accumulating community involvement hours in the summer before they enter Grade 9.**

The purpose is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging. The 40 hours is a minimum requirement. Some students may wish to complete more than 40 hours, especially if they have a particular area of interest or destination pathway.

Students will select community involvement activities in consultation with their parents/guardians. The 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. Students will not be paid for community involvement activities.

As students complete community involvement hours, they must submit all the required documentation to the school. The principal will decide whether the students have met the community involvement requirement and, if so, will record it as completed on the official transcript.

Roles and Responsibilities of Students

In consultation with their parents/guardians, students are to select an activity from the Simcoe County District School Board's (SCDSB) list of approved activities.

A Completion of Community Involvement Activities form must be completed by the student and signed by the student's parent/guardian (if the student is under 18 years of age) and the community sponsor (the person or organization who provided the community involvement opportunity for the student). Students must submit the form to the appropriate school office or teacher adviser upon completion of the 40 hours, or at appropriate intervals as decided by the principal.

Roles and Responsibilities of Parents/Guardians

Parents/guardians should assist their child in the selection of their community involvement activities. They are also encouraged to communicate with the community sponsor and their child's teacher adviser if they have any questions. Parents/guardians must sign the Completion of Community Involvement Activities form for students under 18 years of age.

Eligible Activities

Our local school board in consultation with school councils, the board's Special Education Advisory Committee (SEAC) and insurance experts considers the following as eligible activities:

- ✓ assistance to seniors
- ✓ environmental projects
- ✓ sports and recreation activities
- ✓ working with charitable and service organizations
- ✓ working in health facilities
- ✓ community or specific school-related activities

Ineligible Activities

The Ministry of Education developed a list of activities that are ineligible. These include activities that:

- ✗ take place in a logging or mining environment, if the student is under 16 years of age;
- ✗ take place in a factory, if the student is under 15 years of age;
- ✗ take place in a workplace other than a factory, if the student is under 14 years and not accompanied by an adult;
- ✗ would normally be performed for wages by a worker;
- ✗ involve operating a vehicle, power tools, or scaffolding;
- ✗ involve the administration of any type or form of medication or medical procedure to other persons;
- ✗ involve the handling of substances classed as "designated substances" under the *Occupational Health and Safety Act*;
- ✗ require the knowledge of a trades person whose trade is regulated by the provincial government;
- ✗ involve banking or the handling of securities, jewelry, works of art, antiques, or other valuables;
- ✗ consist of duties normally performed in the home;
- ✗ involve a court-ordered program e.g. community-service program for youth, probationary program);
- ✗ involve the use of a firearm.

Insurance Disclaimer

The SCDSB's liability insurance protects students and community sponsors for damages or injuries to a third party that may arise from the student's activities. The SCDSB's liability insurance does not cover negligence on behalf of the sponsor's involvement. Sponsors are responsible for ensuring that their own liability insurance is in place. The SCDSB expects that community sponsors will provide students with safety instructions, any necessary safety equipment, training and supervision.

Students are not covered by the Workplace Safety & Insurance legislation in the event of a personal injury. Parents/guardians/students are encouraged to purchase Student Accident Insurance. Application forms are available through the school.

INFORMATION ON COMMUNITY INVOLVEMENT FOR COMMUNITY PARTNERS**Introduction**

Every student who begins secondary school in Ontario is required to complete 40 hours of community involvement in order to receive a diploma. The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging within the community.

Information regarding the community involvement requirement for a secondary school graduation diploma for persons and organizations who are asked by students to sponsor a particular community involvement activity is available at:

https://scdsb.on.ca/secondary/planning_for_high_school/community_involvement.

Students will select community involvement activities in consultation with their parents/guardians. 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 cannot be paid for performing any community involvement activity or receive compensation of any type.

Roles and Responsibilities of Sponsors in the Community

One of the purposes of the community involvement requirement is to develop strong ties between students and their communities. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any safety 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 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 (attached).

The Simcoe County District School Board's liability insurance will protect the students and community sponsors from damages or injuries to a third party that may arise from the student's volunteer activities.

The board's liability insurance does not cover negligence on behalf of the community sponsor's involvement in the program. Sponsors are responsible for ensuring that their own liability insurance is in place.

The SCDSB's List of Eligible Activities

The activities listed below are approved by the board in consultation with school councils, the Special Education Advisory Committee (SEAC) and insurance experts for the completion of the community involvement requirement:

- assistance to seniors
- environmental projects
- charitable and service organizations
- sports and recreation activities (that are normally volunteer positions)
- specific school-related activities
- community activities
- health facilities



COMMUNITY INVOLVEMENT ACTIVITIES RECORD

Student:		Home Phone:		Return completed forms to the Guidance Office at your secondary school
School:		Principal:		

Activity	Approved Activity Y/N*	# Hours	Completion Date MM/DDYY	Community Organization or Location	Sponsor's Name and Contact Number xxx-xxx-xxxx	Sponsor's Signature
Total Hours Submitted						

Student Signature:		Date Submitted:	
Parent/Guardian Signature:			

*If the activity is not on the list of approved activities students require the principal's signature/initials before starting the activity.

OFFICE USE ONLY	Completion has been noted on the student's transcript	<input type="checkbox"/>
	Signature of school official:	