

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	SCHOOLS & STUDENTS	
<i>Management Guideline</i>	COMMUNITY INVOLVEMENT ACTIVITIES	
<i>Applicable Policy</i>	COMMUNITY INVOLVEMENT ACTIVITIES	521

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<i>June 16, 2009</i>	<i>June 10, 2009</i>	<i>Review by: December 2020</i>
<i>December 10, 1999</i>	<i>January 20, 2003</i>	

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### **GUIDELINE**

Students will select one or more community involvement activities in consultation with their parents. 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 students is paramount.

It should be noted that students are not paid for performing any community involvement activity.

A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.

### **RESPONSIBILITIES**

#### **1.0 The Board**

The school board shall:

- a) Implement community involvement activities throughout its secondary schools;
- b) Develop a list of approved community involvement activities in consultation with school principals and in conjunction with local school councils, the special Education Advisory Committee, and the board's insurer;
- c) Ensure that all participants, including students and the sponsors of community involvement activities are adequately covered by the Board's insurance.

#### **2.0 The Principal**

The principal shall:

- a) Ensure that a description of the community involvement requirements and an outline of the policies and procedures for completing the requirement are included in the school course calendar;
- b) Provide information about the community involvement requirements to parents, students and community sponsors;
- c) Provide students with a list of the Board's approved list of activities as well as activities that are ineligible;
- d) Shall ensure that students are provided with the information and forms needed to complete the community involvement requirement as well as copies of the Board's

information documents that are to be given to the parents and to the person supervising the community involvement activity;

- e) In consultation with the appropriate supervisory officer, determine whether the student's proposed activity is acceptable if the activity is not on the Board's approved list;
- f) The Principal shall determine whether the student has met the community involvement requirement and if so, will indicate on the Ontario Student Transcript that the student has completed the requirement.

### **3.0 The Student**

In consultation with their parents, students shall select an activity or activities from the boards' list of approved activities, or choose an activity that is not on the list, provided that it is not on the board's list of ineligible activities. If the activity is not on the board's list of approved activities, the student must obtain written approval from the principal before beginning the activity.

Before beginning any activity, a student must provide the principal or other school contact with a completed "Notification of Planned Community Involvement Activities". Students under eighteen years, must have a parent if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

A "Completion of Community Involvement Activities" must be completed by the student, the community sponsor (person or organization that provided the community involvement opportunity) and a parent or guardian, if a student is under eighteen years of age. The student must submit the form to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

### **4.0 The Parents**

Parents should assist their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the "Notification of Planned Community Involvement Activities" and the "Completion of Community Involvement Activities" forms if the student is under the age of eighteen years.

### **5.0 The Community Sponsors**

One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. Persons and organization within the community may be asked by the student to sponsor a community involvement activity. The person or organization shall provide any training, equipment, or special preparation that is required for the activity. 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.

## 6.0 Community Involvement Activities

### 6.1 Board Approved Activities

Community involvement activities may take place in a variety of settings, including not for profit organizations, public and private institutions (including hospitals, literacy groups, churches, and museums), and informal settings. This is to be completed outside the students' normal instructional hours – that is, the activities are to take place in the students' designated lunch hours, before or after school, on weekends, or during school holidays.

- Assisting community organizations with the organization and carrying out of community events in a non-alcohol environment
- Participation on community or regional planning committees.
- Providing assistance for individuals in the community (such as seniors and special needs citizens).
- Fundraising for community organizations.
- Organizing and assisting with school events and committees.
- Assisting local sports and recreational activities.

These activities should not take place after 10:00 p.m. (unless approved by a parent).

### 6.2 Ineligible Activities

The ministry has developed a list of activities that are ineligible as community involvement 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 instruction 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 factory, if the student is under fifteen years of age;
- Takes place in a workplace other than a factory, if the student is under fourteen 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 administration of any type or form of medication or medical procedure to other persons;
- Involves handling substances classed as "designated substances: under the Occupation 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 valuable;
- Consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
- Involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

Completion of 40-Hours Community Involvement Activities Credit

(Please Print)

Student: _____	Principal: _____
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School: _____	Telephone: _____
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Please submit this form to the school when you have completed 40 hours of community involvement activities, or when the Principal requests it.

<i>Activity</i>	<i>Number of Hours</i>	<i>Date of Completion</i>	<i>Location &amp; Telephone Number</i>	<i>Supervisor's Name &amp; Signature</i>	<i>Principal's Signature</i>
<i>Total Hours</i>					

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_      Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only	<input type="radio"/> Completion has been noted on the student's OST _____ <div style="display: flex; justify-content: space-around; width: 80%; margin-left: 100px;"> <span><i>Signature of School Official</i></span> <span><i>Date</i></span> </div>
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