

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

ONTARIO SECONDARY SCHOOL DIPLOMA REQUIREMENT COMMUNITY INVOLVEMENT POLICY

C 12.1
July 2017

POLICY:

In an effort to assist students to live out the Catholic community charism of service as proclaimed in Jesus' teachings in the Gospels, it shall be the policy of the Nipissing-Parry Sound Catholic District School Board to provide procedures and guidelines for the 40 hours of community involvement required to earn an Ontario Secondary School Diploma.

ADMINISTRATIVE PROCEDURES

A. The purpose of community involvement is:

- a) To relate life experience with Jesus' teachings "Truly I tell you, just as you did this to one of the least of my brothers or sisters, you did this to me." (Matthew 25:31-46)
- b) To develop awareness and understanding of civic responsibility and the role students can play.
- c) To develop an awareness of the contributions students can make in supporting and strengthening their communities.

B. Responsibilities of the Principal:

- a) The principal will ensure that a description of the community involvement requirements and an outline of policies and procedures for completing the requirement are included in the school course calendar.
- b) The principal will ensure the students are provided with the information and forms needed to complete the community involvement requirement, including information about the activities that are approved by the Board and the activities that are ineligible.
- c) If the student proposes to undertake an activity which is not on the Board's list of approved activities, the principal will determine whether the student's proposed activity is acceptable, in consultation with the Superintendent of Education. If the activity is acceptable, the principal must keep a copy of the approval on file.
- d) 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.

C. Procedures for the Student:

- a) Students may complete the 40 hours of community involvement activities at any time during their secondary school program.

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- b) Each student must complete and submit a “Notification of Planned Community Involvement Activities” form (Appendix A). The student will select an activity from the Board’s list of approved activities. A student under the age of 18 must complete the form in consultation with his or her parents and must have one parent sign the form. The student will sign the form and submit it to the school contact as designated by the principal. More than one form may be submitted when additional activities are planned that were not included on a previously submitted form.
- c) Upon completion of the activity, the student must fill out the “Completion of Community Involvement Activities” form (Appendix B). The sponsor of the activity, i.e., 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. The form must also be signed by one of the student’s parents if the student is under 18 years of age. The student must submit the form to the principal or designate.

D. Ineligible activities

In accordance with policy/program memorandum 124A, an ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled;
- 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’ periods 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 administration of any form of medication or medical procedures to other persons;
- involves handling of substances classed as “designated substances” under the Occupational Health and Safety Act;

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- requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of works of art, antiques or other valuables;
- consists of duties normally performed in the student's home (i.e., daily chores) or personal recreational activities;
- involves activities for a court-ordered program.

E. Eligible Activities:

The following activities are eligible for the 40-hour community involvement requirement:

- working in a parish church;
- helping with food drives - any aspect of the collection, organizing or delivery to the food bank;
- coaching, assisting or organizing others in a sport or leisure activity in or out of school;
- assisting, organizing and overseeing activities for elementary schools;
- providing company, help or recreation for the elderly or sick;
- performing clean-up activities to any not-for-profit institution, educational or otherwise;
- canvassing for registered charities;
- managing or helping with Scouting and Guiding activities;
- assisting an adult in a not-for-profit, acceptable work place in a non-remunerated capacity;
- tutoring/peer helping;
- providing assistance to any volunteer group which has helping others as its mandate, provided the mandate reflects values and teachings of the Catholic church.

See Appendix C for a list of some places for volunteer service.

NOTIFICATION OF PLANNED COMMUNITY INVOLVEMENT ACTIVITIES

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

Student: _____ Address: _____ Teacher: _____ Tag Room No.: _____	Principal: _____ St. Joseph-Scollard Hall Catholic Secondary School 675 O'Brien Street, North Bay ON P1B 9R3 (705) 494-8600
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Please provide the information requested below about the community involvement activities in which you plan to participate.

ACTIVITY	ESTIMATED # OF HOURS	ESTIMATED DATE OF COMPLETION	LOCATION & PHONE # OF COMMUNITY SERVICE	SUPERVISOR'S NAME	PRINCIPAL'S SIGNATURE (IF REQUIRED)

Is each activity identified on the Board's list of approved activities? Yes No

If you checked "NO", you must obtain written approval from the principal (the Principal's Signature above) before starting the activity.

Student's Signature

Date

Parent/Guardian Signature

Date



COMPLETED COMMUNITY INVOLVEMENT ACTIVITIES

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Student: _____ Address: _____ Teacher: _____ Tag Room No.: _____	Principal: _____ St. Joseph-Scollard Hall Catholic Secondary School 675 O'Brien Street, North Bay ON P1B 9R3 (705) 494-8600
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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.

ACTIVITY (Briefly describe or name the activity)	# OF HOURS	DATE OF COMPLETION	LOCATION & PHONE # OF COMMUNITY SERVICE	SUPERVISOR'S NAME & SIGNATURE
TOTAL				

Student's Signature

Date

Parent/Guardian Signature

Date

For office use only:

Completion has been noted in student's OSR.

Signature of School Official

Date

SAMPLE PLACES TO VOLUNTEER

ASSOCIATIONS

Al Anon
 Alzheimer Society of North Bay & District
 Amelia Rising
 Arthritis Society
 Big Sisters
 Birthright
 Canadian Cancer Society
 Canadian Diabetes Association
 Canadian Mental Health Association
 Canadian National Institute for the Blind
 Canadian Red Cross Society
 Centre for the Disabled
 Children's Aid Society
 Davedi Club
 East Parry Sound Literacy Council
 Easter Seal Society F J Dellandrea Place
 Heritage Festival
 Kidney Foundation
 L'Arche North Bay
 Mattawa & Area Food Bank
 Metis Centre
 Multiple Sclerosis Society
 North Bay Crisis Centre
 North Bay & District Association for Community Living
 North Bay Food Bank
 North Bay Indian Friendship Centre
 North Bay Literacy Council
 Powassan & District Food Bank
 Salvation Army
 St. John Ambulance
 YMCA

SCHOOLS

In-school

- **Tutoring; assisting students or staff**
- **Orientation Guide**
- **Other volunteer activities - B.B. score keeping, food collection, etc.**

Elementary Schools (sports programs, etc.)

HOSPITALS

North Bay General Hospital
 North Bay Psychiatric Hospital
 Mattawa General Hospital
 Sturgeon Falls General Hospital

RETIREMENT HOMES

Algonquin Nursing Home
 Barclay House
 Cassellholme for the Aged
 Empire Living Centre
 Golden Age Centre
 Lady Isabelle Nursing Home
 Leisure World
 South Wind Retirement Home
 St. Joseph Motherhouse

OTHER

Apollo Gymnastics Club
 City of North Bay - Recreation Department
 Cogeco Cable TV (community programming)
 Mattawa Conservation Authority
 Local church groups
 Meals on Wheels
 Neighbour - helping shovel/mow grass/babysit
 North Bay Capital Centre
 North Bay Humane Society
 North Bay Library
 North Bay Sports Organizations (e.g., soccer coach, hockey manager, etc.)
 Youth Centres & Organizations