

Community Involvement Activities Procedure

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) is committed to a healthy and meaningful service experience for students as they complete their community involvement hours. HWDSB encourages students to develop an awareness and understanding of civic responsibility, while learning what role they can play and the contributions they can make in supporting and strengthening the Hamilton community.

Every student who begins secondary school must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD).

TERMINOLOGY:

Civic Responsibility: Civic responsibility is the responsibility of citizens in a society to exhibit certain attitudes and actions related to participation in society and democratic governance. Civic responsibility is associated with involvement community organizations and memberships with voluntary associations. Actions and attitudes relating to civic responsibility are displayed through political, civil, environmental and economic advocacy.

Ineligible Activities: Ineligible Activities are activities that may not be included as volunteer hours towards a student's Community Involvement Hours, as outlined by both the Ministry of Education and Hamilton-Wentworth District School Board.

Eligible Activities: Eligible Activities are activities that may be counted towards a student's 40 community involvement hours, which must be accumulated as a graduation requirement.

Non-profit: Non-profit is a type of organization that does not earn profits for its owners. All of the money earned by or donated to a non-profit organization is used in pursuing the organization's objectives.

Volunteer: Someone who chooses to act in recognition of a need, with an attitude of social responsibility and without concern for monetary profit. It should be noted that students will not be paid for performing any community involvement activity. Volunteer activities and hours cannot be accumulated during scheduled class time.

PROCEDURES:

1.0 Responsibilities

1.1 HWDSB Responsibilities

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- 1.1.1 HWDSB is responsible for developing a list of community involvement activities that the board considers acceptable.
- 1.1.2 The list must not include activities that are designated as ineligible as per the Ministry of Education's list of ineligible activities.
- 1.1.3 HWDSB will develop a reporting system for students to list their planned activities and their completed activities.
- 1.1.4 HWDSB will develop a document that explains the community involvement requirements and the roles and responsibilities of the various participants. This document includes:
 - An overview of the requirements
 - The roles and responsibilities of students
 - The roles and responsibilities of parents/guardians
 - The roles and responsibilities of the person or organization sponsoring an activity
 - A list of eligible and ineligible activities

1.2 Principal Responsibilities

- 1.2.1 Principals will ensure that a description of the community involvement requirement and an outline of the policy and procedure are included in the school course calendar.
- 1.2.2 Principals will provide students 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.
- 1.2.3 Principals will also provide copies of the board's information document to be given to parents/guardians and the person supervising the community involvement activity.
- 1.2.4 If the student proposes to undertake an activity that is not listed on the board's list of approved activities, the principal will determine whether the proposed activity is acceptable.
- 1.2.5 Principals will keep a copy of the approval on file.
- 1.2.6 Principals will 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.

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1.2.7 Principals, or designate, will continue to collect paper copies of student hours until the online format is operational.

1.2.8 Principals are responsible to enter student data into Power Schools and monitor student hours to ensure the requirements for graduation are being met.

1.3 Student Responsibilities

1.3.1 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.

1.3.2 Students under the age of 18 years will plan and select their community involvement activities in consultation with their parents/guardians.

1.3.3 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's or Board's list of ineligible activities.

1.3.4 If the activity is not on the board's list of approved activities, the student will have to obtain written approval from the principal.

1.3.5 A student under the age of 18 must complete the form in consultation with his or her parents/guardian, and must have one parent/guardian sign the form. The student will sign the form and submit it to the principal or to another school contact designated by the principal. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

1.3.6 When the activity is completed, the student must fill out the "Completion of Community Involvement Activities" form. Students are encouraged to submit the completed form promptly: it is not necessary to wait until all 40 hours have been completed, or to submit all details on one form.

1.3.7 The sponsor of the activity – that is, 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/guardian, if the student is under 18 years of age.

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1.3.8 Students will provide their parents/guardian with a copy of the board's document "Information on the Community Involvement Diploma Requirement," which they will be given by the school. Students will also give a copy of this document to the sponsor of the community involvement activity.

1.4 Parent/Guardian Responsibilities

1.4.1 Parents/Guardian should assist their child in the selection of their community involvement activities.

1.4.2 Parent/Guardian is also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns.

1.4.3 A parent/guardian must sign the "Notification of Planned Community Involvement Activities" form and the "Completion of Community Involvement Activities" form if the student is under the age of 18 years.

1.5 Sponsors Responsibilities

1.5.1 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.

1.5.2 Persons and organizations within the community may be asked by the student to sponsor a community involvement activity.

1.5.3 Any training, equipment or special preparation that is required for the activity should be provided by the person or organization.

1.5.4 It is crucial that students are able to fulfil their community involvement requirement in a safe environment.

1.5.5 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.

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2.0 Eligible and Ineligible Activities

2.1 Eligible Activities

2.1.1 The following list is intended to assist students, parents/guardians in determining whether a planned activity is within an approved area. These activities may take place in the community or be school-based. Add link to the CIH webpage

- An event or activity designed to benefit the community in general.
- An event or activity to support a not-for-profit agency, institution or foundation that aligns with HWDSBs Strategic Directions and meets the ethical standards of the Ministry of Education.
- Any program that promotes tutoring, mentoring, visiting or coaching, or assists others in need.
- Participation in an event or activity that supports ethical work of a global nature or that promotes positive environmental awareness.
- Participation in an event or activity that contributes to the health and well-being of others.
- Participation in an event or activity that is affiliated with a club, religious or political organization, arts or cultural association that seeks to make a positive and ethical contribution in the community.

2.2 Examples of Eligible Activities

- Supporting Sports e.g. timekeeping, managing a team or coaching
- Fundraising
- Charity Walk-a-thons or Runs
- Community Events, Festivals or Fairs
- Community Projects e.g. tending a community garden
- Environmental Projects e.g. a community clean-up
- Youth Programs or Mentorship Programs
- Volunteer Work with Seniors
- Camp Leader or Counsellor
- Office Work for a non-profit organization
- Committee Work e.g. the Literacy Committee at your local library
- Advisory Board

2.3 If the activity that a student wishes to participate in does not appear on the list of eligible activities, the student must receive written permission from their secondary school principal before completing any Community Involvement Hours.

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2.4 HWDSB's List of Ineligible Activities

2.4.1 Hamilton-Wentworth District School Board has determined that the following are ineligible activities, in addition to those that the ministry has listed as ineligible:

- Campaigns for the office of school board trustee

2.5 Ministry of Education's List of Ineligible Activities

2.5.1 The ministry has developed a list of activities that may not be chosen as community involvement activities and that are therefore ineligible activities. These include:

- Any activity that would normally be performed for wages by a person in the workplace.
- 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 shadow, work experience).
- Any activity that takes place during regular class time on a school day. However, an activity that takes place during lunch breaks or a "spare" period is permissible.
- An activity that takes place in a logging or mining environment, if the student is under sixteen years of age.
- An activity that takes place in a factory, if the student is under fifteen years of age.
- If the activity 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.
- Participation in an activity that involves the operation of a vehicle, power tools or scaffolding.
- Activity that involves the administration of any type or form of medication or medical procedure to other persons.
- An activity that involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act.
- An activity that requires the knowledge of a tradesperson whose trade is regulated by the provincial government.
- Any activity that involves banking or the handling of securities, or the handling of jewellery, works of art, antiques or other valuables.
- Any activity that consists of duties normally performed in the home (i.e., daily chores) or personal recreation activities.
- Any activity that involves a court-ordered program (e.g., community-service program for young offenders, probationary program).