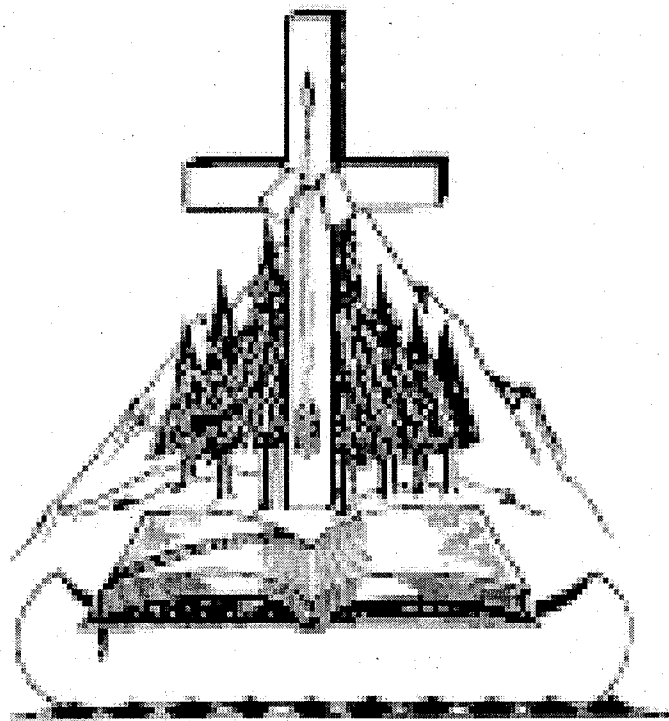
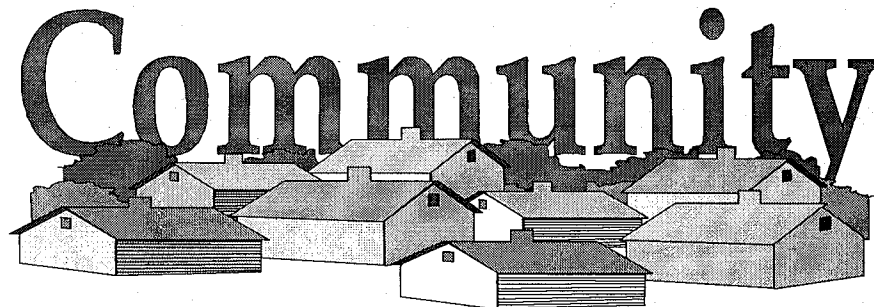


SIMCOE MUSKOKA CATHOLIC



DISTRICT SCHOOL BOARD

September 2005



INVOLVEMENT HANDBOOK

"God has created us for a life of good deeds" (Ephesians 2:10)

This community involvement requirement supports the vision of the Catholic student as outlined in the Ontario Catholic School Graduate Expectations. The graduate is expected to be:

- † A discerning believer formed in the Catholic Faith Community who integrates faith with life
- † A reflective and creative thinker who adopts a holistic approach to life by integrating learning from various subject areas and experiences
- † A collaborative contributor who finds meaning, dignity, fulfillment and vocation in work which contributes to the common good
- † A life-long learner who develops one's God given potential and makes a meaningful contribution to society
- † A caring family member who ministers to the wider community through service
- † A responsible citizen who contributes to the common good

Simcoe Muskoka Catholic District School Board

Simcoe Muskoka Catholic District School Board

Community Involvement Handbook

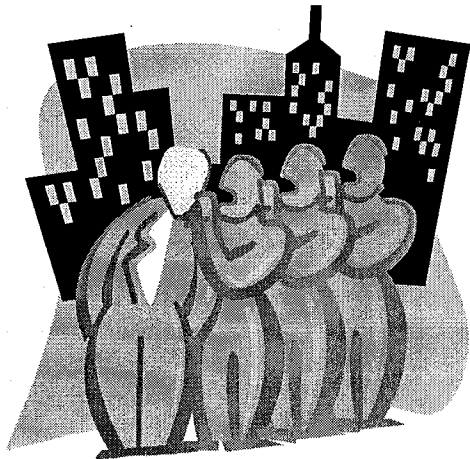
NOTE:

For more information on Community Involvement, please contact the Guidance Department at your Secondary School.

Roles And Responsibilities of Sponsors In The Community

One of the purposes of the Community Involvement requirement is to develop strong ties between the students and their community, raising the awareness of our interdependence as a community and fostering valuable and long-term relationships.

Persons and organizations within the community may be asked by the student to sponsor an activity for their Community Involvement. The person or organization should provide any training, equipment, or special preparation that is required for the activity. 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.



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Community Involvement In our Catholic Secondary Schools

"I am among you as one who serves" (Luke 22:27)

To Students and Parents:

This is a time of both tremendous change and opportunity for all of us involved in education in the province of Ontario. One of the requirements the Ministry of Education has introduced in all secondary schools is the successful completion of 40 hours of community involvement by each student prior to graduation.

Catholic Education promotes a way of life rooted in the Christian call to discipleship and service. The practice of Christian service has always been part of our Catholic school tradition; most notably, as an integral component of Religious Education classes, through a variety of outreach projects, and through community service days.

***The community involvement requirement invites students to:

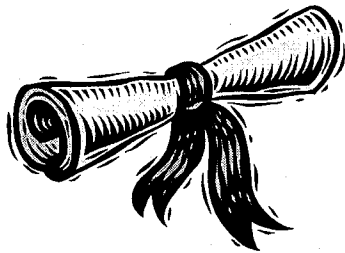
- ↳ Understand that as Catholics we're called to the service of others
- ↳ Develop an attitude of responsibility to the common good
- ↳ Develop an understanding of the various roles they can play within their community
- ↳ Develop an appreciation for the value of community service
- ↳ Develop strong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

This opportunity for service will challenge you to reach out to others in your community who need your energy, time and talents. What begins, as a requirement for graduation will bear fruit in your life and in the lives of those you serve. Mother Teresa, who equated prayer with service said, "Just begin by helping someone in need in your community, at work, or at school. Begin by making whatever you do something beautiful for God."

Taken from the Peterborough, Victoria, Northumberland, Clarington District School Board information sheet on Community Involvement.

General Information

- ❑ Every student who begins high school during or after the 1999/2000 school year **MUST** complete a minimum of 40 hours of community involvement activities.
- ❑ Community Involvement is a graduation requirement.
- ❑ Normally, students will be expected to complete at least 10 hours each year of secondary school but may complete the final 20 hours by the end of Grade 11.
- ❑ Students will not be paid for performing any community involvement activity.
- ❑ Community Involvement activities can only take place outside of instructional time.
- ❑ Activities deemed a requirement towards earning a credit are disallowed.
- ❑ Students under the age of 18 years of age should plan and select their activities in consultation with their parents.
- ❑ A parent is not required to sign a form if the student is 18 years of age or older.



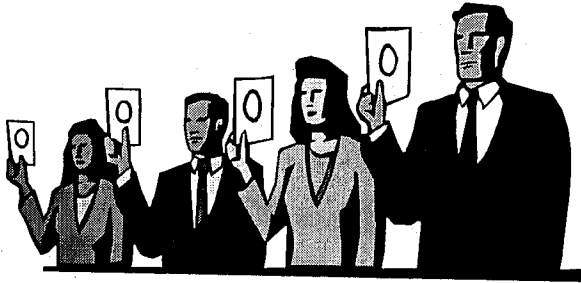
Roles And Responsibilities Of Secondary School Principals

Principals are required to provide information about the community involvement requirement to parents, students, and community sponsors. Principals are also required to provide students with the information and forms they will need to complete the community involvement requirement, including the Board's list of approved activities from which to choose. After a student completes the 40 hours of community involvement and submits all documentation of their completion to the school, the principal will decide whether the student has met the community involvement requirement and, if so, will record it as completed on the student's official transcript.



Roles and Responsibilities of School Boards

School Boards are responsible for the implementation of Community Involvement Activities through their secondary schools. The Board develops a list of approved community involvement activities in conjunction with local school councils, the Special Education Advisory Committee, and the Board's insurer. The list is included in this information brochure along with a list of activities that the Ministry of Education and Training has stated are ineligible activities.

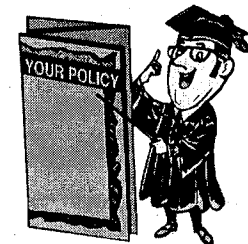


Insurance

The Simcoe Muskoka Catholic District School Board's liability insurance will protect students and community sponsors regarding liability law suits for damages or injuries to a third party that may arise from a student's volunteer activities.

Please note:

1. Board liability insurance does not cover negligence on behalf of the community sponsors involvement in the programme; sponsors are responsible for ensuring that their own liability insurance is in place.
2. A student suffering personal injury would not be covered by the Workplace Safety Insurance Board (WSIB).
3. It is expected that community sponsors will provide students with safety instructions, safety equipment (if necessary), training and supervision.
4. Students are encouraged to purchase Student Accident Insurance, available in the schools each September.



Christian Community Involvement Examples of Eligible Activities



WITHIN THE COMMUNITY

- ✓ Volunteer work such as fundraising for service clubs, charities, and non-profit organizations
- ✓ Assisting with community events such as winter carnival, parades, organized food drives
- ✓ Volunteer work for community services such as the Food Bank, United Way
- ✓ Assisting in a senior's residence serving snacks, helping with recreational activities, etc.
- ✓ Participating on committees such as neighbourhood associations, advisory boards
- ✓ Coaching sports teams and helping to organize other sports related activities such as Special Olympics etc.
- ✓ Participating in environmental projects such as community clean-up, recycling programs
- ✓ Assisting with Brownies, Beavers, Sparks, Cubs, Pathfinders and Scouts
- ✓ Volunteer work with Parish groups such as Share Life, St. Vincent de Paul, Out-Of-The-Cold Program

Roles and Responsibilities of Parents/Guardians

Parents/Guardians should provide assistance to their child in the selection of their Christian service activities. A parent must sign the "Notification of Planned Community Involvement Activities" form and the "Completion of Community Involvement Activities" form if the student is under 18 years of age. Parents/Guardians have the primary responsibility to provide assistance to their child for the selection of the Community Involvement Activities.



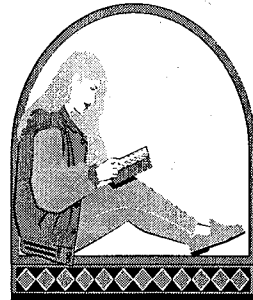
Roles and Responsibilities of Students

As stated in the Ministry of Education memorandum on Community Involvement, the student is responsible for initiating, completing and tracking the experience of community involvement.

In consultation with their parents, students will select a board approved activity, or students may choose an activity that is not on the list, provided that it is not one specified on the ministry's and the board's lists of ineligible activities. If the activity is not on the board's approved list, the student must obtain written approval from the principal prior to beginning his/her community involvement.

Before beginning the activity students will get a "Notification of Planned Community Involvement Activities" form, indicating the activity(ies) that they plan to do. This form must be signed by the student and by his/her parent if the student is under 18 years of age.

The "Completion of Community Involvement Activities" form must be completed by the **student**, the student's **parent/guardian** (if the student is under 18 years of age), and the **community sponsor** (that is, the person or organization that provided the community involvement opportunity for the student).



WITHIN THE SCHOOL (cannot be done during regularly scheduled class time)



- ✓ Tutoring students
- ✓ Committee work such as yearbook, graduation, liturgy
- ✓ Organized school events such as athletic tournaments, arts night, drama productions
- ✓ Assisting with events such as Grade 9 Parent Night, Parent Teacher Interview nights
- ✓ Participating on councils and clubs such as Student Council, Social Justice Club, Chaplaincy

Note: This list is not exhaustive. Any activity designed to benefit a community or someone in need that is similar to these examples would be considered eligible. Where an activity does not fall within the spirit of the examples listed above, the Principal of the school has the discretion to approve or reject the activity.

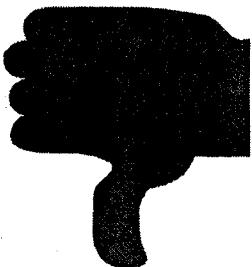
HELPER

Ministry of Education and Training

List of Ineligible Activities

The Ministry of Education and Training has developed a list of activities that **MAY NOT** be chosen as community involvement activities and that are therefore ineligible activities. An ineligible activity is an activity that:

- ✗ Is a requirement of a class or course in which the student is enrolled (i.e. Co-operative Education portion of a course, job shadowing, work experience)
- ✗ Takes place during the time allotted for the instructional program of 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 sixteen years of age
- ✗ 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



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- ✗ Involves the administration of any type of or form of medication or medical procedure to other persons
- ✗ Involves the handling of substances classed as designated substances under the Occupational Health and Safety Act
- ✗ 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 jewellery, works of art, antiques, or other valuables
- ✗ Consists of duties normally performed in the home (i.e. Daily chores) or personal recreational activities
- ✗ Involves the activities for a court ordered program (i.e. Community service program for young offenders, probationary programs)
- ✗ Involves simple membership in a school or community club
- ✗ Is part of a community service day during regular scheduled school time

In addition to the Ministry of Education's List of ineligible activities, the Simcoe Muskoka Catholic District School Board has determined the following also ineligible:

- ✗ Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of the Simcoe Muskoka Catholic District School Board



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