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## Community Involvement Diploma Requirement

Students, who began secondary school during or after the 1999-2000 school year, must complete a minimum of 40 hours\* of community involvement activities as part of the OSSD diploma requirements, in compliance with the Ministry of Education's *Ontario Secondary School Diploma Requirement: Community Involvement Activities in English-Language Schools* (Policy/Program Memorandum No.124a, [www.edu.gov.on.ca/extra/eng/ppm/124a.html](http://www.edu.gov.on.ca/extra/eng/ppm/124a.html)).

*\*Note: For students enrolling as "mature students" (students who are at least 18 years of age AND been out of secondary school for at least one year) and students transferring from home schooling, a non-inspected private school, or a school outside Ontario, the Principal will determine the number of hours of community involvement a student is required to complete.*

The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and the contributions they can make in supporting and strengthening their communities.

This document provides information on the community involvement diploma requirement for students and parents, as well as for the persons and organizations who are asked by students to sponsor a particular community involvement activity. If further information is required, please contact TVO ILC at the email address above.

### Roles and Responsibilities:

#### ILC Principal will:

- NOT approve participation in any activities that are on the Ministry of Education's list of ineligible activities.
- review the student's planned and completed activities.
- determine, after the student completes the 40 hours and submits all documentation to the ILC, whether the student has met the community involvement requirement.
- record the community involvement requirement as "completed" on the student's official transcript (OST) if the student has fulfilled the requirement.

#### Students will:

- determine, through ILC, the number of hours required to complete the community involvement diploma requirement.
- select one or more activities, in consultation with parents/guardians, that will provide for their safety and well-being. **The safety of the student is paramount.** Selection should take into account the age and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment, and preparation.
- choose an activity from ILC's list of **eligible** activities or an activity that is not on the eligible list, **provided that it is NOT an activity on the list of ineligible activities.** If the activity is not on the eligible list, the student will indicate with a "No" in the "On list of eligible activities?" column and must obtain written approval from the Principal before beginning the activity.

- complete the first six columns of the *Notification and Completion of Community Involvement Activities* form providing information about the planned activity or activities and submit the form to the ILC before beginning the activity. This form must be signed by the student and the student's parent/guardian if the student is under eighteen years of age.
- monitor completion of their hours by completing the last three columns of the *Notification and Completion of Community Involvement Activities* form when an activity is completed. The person or organization sponsoring each community involvement activity will verify the date of completion and the number of hours, and sign the form.
- submit the *Notification and Completion of Community Involvement Activities* form to ILC upon completion of the 40 hours of community involvement activities. This form must be signed by the student and the student's parent/guardian if the student is under eighteen years of age.

#### Parents will:

- provide assistance in the selection of their student's community involvement activities.
- sign the *Notification and Completion of Community Involvement Activities* form if the student is under the age of eighteen years.
- **be responsible for monitoring completion of the 40 Community Involvement Hours and the safety of their children.**

#### Persons/Organizations sponsoring a community involvement activity will:

- provide any training, equipment, or special preparation that is required for the activity.
- ensure students are able to fulfil their community involvement requirement in a safe environment.
- verify the "Date of Completion" and "Number of Hours Completed" on the *Notification and Completion of Community Involvement Activities* form, and sign the form.

**NOTE:** *It is very important that students fulfill their community involvement requirement in a safe environment. ILC's liability insurance will protect the students and the community sponsors for liability lawsuits that may arise from the students' activities in the community involvement program. ILC's insurance does not cover the sponsors for lawsuits that arise from their negligence or for student injuries in the workplace. ILC assumes no liability beyond 40 hours.*

#### Community Involvement Activities Guidelines:

The following key points must be observed:

- As of July 2011, a student can begin to fulfill the community involvement requirement in the summer prior to grade 9.
- The community involvement activities **must not be part of a credit course and must be unpaid.**
- To qualify as a community involvement activity, volunteer work should contribute to strengthening or supporting the community. Volunteer work conducted in a commercial setting, or at a place of business by working for "free", would not qualify as community service.

## Eligible Activities:

The following list provides examples of community involvement activities that are suitable for selection:

- **Fundraising** – includes assisting with the organization of events for the benefit of the community, such as walkathons, celebrity games, gala events, bazaars, etc.
- **Sports/recreation** – includes coaching and helping to organize tournaments, sporting events, track meets and summer games.
- **Community Events** – includes helping to organize winter carnivals, parades, and summer fairs.
- **Community Projects** – includes participating in organized food drives/ food banks; or support services for community groups.
- **Environmental Projects** – includes participating in community clean-up, flower/tree planting, recycling, and general beautification projects and activities.
- **Volunteer Work with Seniors** – includes assisting in a seniors' residence, e.g. – serving snacks, helping with activities, or participating in visiting and reading programs.
- **Committee Work** – includes participation on advisory boards, neighbourhood associations, and regional associations.
- **Religious Activities** – includes volunteer involvement in religious communities and places of worship to help with special events or services.
- **Youth Programs** – includes volunteer assistance in the operation of youth programs such as Scouts, Guides, recreation centre activities, breakfast programs, March Break programs, Leaders-in-Training, summer activities and camps.
- **Office/Clerical Work** – includes volunteer activity in reception, computer work, and mailing for **individuals or groups providing charitable or general community benefit.**
- **Work with Animals** – includes volunteer involvement with animal care or volunteer assistance at a local zoo or petting farm.
- **Arts and Culture** – includes volunteer assistance at a gallery, performing arts production or program, or in a community library program.
- **Activities for Individuals** – includes any volunteer activity that assists an individual, who requires assistance with shopping, tutoring, light snow removal (no use of snow blower), housekeeping, writing letters or transcribing or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy.

## Ineligible Activities:

The Ministry of Education 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 (e.g. co-operative education portion of a course, job shadowing, work experience);
- 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 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;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling of substances classed as "designated substances" under the Occupational 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 jewelry, works of art, antiques, or other valuables;
- 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).

In addition to those activities listed above, the ILC has determined as ineligible, any activity that:

- involves the handling of weapons or firearms

**In accordance with the Ministry of Education: Ontario Schools, Kindergarten to Grade 12 Policy and Program Requirements, 2016**

