



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE

Purpose

The purpose of the Christian Community Involvement requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.

Christian Service has always been part of the Religious Education Program. Therefore, students are encouraged to complete their hours during the terms in which they have their Religious Education course. It is recommended that students complete a minimum of 10 hours each year during the term they are enrolled in Religious Education.

Pre-Approval of Summer Hours

Grade 8 students are able to start accumulating community involvement hours in the summer upon grade 8 graduation before they enter Grade 9. It is the student's responsibility to obtain pre-approval from his/her grade 8 Teacher, Principal, or Secondary School Student Services using the Christian Community Involvement Tracking Form. Students are asked to bring the completed form to Student Services.

If secondary students would like to complete community involvement hours during the summer or during a term in which he/she does not have a Religion course, it is his/her responsibility to obtain pre-approval from the Principal or Student Services and submit the Christian Community Involvement Tracking Form.

Responsibilities

Students will:

- ✓ obtain pre-approval of the activity from either the Religion Teacher, School Principal or Student Services Teacher in order to avoid activities deemed ineligible for the Christian Community Involvement requirement;
- ✓ select meaningful activities that promote the Christian call to be people of service;
- ✓ complete and track the activities in a spirit of giving to the community, demonstrating responsible and respectful behavior;
- ✓ ensure that the community supervisor confirms the hours completed with a signature and phone number;
- ✓ submit the Christian Community Involvement Tracking Form to his/her Religion Teacher or Student Services for monitoring purposes.

Parents will:

- ✓ provide assistance to their child in the selection of Christian community involvement activities in order to ensure safety and appropriateness;
- ✓ sign the completed activities on the Christian Community Involvement Tracking Form.

Principals and Teachers will:

- ✓ provide information to students and parents regarding the policy and procedures of the Christian Community Involvement requirements;
- ✓ provide pre-approval of the activities chosen;
- ✓ confirm the completion of the Christian Community Involvement requirement.

Supervisors will:

- ✓ provide training, equipment or special preparation that is required for the arranged activity;
- ✓ provide a safe environment for the activity;
- ✓ provide signatures, contact phone numbers and verify the date(s) and number of hours completed.

Insurance and Protection

- The board's liability insurance will protect the students and community sponsors for liability suits for damages or injuries to a third party that may arise from students' Christian Community Involvement hours.
- Board liability insurance does not cover the Supervisor or Agency for lawsuits that arise from their negligence or for student injuries in the workplace.
- Students are not covered by the Workplace Safety and Insurance Board in the event of personal injury. Student and parents are encouraged to purchase Student Accident Insurance.
- Supervisors must provide students with safety instructions, safety equipment (if necessary), training and supervision.

Huron-Superior Catholic District School Board

Christian Community Involvement Tracking Form

Student Name: _____ Grade: _____ School: _____
(Please Print)

Christian Community Involvement is at the heart of Catholic Education. This voluntary service enables students to show solidarity with people who are in need and who require assistance. It also helps to foster in students an understanding of civic responsibility and participation, and enables young people to develop and share their skills and gifts with others, in the wider community.

Completion of the required hours satisfies the graduation requirements for the Ontario Secondary School Diploma (**Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011**).

Step 1: Obtain pre-approval for each activity.

Note: If the work is not pre-approved, there is a chance that some or all of the hours may not be accepted.

Organization/Group: _____

Activity: _____

By signing below, I offer pre-approval for the activity stated above: (Chaplain, Religion teacher, Student Services teacher or Principal only).

Name (please print)

(Signature)

Step 2: Record the information below upon completion of your Christian Community Involvement or at the end of each term to update your records.

Organization/Group: _____

Task(s) Completed: _____

Date(s) Completed: _____

Total Hours Completed: _____

Name of Supervisor (please print)

Supervisor's Signature

Phone number of Supervisor

Parent/Guardian Signature

Step 3: Submit completed form to your school Religion teacher or Student Services and keep a copy for your records.

Office Use Only

Date Entered:

Data entered by: (please print name)

Previous Hours:

ACTIVITIES

Activities must:

- ✓ be with a not-for-profit agency or organization;
- ✓ take place outside of instructional hours. An activity during the lunch period or spare periods is permissible.

ELIGIBLE ACTIVITIES (This list is not exclusive.)

Parish Ministries:

- altar servers
- children's liturgy
- leaders of parish youth clubs
- music
- parish functions
- Knights of Columbus and Catholic Women's League

Outreach to Seniors: (not-for-profit agencies/charities)

- seniors' residences (helping with activities only)
- visiting (reading activities)
- serving snacks

Sports / Recreation (not-for-profit agencies/charities):

- coaching at:
 - partner schools
 - Sault Youth Soccer Association
 - YMCA
- tournaments
- track meets
- summer games/camps

Environmental Projects:

- community clean-up
- community flower/tree planting
- community garden/recycling

Community: (not-for-profit agencies/charities)

- Food Banks/Food Drives
 - e.g., St. Vincent De Paul
 - e.g., Soup Kitchen
 - e.g., Salvation Army
- Lung Association
- Red Cross
- United Way
- Rotary
- Events (walkathons, marathons)

Individual Assistance through a not-for-profit agency or organization:

- Helping someone who needs help with:
 - shopping
 - tutoring
 - snow removal
 - hospital visitation
 - reading buddy

Arts/Culture:

- theatre performance
- Art Gallery
- Library programs
- museum/heritage sites

INELIGIBLE ACTIVITIES

Students are not to accept any form of payment or compensation for completed Christian Community Involvement hours. Please call Student Services for any questions.

The Ministry of Education and Training (Policy/Program Memorandum No. 124A – April 27, 1999) has developed a list of activities that may not be chosen as community involvement activities and that are ineligible activities.

You may not choose an activity as part of the Christian Community Involvement that:

- the person or organization would normally pay for this service;
- you are helping a relative or friend whom you should be assisting out of normal family and friendship ties and obligations e.g., babysitting younger brother, shovelling snow for grandparents;
- consists of duties normally performed in the home (e.g., daily chores)
- consists of personal recreational activities (e.g., dance studios, private coaching or assisting with sports camps or clinics that are for profit);
- are requirements for personal gain, such as certification in sporting or technical areas;
- is a requirement of a class or course in which you are enrolled (e.g., co-operative education portion of a course, job shadowing, work experience);
- takes place in a logging or mining environment, if the student is less than sixteen years of age; takes place in a factory, if the student is less than fifteen years of age; takes place in a workplace other than a factory, if the student is less than fourteen years of age and is not accompanied by an adult; involves the operation of a vehicle, power tools, or scaffolding; involves administration of any type or form of medication or medical procedure to other persons; involves handling of "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 jewelry, works of art, antiques, or other valuables;
- involves a court-ordered program (e.g., community-service program for young offenders, probationary program);
- contravenes the morals and values of the Catholic faith.