



# 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 their 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 they do not have a Religion course, it is their 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 their 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: \_\_\_\_\_

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 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.**

As per Policy and Program Memorandum 124, the ministry has developed a list of activities that may not be chosen as community involvement activities. These are referred to as ineligible activities.

An ineligible activity is an activity that:

- is a requirement of a class, course, or program in which the student is enrolled (e.g., cooperative education course, experiential learning activities)
- 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
- contravenes the minimum age requirements to work in or visit a workplace stated in regulations made under the *Occupational Health and Safety Act*
- contravenes any other applicable legislation, regulation or policy
- contravenes the policies and procedures of the organization that is supervising the student's community involvement activities
- 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 tradesperson whose trade is regulated by the provincial government
- involves banking, the handling of securities, or the handling of valuable items such as jewellery, works of art, or antiques
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)
- involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk.