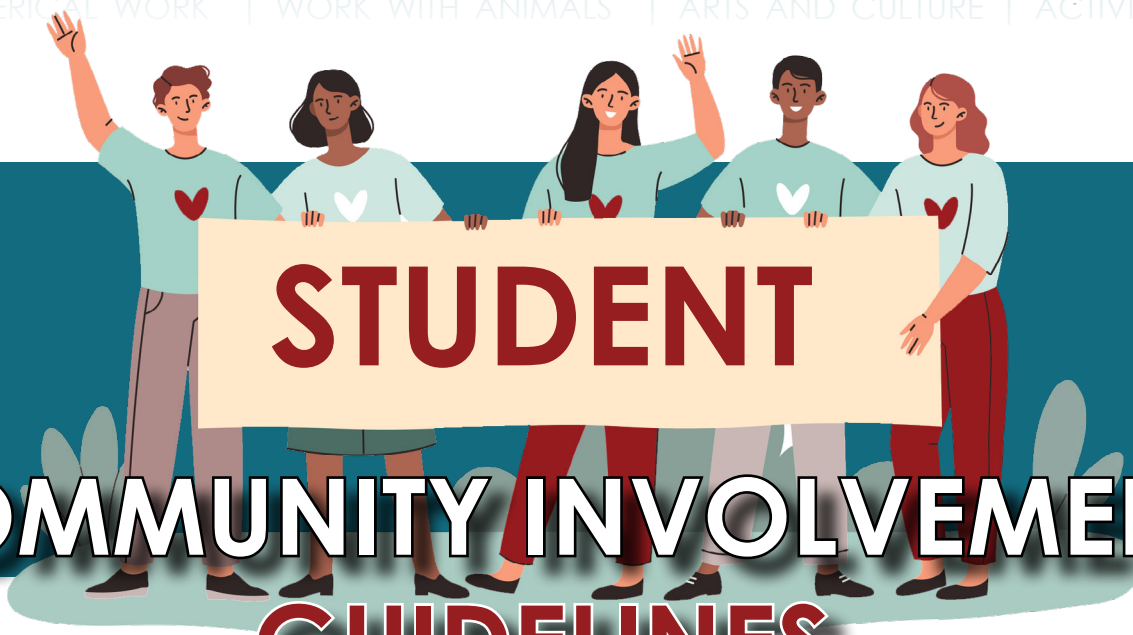


COMMUNITY INVOLVEMENT | FUNDRAISING | SPORTS/RECREATION | COMMUNITY EVENTS/
PROJECTS | ENVIRONMENTAL PROJECTS | COMMUNITY SERVICE WORK WITH SENIORS |
COMMITTEE WORK | RELIGIOUS ACTIVITIES | YOUTH PROGRAMS | LITERACY INITIATIVES | WORK
WITH ANIMALS | ARTS AND CULTURE | ACTIVITIES FOR INDIVIDUALS | SCHOOL COMMUNITY
SERVICE | NON-PROFIT/CHARITABLE ORGANIZATION | FUNDRAISING | SPORTS/RECREATION
| COMMUNITY EVENTS/PROJECTS | ENVIRONMENTAL PROJECTS | COMMUNITY SERVICE
WORK WITH SENIORS | COMMITTEE WORK | RELIGIOUS ACTIVITIES | YOUTH PROGRAMS |
OFFICE/CLERICAL WORK | WORK WITH ANIMALS | ARTS AND CULTURE | ACTIVITIES FOR



COMMUNITY INVOLVEMENT GUIDELINES

DISCERNING BELIEVER | EFFECTIVE
COMMUNICATOR | REFLECTIVE, CREATIVE AND HOLISTIC THINKER | SELF-
DIRECTED, RESPONSIBLE, LIFE-LONG LEARNER | COLLABORATIVE CONTRIBUTOR |
CARING FAMILY MEMBER | RESPONSIBLE CITIZEN | **CATHOLIC SCHOOL GRADUATE
EXPECTATIONS** | DISCERNING BELIEVER | EFFECTIVE COMMUNICATOR | REFLECTIVE,
CREATIVE AND HOLISTIC THINKER | SELF-DIRECTED, RESPONSIBLE, LIFE-LONG LEARNER
COLLABORATIVE CONTRIBUTOR | CARING FAMILY MEMBER | RESPONSIBLE CITIZEN



**GUIDANCE &
COUNSELLING**
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A SECONDARY SCHOOL GRADUATION REQUIREMENT

Every Ontario secondary school student must complete a minimum of 40 hours of community involvement as part of the Ministry requirements for an Ontario Secondary School Diploma. Students can begin to fulfill this requirement in the summer they are entering grade 9.

WHAT IS COMMUNITY INVOLVEMENT?

As a general guide, community involvement activities are activities/jobs that benefit the community and the organization would otherwise NOT pay you to do. The purpose of the student community involvement requirement is to encourage students to:

- foster an awareness and understanding of social and civic responsibility;
- experience the contributions they can make to support and strengthen their communities; and
- reinforce the Catholic School Graduate Expectations of being a caring community member and responsible citizen.

GENERAL PRINCIPLES OF COMMUNITY INVOLVEMENT

Participation in an activity that promotes:

- Catholic moral teachings, gospel values, and ethical standards;
- a benefit to servicing the community;
- conforms to the ethical standards of the TCDSB and ministry of education;
- tutoring, mentoring or coaching at the school level;
- positive environmental awareness or ethical work of a global nature; and
- involvement in club, arts or cultural associations that seeks to make a positive contribution to the community.

GUIDELINES

Please note the following requirements for eligible community involvement activities:

- They must not be part of a credit course.
- They must be completed outside of scheduled class time.*
- They must be unpaid.*
- They cannot be conducted in a commercial setting.

Students **cannot** perform an activity at a place of business by **working for “free”**.

2022-2023 GUIDELINES FOR INCREASED FLEXIBILITY

The Ministry is providing flexibility in how all secondary students can earn hours in 2022-2023 as follows:

- * At the Principal's discretion, schools may waive the restrictions that do not allow students to earn hours during the time allotted for the instructional program on a school day, or duties normally performed in the home (e.g., walking a younger child to and from school, helping younger siblings with schoolwork, and after-school care).
- * Students aged 14 years and older can count up to a maximum of 10 hours from paid employment towards their earned hours at the discretion of the Principal. Students counting paid employment towards their graduation requirement will be required to complete a reflection exercise indicating how their work contributed to the service for others.



ELIGIBLE COMMUNITY INVOLVEMENT ACTIVITIES

Community Involvement is:

- an event or activity designed to be of benefit to the community;
- an activity not for pay or credit; and
- a constructive contribution to the community.

The following list provides examples of community involvement activities that are suitable for selection if within the intent and spirit of the applicable guidelines and ethical standards:

- **FUNDRAISING:** Canvassing and assisting with the organization of events for the benefit of the community, such as walkathons, bazaars, and gala events.
- **SPORTS/RECREATION:** Coaching and helping to organize tournaments, sporting events, track meets and summer games.
- **COMMUNITY EVENTS/PROJECTS:** Helping to organize winter carnivals, parades, summer fairs, and food drives.
- **ENVIRONMENTAL PROJECTS:** Participating in community clean-up, flower/tree planting, recycling, general beautification projects and activities.
- **COMMUNITY SERVICE WORK WITH SENIORS:** Assisting in a seniors' residence, for example serving snacks, helping with activities, portering, or participating in visiting and reading programs.
- **COMMITTEE WORK:** Participation on advisory boards, neighbourhood associations, and regional associations that provide community service.
- **RELIGIOUS ACTIVITIES:** Community service in catechism classes, children's liturgy programs, special events, and youth groups.
- **SCHOOL COMMUNITY SERVICE:** Service within the school community that provides benefit to others and takes place outside the regular school day.
- **YOUTH PROGRAMS:** Assisting in the operation of youth programs such as Scouts, Guides, Boys & Girls Club, recreation centre activities, breakfast programs, March Break programs, Leaders-in-Training, summer playground activities, and camps.
- **LITERACY INITIATIVES:** Assisting at local libraries, day care centres, community centres, etc.
- **WORK WITH ANIMALS:** Assisting with animal care, for example at local animal shelters.
- **ARTS AND CULTURE:** Assistance at a gallery, performing arts production or program, or community arts program.
- **ACTIVITIES FOR INDIVIDUALS:** Any community involvement activity that assists someone who requires the assistance with shopping, tutoring, light snow removal (no use of snowblower), housekeeping, writing letters or transcribing, or hospital visitation.
- **NON-PROFIT/ CHARITABLE ORGANIZATIONS:** Activities that support the work of an organization.



INELIGIBLE ACTIVITIES

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 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" period 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;
- involves a court-ordered program (e.g., community-service program for young offenders, probationary program);
- 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 performed in the home (i.e. daily chores) or personal recreational activities;* and
- would normally be performed for wages by a person in the workplace;*
- involves the operation of a vehicle, power tools, or scaffolding.

The TCDSB has determined that the following are also ineligible activities, in addition to those that the Ministry has listed as ineligible:

1. Any activity that provides direct financial benefit or gain to the student or to the student's immediate family.
2. Any association with an organization or an organizational activity that does not comply with the ethical standards, policies, procedures and regulations of both the Ministry of Education, as well as the moral teachings and gospel values of the Toronto Catholic District School Board.

* Review the increased flexibility provided by the Ministry for the 2022-2023 school year, as outlined on Page 1.

Students must complete Part C of the Student Involvement Activity Form if they wish to participate in an activity not listed as an Eligible Activity. This form must be submitted to the school Principal for approval prior to participating in this activity.



ROLES & RESPONSIBILITIES

STUDENTS will:

- in consultation with their parents/guardians, review the 2022-2023 Student Community Involvement Guidelines;
- select an appropriate activity from the TCDSB's list of eligible activities;
- obtain written permission from the Principal prior to beginning an activity that is not on the list of approved activities; and
- be responsible for the completion of and submission of the Student Community Involvement Form within the time frame outlined by the school for the hours to be recorded.

At all times, the student is expected to complete the community involvement in a manner consistent with Toronto Catholic District School Board's gospel values and with a positive work ethic. The following is a list of recommended behaviours:

- showing respect for the community sponsors and their workplaces;
- punctuality;
- appropriate dress and grooming;
- good manners;
- a willingness to listen, follow instructions, and clarify instructions when in doubt; and
- the ability to maintain confidentiality.

PARENTS & GUARDIANS will:

- provide assistance to their child in their selection of community involvement activities; and
- communicate with the community sponsor and the school Principal if they have any questions or concerns.

COMMUNITY SPONSORS will:

- ensure that any training, equipment, or special preparation required for the activity is provided by the person or organization;
- ensure that the student is able to fulfill their community involvement requirement in a safe environment; and
- ensure the person overseeing the student's activity verifies the date(s) and the number of hours completed on the form in Part B.

SCHOOL BOARDS

The Toronto Catholic District School Board is responsible for the implementation of community involvement activities in their secondary schools through:

- the development of a list of approved community involvement activities;
- posting of the ministry's and board's list of ineligible activities;
- only granting approval to students wishing to participate in eligible activities; and
- ensuring adequate insurance coverage of all participants, including students & community sponsors.

SECONDARY SCHOOL PRINCIPALS will ensure:

- information about the community involvement requirement is communicated to parents, students and community sponsors;
- students are supplied with the appropriate Community Involvement Form for documentation;
- timelines for submission are communicated to all stakeholders involved;
- the student meets the community involvement requirement; and
- student transcripts are updated to reflect completed hours.



INSURANCE

- Students and parents may wish to purchase Student Accident Insurance. Information is available from your school's main office.
- Boards expect that all community sponsors will provide students with appropriate instructions, put in place safety precautions, and train and supervise students doing community involvement activities.

The Toronto Catholic District School Board is pleased to advise its community sponsors that students who are doing community involvement activities for organizations are protected by the School Board's liability insurance. While students are performing their required 40 hours of community involvement service. Community sponsors are also protected by the Board's liability insurance for claims that arise out of our students' community involvement activities for organizations.

For example, if a student, in the course of their community involvement duties, causes damage or injures a third party, and this results in a lawsuit against the student and the community sponsor, the Board's insurance will protect both the student and the community sponsor.

Community sponsors will be responsible for ensuring that their liability insurance will protect them for their involvement in this program.

The Toronto Catholic District School Board expects the community sponsors to ensure that students doing community involvement activities are provided with safety instructions, and are trained and supervised to ensure a safe and mutually beneficial community service experience.

TCDSB SENIOR LEADERSHIP TEAM

DIRECTOR OF EDUCATION

Dr. Brendan Browne

TRUSTEES | 2022-2023

WARD 1 | Joseph Martino

WARD 2 | Markus de Domenico

WARD 3 | Ida Li Preti

WARD 4 | Teresa Lubinski

WARD 5 | Maria Rizzo

WARD 6 | Frank D'Amico, Vice-Chair

WARD 7 | Michael Del Grande

WARD 8 | Garry Tanuan

WARD 9 | Kevin Morrison

WARD 10 | Daniel Di Giorgio

WARD 11 | Angela Kennedy

WARD 12 | Nancy Crawford, Chair

STUDENT TRUSTEE | David Beshai

STUDENT TRUSTEE | Stephanie De Castro





STUDENT COMMUNITY INVOLVEMENT FORM

For information about Student Community Involvement Requirements, please consult the **2022-2023 Student Community Involvement Guidelines**. For community involvement ideas, students are encouraged to visit: www.40hours.ca, and www.toronto-charities.ca.

PART A: STUDENT INFORMATION

Please Note: Parents/Guardians must complete this form for students under the age of 18.

NAME OF SCHOOL: _____

STUDENT NAME: _____

GRADE: _____ STUDENT NUMBER: _____

1. Scan the QR code or visit www.tcdsb.org/eligibleactivities to review the **2022-2023 Student Community Involvement Eligible Activities Checklist** and ensure your activity is eligible.
2. After completing your activity, complete Part B. All completed forms are to be submitted to your Secondary School Guidance Counsellor and must adhere to school timelines.
3. If your activity is not on the checklist, please complete Part C of the form. Please provide a brief description of your Community Involvement Activity:



PART B: COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITY

ACTIVITY: _____

DATE OF COMPLETION: _____ # OF HOURS: _____

ORGANIZATION NAME: _____ ORGANIZATION PHONE #: _____

SUPERVISOR NAME: _____ SUPERVISOR SIGNATURE: _____

STUDENT SIGNATURE: _____ PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Please attach any proof of community involvement to this form, for example a letter of reference, if available.



STUDENT COMMUNITY INVOLVEMENT FORM

PART C: NON LISTED ACTIVITY CONSENT FORM

1. Scan the QR code or visit www.tcdsb.org/ineligibleactivities to review if it is on the **List of Ineligible Activities**:
2. The activities on the Ineligible Activities List are NOT acceptable.
3. If you have selected an activity that is not on any of the lists, you must complete this section of the form and submit to your Principal for approval BEFORE you proceed.



IF THE PROPOSED ACTIVITY IS ON THE INELIGIBLE ACTIVITIES LIST,
PERMISSION WILL NOT BE GRANTED.

Please provide a brief description of your proposed activity for approval:

PRINCIPAL'S APPROVAL: YES NO PRINCIPAL'S SIGNATURE: _____

DATE: _____



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