

CHRISTIAN COMMUNITY
INVOLVEMENT

PASSPORT COMPANION
PARENT/GUARDIAN RESOURCE
MANUAL



Extraordinary Lives Start with a Great Catholic Education.



Dufferin-Peel Catholic District School Board

CHRISTIAN COMMUNITY INVOLVEMENT RESOURCE MANUAL

As stated in *Ontario Schools, Kindergarten to grade 12: Program and Diploma Requirements, 2016 (OS)* Students must complete a minimum of 40 hours of community involvement activities as part of the diploma requirements. The purpose of this requirement is to encourage students to develop an 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. Students will plan and select their community involvement activities in consultation with their parents and as part of the Individual Pathways Plan process.

The Dufferin-Peel Catholic District School Board welcomes the opportunity to acknowledge the contributions our students make in their communities.

This manual acts as a supplement to the student resource '*Christian Community Passport to the World of Service*,

The Dufferin-Peel Catholic District School Board wishes to thank the York Catholic District School Board for their assistance and co-operation in the development of this document.

Developed in consultation with Catholic religion educators and focus groups containing parents, students, teachers, administrators, and support staff.

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GENERAL INFORMATION

GRADUATION REQUIREMENT



Every student must complete a minimum of forty (40) hours of community involvement activities as a graduation requirement.

Though the forty hours of recognized service can be accomplished in one year, the Dufferin-Peel Catholic District School Board hopes that students will opt for involvement in more than one activity over two or more years. It is further hoped that students will become interested in service to others, and exceed the minimum requirement.

PURPOSE

The purpose of the requirement is to foster an understanding of civic responsibility; to develop a student's sense of worth as they play a role in their community; and to help young people develop their skills.

TIMING

The work to fulfill this requirement can begin at any time after a student has graduated from grade 8. A single forty-hour activity, or a series of shorter-term activities totaling forty hours must be completed. The student must submit evidence of their community service hours, as per the process provided at their school.

GETTING STARTED

STEP #1

Students under the age of eighteen should plan an activity in consultation with their parent(s)/guardian(s). The activity should be one that involves service to others. The activity must fall within the guiding principles the Dufferin-Peel Catholic District School Board has established. Students 18 years of age and older do not need to consult with his/her parent(s)/guardian(s).

STEP #2

Students must confirm the details of the activity with the organizer who will be responsible for the activity.

STEP #3

Students may use the '*Christian Community Passport to the World of Service*' as a means of keeping a record of the community service opportunities they have participated in. then have a parent/guardian sign (if under 18 years). A Principal's signature is required if the activity is not on the Board's list of examples. **Parent(s)/guardian(s) are responsible for ensuring that their selected placement is both safe and appropriate for their son/daughter.**

STEP #4

Students are to complete their planned activity and follow the process to have the community service hours recorded, as outlined at their school. The bottom half of the appropriate page should be signed by the community organizer. The students must submit their '*Christian Community Passport to the World of Service*' hours to their school for data entry and official stamping,

STEP #5

These steps should be repeated until the forty-hour requirement has been fulfilled. The Dufferin-Peel Catholic District School Board encourages students to exceed their minimum requirement, and to record their involvement in their '*Christian Community Passport to the World of Service*'.

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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, course or program in which the student is enrolled (e.g. co-operative education, 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' period is permissible
- takes place in a factory, if the student is under fifteen years of age.
- takes place in a logging or mining environment if the student is under sixteen 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 procedures to other people.
- 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 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).
- Involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk.

The Dufferin-Peel Catholic District School Board has determined that the following are also ***INELIGIBLE ACTIVITIES***, in addition to those that the Ministry has listed as ineligible:

- any activity that provides direct financial benefit or gain to the student or to the student's immediate family.
- any association with an organization, or an organization activity, that does not comply with the ethical and religious standards, policies and procedures of the Dufferin-Peel Catholic District School Board.

INSURANCE PROTECTION

- **Students and parents are encouraged to purchase Student Accident Insurance which is available through the schools.**
- **The Dufferin-Peel Catholic District School Board expects that all community sponsors will; provide students with appropriate instructions; arrange precautions; and train and supervise student volunteers.**

Students who are performing volunteer work for organizations within their required forty hours of community involvement service, are protected by the School Board's liability insurance. Community sponsors are also protected by the same liability insurance for claims that arise from our students' volunteer activities. However, it is expected that all community sponsors will be adequately covered by accident and Workplace Safety Insurance.

ELIGIBLE ACTIVITIES

The following guiding principles, read in conjunction with the list of ineligible activities, are intended to assist the student and parent(s)/guardian(s) to determine whether a planned activity is within an approved area for the completion of the Community Involvement requirement:

- An event or activity performed with the community as an expression of faith.
- An event or activity designed to be of benefit to the community.
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to the ethical and religious standards of the Dufferin-Peel Catholic District School Board and the Ministry of Education.
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance.
- Participation in an event or activity that promotes positive environmental awareness.
- Participation in an event or activity that promotes positive inclusivity of all persons and contributes to the health and well-being of all members of the community, including school-based activities.
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association, or political organization that is inclusive of our Catholic values and makes positive contribution to the community.

Where an event or activity does not clearly fall within the guidelines, the principal or the student's school has the discretion to approve or reject any activity or event that does not conform to the guiding principles and ethical standards for approved areas of involvement for students. Areas of involvement may include:

- **Fundraising**- includes canvassing, walk-a-thons, celebrity games, gift wrapping, gala events and sales for charitable purposes.
- **Sports/Recreation**-includes coaching, helping to organize special meets and games, and volunteering as a leisure buddy or pool assistant.
- **Community Events**-includes helping to organize winter carnivals, parades and summer fairs.
- **Community Projects**-includes participating in organized food drives, or support services for community groups
- **Environmental Projects**-includes participating in community clean-ups, flower/tree planting, recycling and general beautification projects and activities.
- **Volunteer Work with Seniors**-includes assisting at seniors' residences (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 participation as a volunteer in programs for children, child minding, Sunday School assistance, special events and clerical tasks.
- **Youth Programs**-includes volunteer assistance with the operation of youth programs such as 4H, Scouts, Guides, drop-in centres, breakfast programs, March Break programs, Leaders in Training, summer playground activities and camps.
- **Office/Clerical Work**-includes volunteer activity in reception, computer work and mailings for individuals or groups providing charitable or general community benefit.
- **Work with Animals**-includes volunteer involvement with animal care, horseback riding programs, 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 someone who requires assistance for 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.
- **School Community Service**-may include service within the school community that provides benefit to others that takes place outside the regular school day. These activities must be approved by the school Principal in advance of the commencement of the activity.

Please Note

In the event that a student would like to participate in an activity or event that is not clearly within the Board's list of examples, the student must submit a letter detailing the proposed activity or nature of the participation and event to the student's Principal. The Principal, in consultation with the appropriate supervisory officer, will determine if the student's proposed activity is acceptable. The activity or event should not be undertaken until permission has been granted. If completed without permission and permission is subsequently denied, the activity or event will not be counted toward the student's community involvement requirement.

Please note that a Principal is not obligated to approve a project at the local level.

Retreats are ***not*** an eligible activity to count toward community service hour requirements.

Events or activities that may be based on or with a particular interest group must conform to the ethical and principled standards of the Dufferin-Peel Catholic District School Board and the Ministry of Education and Training to ensure that they are intended to promote a positive contribution to the community in general.

Parent(s)/guardian(s) are responsible for ensuring that their selected placement is both safe and appropriate for their son/daughter.

ROLES AND RESPONSIBILITIES

STUDENTS

Students are responsible for selecting an appropriate community involvement activity and for completing all required documentation according to the requirements of the Dufferin-Peel Catholic District School Board. Students are also responsible for completing their community involvement hours in a manner that demonstrates a positive, moral work ethic and respect for others.

The following checklist of behaviours is recommended:

- punctuality
- appropriate dress and grooming
- using good manners
- a willingness to listen to instructions
- the ability to follow through on commitments
- a willingness to clarify instructions if in doubt
- the ability to maintain confidentiality

SCHOOL BOARD

The Dufferin-Peel Catholic District School Board accepts its responsibility to share information with students, parents and the broader community. This resource manual is part of that commitment. We have developed a list of approved activities, as well as appropriate forms and documentation protocol (see the *Christian Community Passport to the World of Service*). It is also the Board's responsibility to collect and store the personal information pertaining to this program upon completion of all requirements, according to the Municipal Freedom of Information and Protection of

Privacy Act.

SCHOOL PRINCIPALS

Principals are responsible for sharing information and documentation with students, parents and the broader community. Principals are responsible for forwarding special requests to the Board for consideration. The Principal is responsible for ensuring that completed community involvement hours are entered on a student's official transcript, according to Board protocol.

PARENTS/ GUARDIANS

Parents/guardians should provide assistance to their child in the selection of their community involvement activity. Parents also are encouraged to communicate with the community sponsor and the school Principal if they have any questions or concerns. A parent must sign both the notification portion and the completion portion of the appropriate page in the *Christian Community Passport to the World of Service* if the student is under eighteen years of age.

COMMUNITY SPONSORS

One of the purposes of the community involvement requirement is to develop strong ties between students and their community, and to foster valuable and long-term relationships. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any training, equipment, or special preparation that is required for

the activity should be provided by the person or organization. It is crucial that students are able to fulfill their community involvement activities in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the appropriate page of the *Christian Community Passport to the World of Service*.

Community sponsors should ensure that the activities completed by student volunteers are not on the Ministry of Education and Training's or the Dufferin-Peel Catholic District School Board's list of ineligible activities, and that the activities fall within the Board's guiding principles and are identified on the Board's list of examples.

STUDENT REFLECTION

Simply performing tasks, without the proper reflection, defeats the purpose of the program. It is essential that students come away with a deeper understanding of the Christian call to service. To this end, the student should reflect on their community involvement. Some questions to consider:

- **How does the activity benefit the community?**
- **Did my efforts help the sponsor and the community?**
- **Who was the most memorable person I met during my service?**
- **How did I feel during and after my service?**
- **What did I learn from the experience?**
- **How did my service live up to Jesus' command to serve?**

PRAYER OF COMMISSIONING



Good and gracious God, who are we that you have loved us so well?

When we find ourselves so often difficult to trust, how is it that you have given us this world of yours, each other, and a future that is in our hands?

We have need of your compassion, your power and your wisdom. Our own wisdom has once again proven inadequate in the face of so much need.

Be strong in us. Purify our intentions. Deepen our commitment. Be for us all that we need. Dear God, we await your saving presence.

You did not choose me; I chose you and appointed you to go and bear much fruit, the kind of fruit that endures. This then is what I command you: love one another.
(John 15: 12-13)

PARENTAL NOTES

For further information about Community Involvement, please contact the local school Principal.

Personal Information provided to the Dufferin-Peel Catholic District School Board as part of Christian Community Service is collected and stored in accordance with the *Municipal Freedom of Information Act*, and may be used for administrative and other purposes of the Board pursuant to the Act.

The mission of the Dufferin-Peel Catholic District School Board, in partnership with the family and church, is to provide in a responsible manner, a Catholic education which develops spiritual, intellectual, aesthetic, emotional, social and physical capabilities of each individual to live fully today and to meet the challenges of the future, thus enriching the community.

In the program of Community Involvement, the Board's purpose is to encourage students to have a deeper understanding of the Christian call to service and to live out this call by participating in various forms of community outreach for the sake of their personal growth and supporting and strengthening their communities.



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