

3.0 Responsibilities of Principals:

- 3.1 To ensure that a description of the community involvement requirement and an outline of the policies and the procedure for completing the requirement in the school course calendar.
- 3.2 To provide students with information and forms needed to complete the community involvement requirement, and lists of activities that are eligible and ineligible.
- 3.3 To assess proposed activities, which are not on the Near North District School Board's approved list to determine whether the activity is acceptable.
- 3.4 To set up a process for receiving the completed "Community Involvement Activities" form and, where the community involvement requirement has been met, to indicate this on the Ontario Student Transcript.

4.0 Procedures for Students:

- 4.1 Students under the age of eighteen years will plan and select their community involvement activities in consultation with parents.
- 4.2 Students will complete a "Notification of Planned Community Involvement Activities" form and have a parent sign the form. This form will then be submitted to the student's Teacher Advisor.
- 4.3 Once the activity is completed, the student must fill out the "Completion of Community Involvement Activities" form. The sponsor of the activity will complete the appropriate section of the form to verify that the activity has been completed, and will sign the form. The form will also be signed by one of the student's parents if the student is under eighteen years of age. The form will then be submitted to the Teacher Advisor at the completion of 40 hours or at other intervals as determined by the Principal.
- 4.4 Students will provide their parents and the sponsor of the community involvement activity with a copy of the Near North District School Board's "Information on the Community Involvement Diploma Requirement" document.

5.0 Ineligible Activities:

An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled;
- 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 15 years of age;

- takes place in a workplace other than a factory if the student is under 14 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; (*no lawnmowers or chainsaws*)
- involves the administration of any form of medication or medical procedures 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 or the handling of securities, or the handling of works of art, antiques or other valuables;
- consists of duties normally performed in the student’s home (i.e., daily chores) or personal recreational activities;
- involves activities for a court-ordered program.

6.0 Eligible Activities:

The following activities are eligible for the 40-hour community involvement requirement:

- working in a church or a recognized place of worship
- helping with food drives – any aspect of the collection, organizing or delivery to the food bank;
- coaching, assisting or organizing others in a sport or leisure activity in or out of school;
- assisting, organizing and overseeing activities for elementary schools;
- providing company, help or recreation for the elderly or sick;
- performing clean-up activities to any not-for-profit institution, educational or otherwise;
- canvassing for registered charities;
- managing or helping with Scouting and Guiding activities;
- assisting an adult in a not-for-profit, acceptable work place in a non-remunerated capacity;
- tutoring/peer helping outside the regular school program;
- providing assistance to any volunteer group which has helping others as its mandate;

7.0 Associations

Those associations or organizations listed in Appendix B may be considered when students and their parents are planning to complete the Community Involvement Diploma Requirement.



COMPLETED COMMUNITY INVOLVEMENT ACTIVITIES

Student: _____

Principal: _____

School: _____

Telephone: _____

ACTIVITY	NUMBER OF HOURS	DATE OF COMPLETION	COMMUNITY SERVICE	SUPERVISOR'S NAME AND SIGNATURE
TOTAL				

Student's Signature

Date

Parent's/Guardian's Signature

Date

Personal information on this form is collected under the Education Act and will be used in discharging the school's responsibility. Questions about this collection should be directed to Bill O'Hallam, Superintendent of Program and Schools, Near North District School Board Head Office 472-8170 ext.5008.

For Office use only:	
<input type="checkbox"/> Completion has been noted in student's OSR	
_____	_____
Signature of School Official	Date



NOTIFICATION OF PLANNED COMMUNITY INVOLVEMENT ACTIVITIES

Student: _____

Principal: _____

School: _____

Telephone: _____

Please provide the information requested below about the community involvement activities in which you plan to participate.

ACTIVITY	ESTIMATED # OF HOURS	ESTIMATED DATE OF COMPLETION	This Activity is Identified on the Board's Approved List		LOCATION & PHONE # OF COMMUNITY SERVICE	SUPERVISOR'S NAME	PRINCIPAL'S SIGNATURE (IF REQUIRED)
			Yes	No			

If the activity is not on the Board list of approved activities the Principal's signature is required prior to start.

Student's Signature

Date

Parent's/Guardian's Signature

Date

Personal information on this form is collected under the Education Act and will be used in discharging the school's responsibility. Questions about this collection should be directed to Bill O'Hallarn, Superintendent of Program and Schools, Near North District School Board Head Office 472-8170 ext.5008

Information on the Community Involvement Diploma Requirement

School Name: _____ Contact: _____ Telephone: _____

Introduction

Effective September 1, 1999, every student who begins secondary school in Ontario will be required to complete 40 hours of community involvement in order to receive a diploma. The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging within the community.

This document provides information of 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 the person identified above.

Students will select one or more community involvement activities in consultation with their parents. Selection of activities should take into account the age, maturity, and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment, and preparation. The safety of the student is paramount.

It should be noted that students will not be paid for performing any community involvement activity.

A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.

Roles and Responsibilities of School Boards

School boards are responsible for the implementation of community involvement activities through their secondary schools. A list of approved community involvement activities has been developed by the Board in conjunction with local school councils, the Special Education Advisory Committee, and the Board's insurer. This list is included in this information package, along with a list of activities that the Ministry of Education and Training has stated are ineligible. A board will not approve student participation in any activities that are on the ministry's list of ineligible activities. Each school board must ensure that all participants, including students and community sponsors, are adequately covered by the board's insurance.

Roles and Responsibilities of Secondary School Principals

Principals are required to provide information about the community involvement requirements to parents, students, and community sponsors. Principals are also required to provide students with the information and forms they will need to complete the community involvement requirement,

Ontario Secondary School Diploma Requirement: Community Involvement Activities

including the Board's list of approved activities from which to choose. After a student completes the 40 hours of community involvement and submits all documentation to the school, the principal will decide whether the student has met the community involvement requirement and, if so, will record it as completed on the student's official transcript.

Roles and Responsibilities of Students

In consultation with their parents, students will select activities from the Board's list of approved activities, or choose an activity that is *not* on the list, provided that it is not an activity specified on the ministry's and the Board's lists of ineligible activities. If the activity is not on the board's list of approved activities, the student must obtain written approval from the principal before beginning the activity.

Before beginning any activity, students will provide the principal or other school contact with a completed "Notification of Planned Community Involvement Activities" form indicating the activities that they plan to do. This form must be signed by the student, and his or her parent if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

A "Completion of Community Involvement Activities" form must be completed by the student, the student's parent (if the student is under eighteen years of age), and the community sponsor (that is, the person or organization that provided the community involvement opportunity for the student). The student must submit the form to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

Roles and Responsibilities of Parents

Parents should provide assistance to their child in the selection of community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the "Notification of Planned Community Involvement Activities" form and the "Completion of Community Involvement Activities" form if the student is under the age of eighteen years.

Roles and Responsibilities of Sponsors in the Community

One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering 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 fulfil their community involvement requirement in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the "Completion of Community Involvement Activities" form.

List of Ineligible Activities Identified by the Ministry of Education

The ministry 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 a 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 tradesperson whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, 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).

The Board's List of Eligible Activities

The following activities are eligible for the 40-hour community involvement requirement:

- working in a church or a recognized place of worship
- helping with food drives – any aspect of the collection, organizing or delivery to the food bank;
- coaching, assisting or organizing others in a sport or leisure activity in or out of school;
- assisting, organizing and overseeing activities for elementary schools;
- providing company, help or recreation for the elderly or sick;
- performing clean-up activities to any not-for-profit institution, educational or otherwise;
- canvassing for registered charities;
- managing or helping with Scouting and Guiding activities;
- assisting an adult in a not-for-profit, acceptable work place in a non-remunerated capacity
- tutoring/peer helping;
- providing assistance to any volunteer group which has helping others as its mandate;

Associations and Organizations

1. Almaguin Association For Community Living
2. AIDS Committee of North Bay (Jenn Galan) 497-3560
3. Amelia Rising (Donna Lee Iffla) 840-2403
4. Anglers and Hunters (Robert Taylor) 472-7143
5. Arthritis Society (Jewel Gubbels) 474-2350
6. Autism Society (Yvette Bellefeuille) 472-6807
7. Big Brothers (Jason Stewart) 476-0330
8. Big Sisters (Nicole St. Pierre) 474-3041
9. Bell Community Volunteers (Henry Drenth) 474-5005
10. Block Parents (Sandy Goulet) 495-1910
11. Burks Falls Library (Margaret Ross) 382-3327
12. Canadian Cancer Society
13. Canadian Ecology Centre (Joyce Beam) 744-1715
14. Canadian Hearing Society (Francesca Morabito) 474-8090
15. Canadian Mental Health Association
16. Canadian National Institute for the Blind
17. Canadian Red Cross Society (Rachelle Sinai) 472-5760
18. Cassellholme (Jean Bujord) 474-4250, ext. 223
19. Centre for the Disabled
20. Children's Aid Society (Pat Marshall Brown) 472-0910
21. Conservation Authority (Dale Dallaire) 474-5420
22. Crime Stoppers (Jim Boisvert) 475-2686
23. Crisis Centre of North Bay (Doug Davidson) 474-1031
24. Davedi Club Ladies Auxiliary (Anne Taylor) 472-7872

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Community Involvement Activities

25. Disabled Adult and Youth Centre (Barb Kostyk) 472-3851
26. Easter Seal Society
27. Empire Living Centre (Jennifer Gregory) 474-9555
28. F. J. Dellandrea Place
29. Genealogical Society (Tammy Priolo) 495-3261
30. Girl Guides of Algonquin (Elizabeth Bourdeau) 494-4238
31. Heart and Stroke Foundation (Hallie Atter) 476-6196
32. Heritage Festival (Nancy Pilon) 472-6515
33. IODE (Inez Ross) 494-7399
34. Kinetite Club (Samantha Urquhart) 472-1993
35. Kiwanis Club
36. L'Arche (operate group homes for mentally challenged adults) (Martina Getz) 474-0081
37. Lung Association (Vicky Sutherland) 497-9937
38. MADD Nipissing (Shirley Jodouin) 474-4907
39. MS Society (Anne Marie Burke) 472-8808
40. March of Dimes (Janice McMann)
41. Mattawa & Area Food Bank
42. Mattawa District Association For Community Living
43. Multiple Sclerosis Society
44. Near North Palliative Care Network (Joan Burnett) 497-9239
45. Nipissing District Women's Institute
46. Nipissing District Little League (Kevin McIsaac) 497-0480
47. Nipissing Down Syndrome Society (Linda Cozac) 476-5806
48. Nipissing Respiratory Organization (Everett Kirkham) 474-3928
49. Nipissing Manor (Umee Graham) 752-1100
50. North Bay and Area Assoc. for Community Living (Vivian Degagne) 476-5117 ext. 25
51. North Bay and Area Museum (Courtney Hind) 476-2323
52. North Bay Crisis Centre
53. North Bay Elks & Royal Purple (William Elliott – Elks) 474-1491 or 494-8044
54. (Carol Simpson – Royal Purple) 495-1448
55. North Bay Food Bank
56. North Bay Heritage Gardeners (Dorothy Stewart) 474-0400 ext. 338
57. North Bay Indian Friendship Centre
58. North Bay Literacy Council (Mary Mills) 494-9416
59. North Bay Mattawa Conservation Authority 474-5420
60. North Bay Metis Council (Lisa Pigeon-Crawford) 474-2593
61. North Bay Public Library (Paul Walker) 474-4830
62. North Bay Psychiatric Hospital (Colin Thacker) 495-7818
63. Northwatch (a local environmental organization) (Brennian Lloyd) 497-0373
64. Ojibway Family Resource Centre (Yvette Bellefeuille) 472-7828
65. Ontario Environment Network (Phillip Penna) 840-2888
66. PEP (People for Equal Partnership in Mental Health) (Arif Majeed) 494-4774
67. PHARA (Donna Forget) 476-0733 or 474-3851
68. Phone Busters/Senior Busters (Carol Gilmour) 494-3613
69. Powassan and District Food Bank
70. Right To Life (Susan Lapointe) 474-3666

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71. Salvation Army (Sue Latourelle) 474-7859
72. St. John Ambulance
73. Scouts Canada Nipissing District (Dixie Bolger)
74. Senior Advocacy & Information Referral Service (Barb Pitt) 474-5825
75. Sunshine Foundation (Dale Edwards) 472-6438
76. TUCA (Tolerance Understanding Compassion and Action) (Don Jacobs) 474-5526
77. VCARS (Victims' Crisis Assistance and Referral Service (Janine Lafreniere) 472-2649
78. Volunteer Centre of North Bay (Wendy & Peggy) 495-1321
79. VON Meals on Wheels (Carol McMartin or Karen Carmichael) 474-7048
80. West Nipissing Volunteer Agency
81. YES (Paul Levac) 476-3234
82. YMCA
83. Youth Drop In (Affordable Housing) Parry Sound (Dixie Brown) 774-9023

Retirement Homes

Schools

In-school

Tutoring; assisting students or staff

Voluntary activities including helping with orientation, scoring, elementary sports, etc.

Other

Local Church Groups

Municipal Recreation Departments

Libraries

Sports Organizations – coaching, managing, youth centres and organizations