

# COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITIES

Student Name \_\_\_\_\_ Home Room \_\_\_\_\_

Principal:  
**Mr. Brennan Trainor**

School Name  
**Bishop Smith Catholic High School**

Telephone Number  
**613-735-5496**

Name of Charity, Parish, Community Service Club, etc. AND description of activity	Number Of Hours	Start Date / End Date	Location of Activity and Phone No.	Supervisor's Name ( <u>please print</u> ) and Signature

TOTAL

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's or Guardian's Signature

\_\_\_\_\_  
 Date

\*\*\* ***All information above must recorded in its entirety or this form may not be accepted*** \*\*\*



*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all personal information collected under the authority of the Education Act is intended to be used to determine eligibility for selection and participation in the Community Involvement Activities Program, which is required for an Ontario Secondary School Diploma.*

**For office use only**

Completion has been noted on the student's O.S.T.

Signature of school official: \_\_\_\_\_

Date: \_\_\_\_\_

## ROLES AND RESPONSIBILITIES

### STUDENT:

In consultation with their parents, students will select an activity or activities from the board's list of approved activities, or choose an activity that is not on the list, provided that it is not specified on the ministry's and the board's list of ineligible activities.

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 activity or activities that they plan to do. This form must be signed by the student and by 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 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.

### PARENTS:

Parents should provide assistance to their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns.

### SPONSORS IN THE COMMUNITY:

One of the objectives 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 fulfill 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.

### SECONDARY SCHOOL PRINCIPALS:

Principals are required to provide information about the community involvement requirement 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, 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 of their completion 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.

### RCCDSB LIST OF INELIGIBLE ACTIVITIES

All activities designated by the Ministry of Education as ineligible are also designated by the Renfrew County Catholic District School Board as ineligible.



### RCCDSB LIST OF ELIGIBLE ACTIVITIES

The RCCDSB has developed a list of activities that may be chosen as community involvement activities. These are referred to as eligible activities. An eligible activity is an activity that:

- Involves church and parish activities
- Assists on-going Pastoral activities
- School community based activities
- Involves community service club activities
- Facilitates local community based service club projects
- Supports local health care facilities

### MINISTRY'S LIST OF INELIGIBLE ACTIVITIES\*

The Ministry has developed a list of activities that may "NOT" be chosen as community involvement. These are also referred to as 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 except lunch breaks or spares
- Takes place in a logging or mining environment if student is <16 years old
- Takes place in a factory, if the student is under 15 years old
- Takes place in a workplace other than a factory, if the student is under 15 years old 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 jewelry, works of art, antiques, or other valuables\
- Consists of duties normally performed in the home or personal recreational activities
- Involves activities for a court-ordered program (e.g. community service for young offenders, probation program)