

Parent/Guardian

- Provides assistance in placement selection
- Ensure that the community involvement is on the list of District Approved Activities or ensure that you have received written approval of the Principal or designate before the activity is completed
- Confirms that the site is safe and appropriate for their child
- Communicates with the school and placement about concerns
- Co-signs Community Involvement hours log/ approval sheet

School

- Approves activities before placement
- Receives documentation from the student
- Records completed activity in Ontario Student Transcript
- Provides accommodation for special needs

Board

- Provides for student liability coverage
- Provides reporting forms through the school

Guiding Statement:

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.

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**OTTAWA-CARLETON
DISTRICT SCHOOL BOARD**

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Community Involvement hours must fall into one of these categories:

- **Not-for-profit:** includes voluntary activities for any non-for profit institution or foundation that would not displace a paid worker
- **For-profit:** includes voluntary activities that are charitable-based for any business or organization that would not displace a paid worker. If volunteers are enhancing a product/service being sold/provided by a for profit business designed to make it more attractive and/or a better experience for clients, then it is not in keeping with the spirit of community service and would not be an approved activity.
- **Other:** community support that you feel warrants consideration. In this case, please submit a brief written summary that explains how this experience meets the spirit and expectations of Community Involvement as identified above.

Community Involvement helps students to:

- Increase their awareness of community needs
- Identify with their community
- Accept community membership
- Learn to make a difference in the community
- Develop a positive self-image through contribution to community life



Considerations:

- It is crucial that the activity be fulfilled in a safe environment and that the activity be determined by the student in consultation with the parent(s) or guardian(s)
- The activity must be in the nature of a service or benefit provided by the student to meet a need of the community
- The needs of both the student and the community should be carefully considered in selecting appropriate community involvement activities
- The activity can not be an exploitation of the community or vulnerable members of the community
- The activity should provide a learning opportunity for a student

Special Notes

- Being a member of a committee, club or organization is not an eligible activity, however, services provided by that committee, club or activity may be eligible provided the activity falls into the list of District Approved Activities.
- Where an activity does not clearly fall within the guidelines, Principals have the discretion to approve areas of involvement on a case by case basis. Please contact your Principal before engaging in the activity.
- A Principal is not obligated to approve an activity.

Who shares responsibility for the implementation of community involvement?

Student

- Plans eligible activities with parents/guardians
- Seeks pre-approval from the Principal or designate in order to use the specified community service hours towards graduation requirements should the chosen activity not appear on the list of District Approved Activities
- Gets involved
- Obtains signatures upon completion
- Submits all documentation to the Principal
- Completes the required 40 hours of Community Involvement in order to graduate

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