



Northeastern Catholic District School Board

COMMUNITY INVOLVEMENT AND CHRISTIAN SERVICE

Administrative Procedure Number: APE018

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes that our students can positively impact their learning by engaging in community involvement and Christian Service. Through a requirement for an Ontario Secondary School Diploma, this opportunity fosters an ongoing spirit of giving and encourages each student's commitment to strengthening our community through service to others. The NCDSB believes that this part of the secondary school experience allows our students to put our Catholic faith into action.

REFERENCES

Policy E-18 – Community Involvement and Christian Service

Ministry of Education Policy/Program Memorandum (PPM 124A) - *Ontario Secondary School Diploma Requirement: Community Involvement Activities in English-Language Schools*

DEFINITIONS

Nil.

PROCEDURES

Responsibilities of the School Board

1. The Board will maintain and share a list of approved activities that have been developed in conjunction with Catholic School Councils, the Special Education Advisory Committee, and the Board's insurer. The Board will also maintain a list of ineligible activities, as determined by the Ministry of Education and Board decision.
2. The Board will maintain liability insurance to protect students who are performing volunteer work for organizations as part of the 40-hour graduation requirement.

Responsibilities of the Secondary School Principal

3. Upon enrolment, the principal will ensure that every student receives information outlining procedures and expectations to complete the Community Involvement and Christian Service graduation requirement (**Appendix A: Community Involvement and Christian Service Information Package**).
4. Upon request, the principal will ensure that parents, guardians, and community sponsors receive information outlining procedures and expectations related to the Community Involvement and Christian Service graduation requirement.

5. The principal is responsible for approving any additional activities not described within the Board-approved lists, before students engage in the activity.
6. The principal will ensure that documentation submitted by the student is reviewed to determine if the graduation requirement has been met. The principal will ensure this information is captured within the appropriate student information management system, and in any required Ministry of Education data collection system.

Responsibilities of the Parents and Guardians

7. Parents/guardians should encourage and support their children in completing the Community Involvement and Christian Service graduation requirement.
8. Parents/guardians should review their child's planned activities, and communicate with the community sponsor and school personnel as needed.
9. Parents/guardians must authorize all Community Involvement and Christian Service activities for any student under the age of 18.

Responsibilities of the Students

10. Students will select eligible 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 specialized training, equipment and preparation.
11. Students will obtain written approval from the school principal in advance if they plan to engage in an activity that is not detailed within the list of approved activities.
12. Students are responsible for planning, tracking, and documentation all Community Involvement and Christian Service activities. Students must adhere to school-specific practices for documentation in order to ensure their activities are eligible towards the graduation requirement.
13. While engaging in all activities, students must abide by the School Code of Conduct and act as positive ambassadors of the Board.

Responsibilities of the Community Sponsors

14. Community sponsors must provide students with appropriate instructions, training, and ensure safety precautions are in place.
15. Community sponsors must supervise student volunteers at all times.
16. Community sponsors must agree to verify student participation and account for their hours of service through the school-specific documentation procedure.
17. Community sponsors must ensure that their own liability insurance will protect their organization for their involvement in the Community Involvement and Christian Service program.

Director of Education: *Tricia Stefanie Welty*

Date: December 2019