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

Education Act
Occupational Health and Safety Act
Policy Program Memorandum (PPM)
124 Ontario Secondary School Diploma Requirement: Community Involvement Activities
Minister's Certificate of Recognition for Community Involvement
NCDSB Policy
E-18 Community Involvement and Christian Service

DEFINITIONS

Nil.

PROCEDURES

1.0 PURPOSE

This administrative procedure outlines the operational requirements, roles, and processes necessary to implement Policy E-18: Community Involvement and Christian Service. It details the procedures by which secondary school students at the Northeastern Catholic District School Board (NCDSB) fulfill, document, and submit the mandatory 40 hours of community involvement required for graduation.

2.0 ROLES AND RESPONSIBILITIES

2.1 Secondary School Principal (or Designate)

i) Provide students, parents/guardians, and community sponsors with the Community Involvement and Christian Service Information Package, standard logging forms, and access to approved digital tracking systems (e.g., Hour Republic).

ii) Review and decide upon student requests for activities that do not appear on the Board's pre-approved list, before students engage in the activity.

iii) Evaluate submitted logs and, upon verification, record the completion of the 40-hour requirement on the student's official Ontario Student Transcript (OST).

iv) Evaluate student hour accumulation to identify candidates for the *Minister's Certificate of Recognition for Community Involvement* and present certificates to students meeting bronze, silver, and gold levels.

v) Ensure that students and their parents/guardians understand that failure to submit a log of at least 40 hours of community involvement jeopardizes achievement of the OSSD.

2.2 Parents and Guardians

i) Assist students in selecting safe, age-appropriate community service activities that align with their maturity and abilities.

ii) Sign and authorize all planned and completed community involvement hours if the student is under the age of eighteen (18).

iii) Act as a point of contact with the school and the community sponsor if safety or operational questions arise.

2.3 Students

i) Select activities from the Board's approved list or submit an Activity Notification Form to the Principal for approval before starting an unlisted activity.

ii) Act as ambassadors of their school and the NCDSB, demonstrating respect, punctuality, appropriate dress, and adherence to the School Code of Conduct.

iii) Record all hours accurately, ensuring dates, descriptions, and supervisor signatures are completed as required.

2.4 Community Sponsors

i) Provide students with clear instructions, necessary training, and appropriate supervision to ensure a safe volunteer environment.

ii) Verify and sign off on the date(s) and the exact number of completed hours, either via the online platform (Hour Republic) or on the physical *Completion of Community Involvement and Christian Service* form.

iii) Ensure that their own liability insurance will protect their organization for any involvement in the Community Involvement and Christian Service program.

3.0 TIMELINE AND SCHEDULING RULES

3.1 Students may begin accumulating community involvement and service hours during the summer immediately preceding their entry into Grade 9.

3.2 Students are strongly encouraged to complete their mandatory 40 hours by the end of their Grade 10 year.

3.3 Activities must be performed outside of standard instructional hours. Acceptable times include:

i) Before or after the school day

ii) During designated lunch periods or "spare" periods

iii) Weekends and statutory holidays
iv) School breaks (e.g. Christmas Break, March Break, Summer)

4.0 ACTIVITY ELIGIBILITY CRITERIA

4.1 The NCDSB pre-approves volunteer work falling under the following categories, provided they are non-profit and non-commercial:

i) **Charitable Organizations and Food Banks**: Assisting local food banks, shelters, or charitable fundraising drives.
ii) **Community Events**: Delivering non-profit community celebrations, festivals, pow-wows, and cultural events.
iii) **Sports and Recreation:** Coaching or assisting with youth sports programs, local YMCA programs, and non-profit recreational clubs.
iv) **Parish and Church Services:** Assisting with youth ministry, parish events, or liturgy-related support.

Additional suggestions for eligible activities can be found in the *Community Involvement and Christian Service Information Package.*

4.2 The NCDSB maintains a list of ineligible activities. These activities will not count towards the accumulation of community service hours:

i) Any type of baby-sitting, child-minding, or animal sitting.
ii) Maintenance tasks (e.g. yard work, cleaning) performed for able-bodies people who can do the work themselves.
iii) Helping a relative whom one should assist out of normal family obligation (e.g. grandparents, aunts, uncles, etc.)
iv) Any activity for a for-profit business
v) Any activity that will provide direct personal gain for the student or their family (e.g. fundraising to offset travel or other expenses, performing work for the family business).
vi) Simple claims of membership in a school or community club.
vii) Any activity considered contrary to the moral teachings of the Catholic Church.
viii) Participation in performance arts events or athletic competitions unless all proceeds will be donated to a registered charitable organization. Time spent practicing for these performances or competitions is not eligible.

4.3 The Ontario Ministry of Education has determined that the following activities are deemed ineligible for the purpose of accumulating community involvement hours. These include any activity that:

i) is a requirement of a class, course, or program in which the student is enrolled (e.g., cooperative education course, experiential learning activities);
ii) takes place during the time allotted for the instructional program on a school day;
iii) contravenes the minimum age requirements to work in or visit a workplace stated in regulations made under the *Occupational Health and Safety Act;*
iv) contravenes any other applicable legislation, regulation or policy;

v) contravenes the policies and procedures of the organization that is supervising the student's community involvement activities;
vi) would normally be performed for wages by a person in the workplace;
vii) involves the operation of a vehicle, power tools, or scaffolding;
viii) involves the administration of any type or form of medication or medical procedure to other persons;
ix) involves handling of substances classed as "designated substances" under the *Occupational Health and Safety Ac*t;
x) requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
xi) involves banking, the handling of securities, or the handling of valuable items such as jewellery, works of art, or antiques;
xii) consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
xiii) involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program);
xiv) involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk.

5.0 RELATED FORMS AND DOCUMENTS

DOCUMENT: Community Involvement and Christian Service Information Package

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: September 2026