



Community Involvement Instruction

40 COMMUNITY INVOLVEMENT HOURS – Fact Sheet

The following guiding principles are intended to assist students, parents/guardians to determine whether a planned activity is within an approved area. **IF THE ACTIVITY YOU WISH TO PARTICIPATE IN DOES NOT APPEAR ON THIS PAGE, YOU MUST GET WRITTEN PERMISSION FROM YOUR INSIGHT ACADEMY OF CANADA PRINCIPAL BEFORE COMPLETING ANY COMMUNITY INVOLVEMENT HOURS.**

ELIGIBLE:

- An event or activity designed to benefit the community in general.
- An event or activity to support a not-for-profit agency, institution or foundation that meets ethical standards of the Board and the Ministry of Education.
- Any program that promotes tutoring, mentoring, visiting or coaching, or assists others in need.
- Participation in an event or activity that supports ethical work of a global nature or that promotes positive environmental awareness.
- Participation in an event or activity that contributes to the health and well-being of others.
- That is affiliated with a club, religious or political organization, arts or cultural association that seeks to make a positive and ethical contribution in the community.

NOT ELIGIBLE:

The following defines Ineligible Activities:

- An 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 shadow, work experience).
- Any activity that takes place during regular class time on a school day. However, an activity that takes place during lunch breaks or a “spare” period is permissible.
- An activity that takes place in a logging or mining environment, if the student is under sixteen years of age.
- An activity that takes place in a factory, if the student is under fifteen years of age.



- If the activity 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.
- Any activity that would normally be performed for wages by a person in the workplace.
- Participation in an activity that involves the operation of a vehicle, power tools, or scaffolding.
- Activity that involves the administration of any type or form of medication or medical procedure to other persons.
- An activity that involves handling of substances classed as “designated substances” under the Occupational Health and Safety Act.
- An activity that requires the knowledge of a trades person whose trade is regulated by the provincial government.
- Any activity that involves banking or the handling of securities, or the handling of jewellery, works of art, antiques or other valuables.
- Any activity that consists of duties normally performed in the home (i.e., daily chores) or personal recreation activities.
- Any activity that involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

Examples of Eligible Activities

- Supporting Sports e.g. timekeeping, managing a team or coaching
- Fundraising
- Charity Walk-a-thons or Runs
- Community Events, Festivals or Fairs
- Community Projects e.g. tending a community garden
- Environmental Projects e.g. a community clean-up
- Youth Programs or Mentorship Programs
- Volunteer Work with Seniors
- Camp Leader or Counsellor
- Office Work for a non-profit organization
- Committee Work e.g. the Literacy Committee at your local library
- Advisory Board



Community Involvement Hours are:

- A requirement for an Ontario Secondary School Diploma.
- A total of 40 hours of unpaid community involvement activities (see eligible activities).
- An activity that benefits the community.

When Can I Complete Community Involvement Hours?

- Starting on July 1st the summer before grade 9.
- Outside scheduled class time; e.g., during lunch breaks/during spares.
- In the evenings, on weekends, during the summer months.
- Completed community hours can be submitted to the Student Services office in your school as you complete them.

Roles and Responsibilities of the Principal

- Principals will provide students with the information, support and forms needed to complete the community involvement requirement, including information about the activities that are both eligible and ineligible.
- Principals will keep a copy of the approval on file based on student form submissions.
- The principal will determine whether the student has met the community involvement requirement, and, if so, will indicate on the Ontario Student Transcript that the student has completed the requirement.
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- Principals, or designate, will collect paper copies of student hours.

Roles and Responsibilities of Students

- To select an activity or activities that meet the criteria for eligible activities.
- To obtain approval if the activity is not on the list of eligible activities.
- To complete the Community Involvement Hours form and return to their Student Services office as the hours are completed.



Roles and Responsibilities of Parents

- To provide assistance to their child in the selection of his/her community involvement activities.
- To communicate with the community sponsor and school representative with any questions or concerns.
- To sign all the necessary forms if the student is under 18 years of age.
- Parents are encouraged to purchase Student Accident Insurance. The application forms are available through the schools.

Note: Boards expect that all community sponsors will provide students with appropriate instructions, put in place safety precautions, and train and supervise student volunteers.

Benefits for Students

- Enhances self-confidence
- Enhances self-esteem
- Reinforces civic responsibility
- Strengthens the community
- Allows students to learn new skills
- Students gain valuable work experience
- Provides networking opportunities for future employment



INSIGHT ACADEMY OF CANADA

"Empowering students to succeed"



Completion of Community Involvement Activities

*****This must be fulfilling a COMMUNITY SERVICE, NOT replacing a PAID POSITION (working for a business)*****

Please PRINT answers for ALL of the following:

Student Name (Print): _____ Grade: _____

Activity (Print): _____

Activity Location (Print): _____

Activity Supervisor Name(Print): _____

Supervisor Phone Number: _____

Start Date of Activity: _____

Date of Completion (Can be as above if one day): _____

Total Number of Hours: _____ Minutes (if not full hour): _____

Description of Activity: This section must be completed for the hours to be entered into your student file.

Supervisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

Parent's Signature (If under 18): _____

Date: _____