

# Caribbean International Academy

## Information on the Community Involvement Diploma Requirement

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### **Introduction**

Secondary School students in Ontario will be required to complete 40 hours of community involvement during the four years of high school in order to receive a diploma. The purpose of this requirement is to encourage students to develop an understanding of the various roles they can play in their community and to help them develop a greater sense of belonging within the community.

This document provides information on the community involvement diploma requirement for students and parents, as well as for the persons and organizations who are asked by students to sponsor a particular community involvement activity. If further information is required, please contact the person identified above.

Students will select one or more community involvement 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 special training, equipment, and preparation. The safety of the student is paramount.

It should be noted that students will not be paid for performing any community involvement activity. Please review the list of ineligible

A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.

### **Roles and Responsibilities of School**

Schools are responsible for the implementation of community involvement activities. This list is included in this information package, along with a list of activities that the Ministry of Education and Training has stated are ineligible. A school will not approve student participation in any activities that are on the ministry's list of ineligible activities.

## **Roles and Responsibilities of 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.

## **Roles and Responsibilities of Students**

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 an activity specified on the ministry's and the board's lists of ineligible activities. If the activity is not on the board's list of approved activities, the student must obtain written approval from the principal before beginning the activity.

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 (if the student is under eighteen years of age), 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.

## **Roles and Responsibilities of 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. A parent must sign the "Notification of Planned Community Involvement Activities" form and the "Completion of Community Involvement Activities" form if the student is under the age of eighteen years.

## **Roles and Responsibilities of Sponsors in the Community**

One of the purposes 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 fulfil 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.

## **The Ministry's List of Ineligible Activities**

The ministry has developed a list of activities that may not be chosen as community involvement activities and that are therefore ineligible activities. An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience);
- takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible;
- takes place in a logging or mining environment, if the student is under sixteen years of age;
- takes place in a factory, if the student is under fifteen years of age;
- 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;
- 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 government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
- involves activities for a court-ordered program.

## **List of Eligible Activities**

The activities listed below are approved by the school board for the completion of the community involvement requirement.

Eligible Activities include:

### **Elementary Schools**

- assist with school events, assist School Councils, activities for children;

### **Secondary Schools**

- organization and leadership of school activities that benefit the community;

### **Animal Care**

- volunteering in an animal shelter, or on a farm;

### **Arts and Culture**

- volunteering in libraries, and community productions;

#### Charitable Organizations

- assisting with special events, programs, clerical tasks;

#### Child/Youth Programs

- assisting with child/youth programs, volunteering in a not-for-profit child care Centre or camp;

#### Community Organizations

- assisting with special events, food banks, community support services, shelters, clerical tasks;

#### Community Service for Individuals

- assisting community members in need;

#### Environmental Projects

- beach cleaning, flower/tree planting, beautification projects, recycling projects;

#### Health Agencies

- volunteering in clinics, hospices, and donating blood (time required to donate);

#### Law Enforcement Agencies

- volunteering for activities sponsored by the police;

#### Political Organizations

- activities related to legitimate and recognized political organizations;

#### Senior Citizens

- assisting in seniors' residences, providing services for seniors in the community;

#### Sports and Recreation

- coaching, organizing special events, assisting with projects/events; or

#### Service Focused Club Activities

- those activities that expand community service to others beyond the school day (holiday dinner participation, environmental action activities, etc.).

## The Process

### 1. Plan

Students under the age of eighteen should plan an activity in consultation with their parent(s)/guardian(s). The activity must fall within the guiding principles the School has established, and should be identified on the School's list of examples.

2. Confirm

Students should confirm the details of the activity with the organizer who will be responsible for the activity.

3. Describe

Students must list the activity on the Community Involvement Form. If the activity is not on the Schools list of examples, the student must get approval of their principal or school designate prior to the completion of the hours.

4. Submit

Upon completion of the planned activity, students should have the supervisor of the activity print their name and sign in the designated area on the form. The students must then submit the form to the Guidance Department.

My Personal Start-up Plan

Things I should discuss with my parents:

My First Steps:

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People I can go to for help:

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Action Steps:

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## List of Local Organizations:

[Volunteer SXM](#)

[Nature Foundation](#) - [manager@naturefoundationsxm.org](mailto:manager@naturefoundationsxm.org)

[Diabetes Foundation](#) - [discoor@sintmaarten.net](mailto:discoor@sintmaarten.net)

[Pawsitive SXM](#) - [pawsitive.sxm971@gmail.com](mailto:pawsitive.sxm971@gmail.com)

[Rotary Club](#) of St. Maarten

[White + Yellow Cross](#)

[Sister Basilia Centre](#)

[Pride Foundation](#)

[Aids foundation](#)

[Lion's Club](#)

[K1 Britannia](#)

[Red Cross](#)