

Ineligible Activities

An activity is ineligible if it:

- ◆ is a requirement of a class or course in which the student is enrolled (Cooperative Education, Peer Tutoring/Helping, Leadership, etc.)
- ◆ occurs during the time allotted for the instructional component of a school day other than during lunch or spare periods.
- ◆ takes place in logging or mining environments or factories.
- ◆ would normally be performed for wages by a person in the workplace.
- ◆ is a paid activity.
- ◆ involves the operation of a vehicle, power tool or scaffolding, etc.
- ◆ involves the administration of any type or form of medication or medical procedure.
- ◆ involves the handling of substances classified as “designated substances” under the Occupational Health and Safety Act.
- ◆ requires the knowledge of a trades person whose trade is regulated by the provincial government.
- ◆ consists of duties normally performed in the home, or personal recreational activities.
- ◆ involves a court-ordered program (community service for young offenders, probationary).

Students and staff of Hastings and Prince Edward District School Board appreciate the participation of community sponsors and the support and assistance of parents and guardians.

Hastings and Prince Edward District School Board

Community Involvement Activities - Tracking Sheet

Student: _____ (Surname) _____ (Given Name)

School: _____

Principal: _____

Telephone: _____

Activity	Number of Hours	Date of Completion	Location and Telephone #	Supervisor Name and Signature (including completion)	Parent/Guardian Signature (including completion)
1					
2					
3					
4					
Total					

PLEASE NOTE: Every activity listed above must be included in the school List of Eligible Activities which appears in the Community Involvement - Questions and Answers brochure.

For Other Use Only:
 Completion has been noted on the student's O.S.R.
 Signature of School Official _____

Student's Signature _____ Date _____ Parent/Guardian's Signature _____

This information is collected under the authority of the Education Act and the Mandatory Protection of Information and Protection of Privacy Act and will only be used for the purposes under which it was collected.

The Community Involvement Activities Tracking Form is available from your Guidance/ Student Services Department or online at:

<http://www.hpedsb.on.ca> >Students> Community Hours

Community Involvement develops strong ties between students and their community, fostering valuable long-term relationships.

Community Involvement can provide opportunities for students to explore career options.

Community Involvement and the Ontario Secondary School Diploma



Hastings and Prince Edward District School Board



40 Hours of Community Involvement

- ◆ Is a required component of the Ontario Secondary School Diploma.
- ◆ Is designed to encourage students to develop awareness and understanding of civic responsibility and the role that they as citizens can play in supporting and strengthening their community.
- ◆ must be tracked, unpaid, and completed outside normal class hours.
- ◆ may be completed at any time during the student's high school career.
- ◆ may accumulate beginning July 1 of the student's Grade 9 year.
- ◆ should be chosen in consultation with parents/guardians.
- ◆ should be selected taking into consideration the age, maturity and ability of the student, location and environment of the proposed activity, and the need for any special training, equipment and preparation.

The information contained in this brochure and further information can be found at:

<http://www.hpedsb.on.ca> > **Community & Parents > Community Hours**

Roles and Responsibilities

Staff at secondary schools:

- ◆ provide information about the Community Involvement requirements to parents, students, and community sponsors;
- ◆ provide the forms needed to track the Community Involvement hours;
- ◆ determine the eligibility of activities; and
- ◆ record the student's completed hours of Community Involvement requirement on the student's official transcript.

Students:

- ◆ select an activity, in consultation with parents/guardians, provided it meets the eligibility requirements as determined by the secondary school's Guidance/ Student Services Department;
- ◆ complete the 40 hours of Community Involvement;
- ◆ complete the Community Involvement Activities Tracking Form and obtain the signature of the community sponsor (See back panel for a sample of the form.); and
- ◆ submit the Tracking Form to the Guidance/ Student Service Department at their secondary school.

Parents/Guardians:

- ◆ assist their child in the selection of their Community Involvement activities;
- ◆ communicate with the community sponsor and the Guidance/ Student Services Department if they have any questions or concerns; and
- ◆ sign the Community Involvement Activities-Tracking Form if the student is under the age of 18.

Community sponsors:

- ◆ consider offering opportunities for Community Involvement;
- ◆ notify secondary schools of opportunities for Community Involvement;
- ◆ provide any training or special preparation that is required for the activity; and
- ◆ verify the date(s) and the number of hours completed on the Community Involvement Activities Tracking Form.

Eligible Activities

An activity is eligible if it:

- ◆ occurs within the student's school but outside of instructional times: yearbook committee, technical crew for school productions, coaching, assisting for parent nights, Student Council, Student Trustee, etc.
- ◆ occurs in the community; community restoration projects, trail cleanup, food drives, Christmas Sharing, tutoring
- ◆ supports elementary school activities; coaching, refereeing, being a Reading Buddy
- ◆ helps neighbours; shoveling snow, raking, church-related volunteer work, community agencies and service club support, fund raising (United Way, Meals on Wheels, etc).

