

Community Involvement Tracking Booklet

To strengthen communities and encourage civic responsibility, students must complete 40 hours of unpaid community involvement activities. Students are to select activities appropriate to their age, maturity, and ability. Students may begin accumulating community involvement hours in the summer before they enter Grade 9.

While selecting an activity, Christian Virtual School encourages students to choose activities that do not put themselves or others at risk. The student is not to partake in any activity in which personal safety will be compromised. Students are encouraged to reach out to the Guidance Department (guidance@christianvirtualschool.com) to submit their documentation, and if they have any questions about selecting activities.

Any activity not listed as eligible, must receive written approval of the principal of Christian Virtual School. The activity cannot be commenced until the Christian Virtual School principal has granted permission. Ineligible activities are activities not approved by Christian Virtual School or the Ministry of Education.

Ineligible Activities Include:

- is a requirement of a class, course, or program in which the student is enrolled (e.g., cooperative education course, experiential learning activities)
- 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
- contravenes the minimum age requirements to work in or visit a workplace stated in regulations made under the Occupational Health and Safety Act
- contravenes any other applicable legislation, regulation or policy
- contravenes the policies and procedures of the organization that is supervising the student's community involvement activities
- 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 provincial government
- involves banking, the handling of securities, or the handling of valuable items such as jewellery, works of art, or antiques
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)
- involves activities that promote discrimination, harassment, or puts the safety of the student or others at risk.

Eligible Activities Include:

- fundraising for non-profit organizations;
- volunteering related to animal care (e.g. an animal shelter, or on a farm);
- coaching or assisting sports at the community level;
- a structured program that promotes tutoring (i.e. in person or virtual), mentoring, or whose purpose is to assist those who require it;
- church activities (e.g. youth leadership, assisting with Children's Liturgy, nursery work);
- assisting community members in need (e.g. assisting seniors with chores, letter writing to seniors living in a nursing home, delivering items to immunocompromised individuals);
- mission/service trips;
- involvement in community organizations (e.g. assisting with special events, committees, food banks, homeless shelters, fairs);
- participation in arts and culture activities (e.g. volunteering in libraries, sewing masks to donate to local agencies, community productions);
- involvement in health organizations (e.g. volunteering for Canadian Blood Services (assist at blood donor clinic or time required to donate blood), volunteering in hospices);
- participation in environmental projects (e.g. picking up litter, garden planting, recycling projects)

Roles and Responsibilities of Christian Virtual School

Christian Virtual School is responsible for the implementation of community involvement activities through their secondary school. A list of approved community involvement activities has been developed by the school in conjunction with the school's Board of Directors and Advisory Board. This list is included in this information package, along with a list of activities the Ministry of Education has stated are ineligible. The school will not approve student participation in any activity that is on the list of ineligible activities. Christian Virtual School ensures that all participants, including students and community sponsors, are adequately covered by the school's insurance.

Roles and Responsibilities of the Principal

The principal of Christian Virtual School is required to provide information about the community involvement requirement to parents, students, and community sponsors. The principal is also required to provide students with the information and forms they will need to complete the community involvement requirement, including the list of approved activities from which to choose. After a student completes the 40 hours of community involvement and submits all documentation 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 list of approved activities, or choose an activity that is not on the list, provided that it is not an activity specified on the list of ineligible activities. If the activity is not on the school'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 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 their 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 each of the community sponsors (that is, the person or organization that provided the community involvement opportunity for the student). The student must submit the form to the principal upon completion of the 40 hours or at appropriate intervals determined by the principal.

Roles and Responsibilities of Parents/Guardians

Parents/Guardians should assist their child in the selection of his or her community involvement activities. Parents/Guardians are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent/guardian 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. The parents/guardians are fully responsible for ensuring that the student has accident insurance or Workplace Safety Insurance as this is not the responsibility of Christian Virtual School.

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 communities, 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 can fulfill 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. Community sponsors will be responsible for ensuring that their liability insurance will protect them for their involvement in the program. The community sponsor should be aware that the students do not have accident insurance nor Workplace Safety Insurance through Christian Virtual School. The community sponsors should ensure that the students are provided with adequate safety instructions, trained properly for their work, and supervised to ensure a safe volunteer experience.

Notification of Planned Community Involvement Activities

Student Name:		Principal Name:	Sarah McKercher
School:	Christian Virtual School	School Telephone:	1-888-677-6702

Please provide the information requested below about the community involvement activities in which you plan to participate.

Activity	Estimated Number of Hours	Estimated Date of Completion	Location and Telephone Number	Supervisor's Name	Principal's Signature (if required)
1.					
2.					
3.					
4.					
5.					
6.					

- Is each activity identified on the school's list of approved activities? Yes No
- If you checked "no," then you must obtain written approval from the Principal (the Principal's signature above) before starting the activity.

Student Signature:		Parent/Guardian Signature:	
Date:		Date:	

Note: A parent is not required to sign this form or to be consulted if the student is eighteen years of age or older. The personal information gathered on this form is used solely for the purposes of planning and delivering educational programs / services and the maintenance of the student's Ontario Student Record (OSR).

Completion of Community Involvement Activities

Student Name:		Principal Name:	Sarah McKercher
School:	Christian Virtual School	School Telephone:	1-888-677-6702

Please submit this form to the school when you have completed 40 hours of community involvement activities, or when the principal requests it.

Activity	Number of Hours	Date(s) of Completion	Location and Telephone Number	Supervisor's Name (print) and Signature
1.				
2.				
3.				
4.				
5.				
6.				
Total:				

Student Signature:		Parent/Guardian Signature:			
Date:		Date:			
FOR OFFICE USE ONLY:	Completion has been noted on the student's OST: <input type="checkbox"/>	Principal Signature:		Date:	

Note: A parent is not required to sign this form or to be consulted if the student is eighteen years of age or older. The personal information gathered on this form is used solely for the purposes of planning and delivering educational programs / services and the maintenance of the student's Ontario Student Record (OSR).