



COMMUNITY INVOLVEMENT

All students must complete a minimum of 40 hours of unpaid community involvement activities before graduating from high school. This requirement is additional to the 30 credits needed for a high school diploma. Students who are the sole responsibility of Kanata Academy International are able to choose their own community involvement activities, within guidelines that will be provided by Kanata Academy International.

Students will be responsible for fulfilling this requirement on their own time, and for keeping a record of their activities on a tracking form supplied by the school. The student is required to submit the tracking form yearly and the data will be placed on the OST to be kept in the student's OSR. Students will provide documentation of completion of volunteer hours to the Principal of the school where the student's OSR is held.

Students are to select community activities appropriate to their age, maturity and ability. The student is not to partake in any activity in which the student's safety will be compromised. Any activity NOT on the approved list must receive written approval of the Principal of Kanata Academy International before beginning the activity.

Community Involvement Activities not approved:

- Any paid activity (i.e. babysitting);
- Cooperative education;
- Any activities or programs organized by the school (i.e. cadets);
- Playing on sport teams;
- Any involving the operation of a motor vehicle or power tools or scaffolding;
- Any involving in the administration of medications or medical procedures to another person;
- Any occurring in an unsafe or unsupervised environment;
- Any displacing a paid worker;
- Any in a logging or mining environment if the student is under 16 years old;
- Any in a factory, if the student is under 15 years of age;
- Any taking 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 involving handling of substances classed as "designated substances" under the Occupational Health and Safety Act;
- Any requiring the knowledge of a tradesperson whose trade is regulated by the provincial government;
- Any involving banking or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables;

- Any consisting of duties normally performed in the home (i.e. daily chores) or personal recreational activities;
- Any involving activities for a court-ordered program (i.e. community-service program for young offenders, probationary program).

Community Involvement Activities approved:

- Fundraising for nonprofit organizations
- Coaching or assisting sports at the community level
- Church activities such as helping teach Sunday school, bazaars, etc.
- Assisting seniors with chores
- Involvement in community committees, food banks, fairs, etc.
- Participation in environmental projects such as a recycling projects, etc.

Roles and Responsibility

1. The Principal 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 school'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.
2. 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 Ministry of Education's and the school's lists of ineligible activities. If the activity is not on the list of approved activities, the student must obtain written approval from the principal before beginning the activity.
3. 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.
4. 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.
5. Parents (or guardians) 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. Parents are also responsible for obtaining the appropriate insurance covering the student for any unseen circumstances while involved in these community activities.

Community Involvement Activity Notification and Completion Sheet

Student Name:	Student Signature:
School:	Grade: Date:
Parent/Guardian Name:	Parent/Guardian Signature:
Principal or Designate Name & Signature:	

Instructions: Please provide the information requested below about the community involvement activities you have completed. Print clearly using ink. Before beginning any activity, ensure that it is identified on the school board's list of approved activities. See examples on the reverse of this form. If the activity does not appear on the eligible list, please obtain approval from the principal or designate before starting the activity.

Organization and/or Activity	Start Date	Completion Date	Total Hours Completed	Location	Name/Position of Person Supervising Activity (please print)	Signature of Person Supervising Activity	Supervisor Phone Number

Students may begin to accumulate Community Service hours toward their diploma requirement beginning in the summer after they complete Grade 8.

NOTE: Students must submit this form to the school when the community involvement activities described above have been completed. Ensure all required information is included. Submit form no later than the first week of January and the first week of June each term to ensure that hours can be recorded on the upcoming report card.

Personal information on this form is collected under the authority of the Education Act and Municipal Freedom of Information and Protection of Privacy Act, and will only be used to document completion of community involvement hours. The information on this form is confidential and access will be limited to those employees who have an administrative need, the student, and parent(s)/guardian(s) of a student who is under eighteen years of age.

EXAMPLES OF ELIGIBLE ACTIVITIES EXAMPLES OF INELIGIBLE ACTIVITIES

The following list is not exclusive but contains some examples of activities that are suitable for completion of the community involvement

*requirement. **In the Community:***

Teaching or assisting at Sunday school
Assisting as retreat organizer
Babysitting during liturgies
Assisting with social justice initiatives

In the School Community:

These activities must be completed outside students' class time.

Participating on school committees
e.g. School Council; Dance; Grad; Spirit; Yearbook; Student Council etc. Peer helping and/or tutoring
Assisting sport teams
Assisting on social action/charity projects
e.g. snowsuit fund, food drives, 30-Hour Famine
Assisting teachers and/or education assistants with students with special needs

In the Wider Community:

Helping in soup kitchens, food banks, or other organizations that support need Coaching/assisting a community sports teams/activities
Assisting community members in need: the elderly, people with special needs, etc. Helping at a local library
Volunteering in a hospital Volunteering in senior citizens home Volunteering in daycare
Volunteering as a camp counsellor/leader in training Volunteering as youth group leader
Tutoring
Volunteering for charity and/or not-for-profit organizations (Terry Fox Run, CHEO, telethons, etc.)
Assisting at an elementary school after school Community festivals and special events Community Clean-Up events

Ineligible Activities

Kanata Academy International has determined that the following are ineligible activities for Community Involvement, in addition to those that the Ministry of Education has listed as ineligible: -student exchange programs

The Ministry's List of Ineligible Activities

The Ministry of Education clarifies that activities with the characteristics listed below to be considered as "ineligible" for community service.

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 "study hall" 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 provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- involves playing on a school sports team
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities; involves a court-ordered program (e.g., community-service program for young offenders, probationary program).

LIABILITY INSURANCE COVERAGE FOR THE HIGH SCHOOL'S COMMUNITY INVOLVEMENT PROGRAM

Community Sponsors should be advised that students who are performing volunteer work are protected by the school board's liability insurance, while they are performing their required forty (40) hours of community involvement service. Community sponsors are also protected by the board's liability insurance for claims that arise out of our students' volunteer activities for your organizations.

Community sponsors should also be aware that, like job-shadowing and other similar work-experience programs, students do not have accident insurance, nor Workplace Safety Insurance coverage through the school board. It is recommended that students involved in the program purchase Student Accident Insurance. The school board expects the community sponsors to ensure that student volunteers are provided with safety instructions, and are trained and supervised to ensure a safe and mutually beneficial volunteer experience.