



Student Name: \_\_\_\_\_

Description of Community  
Involvement Activity: \_\_\_\_\_  
\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone contact: \_\_\_\_\_

Date Activity Conducted: \_\_\_\_\_

Total Number of Hours:

**For office use:**

**LDCSS:** \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date Submitted*

***Personal Information Use Waiver***

In consideration of the right to attend, and participate in the activities which are a part of enrolment at London District Christian Secondary School, the student (and, if the student is a minor, his or her parent(s) or legal guardian(s)) hereby grants to LDCSS:

- ◆ the right to use personal information regarding the student and his/her family for any purpose connected to the internal workings of the school. This information will initially be collected at registration on family and student profile forms, but will be updated as needed.
- ◆ the right to publish in a student directory the name of the student; parent(s)/guardian(s); addresses (mailing, home, e-mail); home phone/fax numbers; student grade level.
- ◆ the right to share the above information with other parents who have children enrolled at LDCSS
- ◆ the right to share the above information with school affiliated committees for the purpose of establishing transportation routes to LDCSS, assessing tuition, soliciting participation in fundraising activities.
- ◆ the right to share the above information with Christian post-secondary educational institutions
- ◆ for any purpose connected with promoting LDCSS, the right to use the student's name, voice, and likeness in any writings, photographs, films and recordings of the student while he or she is participating in school related activities at LDCSS and any biographical information submitted by the student to LDCSS and to use, reproduce, publish, and distribute the same.

## Information on the Community Involvement Diploma Program

### Introduction:

Although service ideally flows freely from a heart filled with gratitude to God, we sometimes need to teach and learn service by giving it some structure. Exposure to service opportunities allows for the possibility of personal growth and heightens the awareness of the needs of others and the creation. While LDCSS students are required to complete a minimum of 40 community service hours for graduation, it is hoped that each student will develop habits of life-time service.

Effective September 1, 1999, every student who begins secondary school in Ontario will be required to complete 40 hours of community involvement 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 school.

It should be noted that students will not be paid for performing any community involvement activity.

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

### Community Involvement Expectations for the LDCSS Diploma:

For LDCSS, the base requirement of 40 hours will be calculated according to **three** categories (Community Involvement, School/Church, and SERVE Projects). While all service hours must meet Ontario Secondary School Diploma conditions, the following stipulations apply to the three categories:

- **Category 1 Community Involvement** – a minimum of 10 hours must be served in the local broader community (may not directly benefit the local church and Christian school communities) and may not take place outside of the province of Ontario.
- **Category 2 School/Church** – a maximum of 20 hours served in the immediate church/school communities may be included in the 40-hour base requirement
- **Category 3 Mission Projects** – a maximum of 20 hours for a church sponsored “SERVE” or mission project may be attributed to the 40-hour base requirement.

Explanation: Students may complete all of their required hours in Category 1. Students may complete as many hours as they wish in Category 2 and 3; but without the minimum ten hours in Category 1, they will not meet the LDCSS diploma requirements. Furthermore, students who do not participate in *both* Category 2 and Category 3 will need to complete a minimum of 20 hours in Category 1 in order to reach the 40-hour base requirement.

**For transfer students:**

The required 40 community involvement hours will be modified as follows for students who have transferred to LDCSS from out-of-province part way through their high school education and for students who enroll at LDCSS after completing part of their high school education through a home-school program of studies.

	Grade 9	Grade 10	Grade 11	more than Grade 11
Number of years successfully completed in a secondary school program	1	2	3	more than 3
Community involvement hours required	40	30	20	10

**Roles and Responsibilities of Secondary School Principals**

The principal, through the Guidance Office, will provide information about the Community Involvement Program to parents, students, and community sponsors. The principal will make certain that the LDCSS Community Involvement Program complies with Ontario Ministry of Education expectations. Together with Guidance personnel, the principal will provide a list of approved community involvement activities.

**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 a student is under sixteen years of age;
- takes place in a factory if a 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;
- involves banking or the handling of securities, or the handling of jewelry, works of art, antiques, or other valuables;
- 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).

## **The LDCSS List of Eligible Activities**

### **Category 1 Community Involvement**

- Assisting at Day Camp
- Assisting with Vacation Bible School
- Assisting with local community theatres (ushering, stage building etc)
- Assisting with local community sports programs (i.e., coaching a team, time/scorekeeping, fundraising); NOTE: this may not include volunteer hours for a team of which the student is a member.
- Helping individuals and families in need within community neighbourhoods (i.e., shoveling snow, raking, babysitting, etc)
- Cleaning community parks, roadways, rivers etc.
- Helping at soup kitchens, food banks, packing food hampers etc (i.e. – Ark Aid Street Mission, Operation Christmas Child)
- Fundraising or collecting donations for non-charitable organizations such as Heart & Stroke Foundation, Canadian Cancer Society etc.
- Participating in 30-hour famine for World Hunger. Note: the school will grant 5 hours for students who participate but will grant 10 hours for participants who were also involved in organizing and planning the event.
- Working at local businesses (i.e., hospitals, veterinary clinics); note this may not include work that would normally be completed by an employee.
- Visiting with, singing to, or assisting the elderly in a nursing/retirement home setting
- Working in community thrift stores

### **Category 2 School/Church**

- Assisting at school fundraisers (i.e., bazaars, auctions, golf tournaments); NOTE: this may not include fundraisers from which you financially benefit such as raising money to pay for your SERVE trips.
- Babysitting and teaching Sunday School in local church
- Serving in church leadership positions (i.e., youth leader, praise bands, cadet counsellor)
- Assisting with cleaning projects or with programs such as libraries.
- Unpaid work for the benefit of church/school (janitorial work, library work, etc)
- Assisting with Christian elementary/high school athletic events (referee, coach, scorekeeper, etc); NOTE: this may not include volunteer hours for a team of which the student is a member.

### **Category 3 Mission Projects**

- SERVE mission trips (20 hours are counted for a week long trip)
- Any other week-long service or mission trips; usually these are organized through local churches or mission organizations.

Note: Other volunteer opportunities may be considered; however, students should first speak to Guidance personnel in charge of recording hours before submitting volunteer hours for activities not listed above.

December 2011