



COMMUNITY
SERVICE
MANUAL

WORKING TOWARDS YOUR
*ONTARIO SECONDARY SCHOOL
DIPLOMA (OSSD)*
AND YOUR
*ROCKWAY MENNONITE
COLLEGIATE DIPLOMA*

A SMALL SCHOOL  FOR A **BIG WORLD**

WORKING TOWARDS YOUR ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD) AND YOUR ROCKWAY MENNONITE COLLEGIATE DIPLOMA

The community service requirements for an Ontario Secondary School Diploma (OSSD), and an additional Rockway Diploma present our students with a valuable opportunity to exercise their call to love and serve others. **Rockway's Mission and Objectives** outline expectations and goals for students related to community service. These include:

- developing a distinctly Christian lifestyle and world view
- developing a wholesome respect for the needs of others
- establishing the basis for responsible participation in church and society
- providing opportunities for youth to integrate sound academic learning with growth in character, faith and service to God and all creation.

WE ARE CALLED TO SERVICE

Whatever gift each of you may have received, use it in service to one another, like good stewards dispensing the grace of God in its varied forms. 1 Peter 4:10

COMMUNITY INVOLVEMENT

EXPECTATION

- Ontario Secondary School Diploma (OSSD): Every student must complete a minimum of 40 hours of community service as one of the requirements for an OSSD.
- Rockway Diploma: Every student who chooses to earn a Rockway Diploma must complete a minimum of 60 hours of community service activities prior to their grade 12 graduation.
- Early completion of the Community Service Activity is strongly recommended.

PURPOSE

- to encourage students to develop awareness and understanding of civic responsibility.
- to increase awareness of the contribution they can make in supporting and strengthening their communities.
- to develop a positive image and a greater sense of identity within the community.

GENERAL INFORMATION

Students may complete the requirement at any time starting in Grade 9 and finishing before graduation. Students may complete either one or several service activities which total a minimum of either a 40 hour or 60 hour time commitment. Rockway's annual Envirathon Servathon, in which every Rockway student must participate, may be used as part of the service requirement, with service hours verified by a supervising teacher and indicated on the Community Service Activities form. Apart from Envirathon Servathon, the community service requirement must be completed outside of scheduled class time:

- during the lunch hour
- in the evening
- during the summer
- on weekends
- during school holidays

Students under the age of 18 years should plan/select their activities in consultation with their parents.

ELIGIBLE ACTIVITIES

These activities are non-paid and out-of-class time, and not part of a course requirement. This list contains examples of acceptable activities. Other activities not on this list may be eligible.

COMMUNITY ACTIVITIES

- **Fundraising**
 - canvassing, walkathons, celebrity games, gift wrapping, gala events, flower sales
- **Sports/Recreation**
 - coaching, Special Olympics, leisure buddy, summer games, pool assistant, volunteer score keeping at community tournaments
- **Community Events**
 - winter carnival, summer fair
- **Environmental Projects**
 - community clean-up, flower/tree planting, recycling program
- **Seniors' Residences**
 - serving snacks, helping with crafts, portering, visiting, reading
- **Committees**
 - advisory board, neighbourhood associations, regional associations, student trustee
- **Community and Church Projects**
 - work at a food bank, support services for seniors or the house bound, 4H Club, seasonal events, Rockway Thrift Shop, House of Friendship, Mennonite Central Committee, Ten Thousand Villages
- **Church Activities**
 - leading youth activities, children's programs, special events, clerical tasks, babysitting
- **Clubs and Youth Organizations**
 - volunteering activities organized by these groups; membership alone is not eligible
- **Children/Youth**
 - drop-in centres, breakfast programs, after school programs, March Break programs, leaders in training, summer playgrounds and camps, child care centres
- **Office/Clerical**
 - reception, computer work, mailings, newsletters, pamphlet delivery
- **Animals**
 - animal care
- **Arts/Culture**
 - galleries, playing music, library, museums and heritage sites
- **Activities for Individuals Requiring Assistance**
 - Home maintenance for seniors (refer to Ineligible Activities List)
 - Shopping for shut-in people
 - Recreational activities designed for those with special needs

INELIGIBLE ACTIVITIES

- The Ministry has developed a list of activities that may not be chosen as Community Service Activities. These are referred to as 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, any 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 a 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 horseback riding
- Involves handling of substances classed 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
- 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 the activities for a court-ordered program (e.g. community service program for young offenders, probationary program)
- Involves simple membership in a school or community club
- Is part of a Community Service Day during regular scheduled class time

If a student proposes to undertake an activity that is not on the list of approved activities, the Principal will determine whether the student's proposed activity is acceptable in consultation with the appropriate supervisor office.

NOTE: The Principal is not required to give approval of activities that are on the list of approved activities.

HOW TO GET STARTED

Students should begin by thinking about activities in their community, church, school or with an individual. Some suggestions of places to go within the community are listed below - but use your imagination! The list is endless.

- Go to a Volunteer Fair or call local volunteer centres for dates and times
- Contact
 - public institutions
 - regional or local governments
 - private enterprises
 - your local church or service clubs to assist with some of their projects
 - local libraries information centres for a list of agencies in the community
- Student Services has a **Community Involvement Resource Binder** compiled by The Volunteer Action Centre of Kitchener, Waterloo and Area (68 Queen St. N., Kitchener, N2H 2H2 519-742-8610). This binder contains numerous local volunteer opportunities.

NOTE:

THE MINISTRY
POLICY MEMO
124A
STRESSES THE
MAJOR ROLE THAT
STUDENT/PARENTS
/GUARDIANS MUST
PLAY IN THIS
INITIATIVE

ROLES AND RESPONSIBILITIES

SCHOOL BOARDS

The Rockway school Board is responsible for the implementation of the community service activities for our school. This responsibility includes publishing a list of eligible and ineligible activities and an overview of the roles and responsibilities of the principal, student, parents and person or organization sponsoring an activity. In addition, the school Board must provide information related to questions of insurance and liability.

INSURANCE

Rockway's general liability insurance will protect the student volunteers for legal liability due to property damage or bodily injury to a third party that may arise from a students' volunteer activities during the required 60 hour period.

PLEASE NOTE:

- Board liability insurance does not cover the community sponsors for lawsuits that arise from their negligence or for student injuries in the workplace. Sponsors are responsible for ensuring that their own liability insurance is in place.
- Students are not covered by the Workplace Safety & Insurance Board in the event of personal injury.
- Students and parents are encouraged to purchase Student Accident Insurance, available in our school each September.
- Rockway expects community sponsors will provide students with safety instructions, safety equipment (if necessary), training and supervision of students.

PRINCIPAL

Principals must provide information and relevant forms about the community involvement requirement to parents, students and community sponsors. This will include the board's list of approved activities from which to choose.

Following completion of the 60 hours of community service and the submission of necessary documentation, the principal will determine whether the student has met the requirement and, if so, will record it as completed on the student's official transcript.

The number of completed hours of community service will be documented annually on the student's report card.

STUDENTS

Students must be familiar with Rockway's *Community Service Manual*. In consultation with their parents, youth workers, pastors, guidance counselors or teachers, students will identify areas of community service which are of interest and will perform and document their community service as outlined in this manual.

The student will select an activity (or activities) from Rockway's list of approved activities OR, if the activity is not on this list of approved activities, the student will obtain written approval from the principal as indicated on the *Community Service Activities* form.

When the activity is completed, the student must ensure that the *Community Service Activities* form is filled out properly. The safekeeping and accuracy of this form through the year is the responsibility of the student and parent/guardian (if the student is under 18). The *Community Service Activities* form **must be turned into the main office not later than May 15 of each school year**, signed by the sponsor of each activity and the student's parent/guardian (if the student is under 18). At that time the appropriate number of service hours will be transferred onto the student's records. Students are certainly encouraged to exceed the minimum 60 hours of service if they desire.

- When accepting a placement, the student should consider the following:
- Show up ready to work on time
- Dress correctly for the agreed duties
- Act professionally
- Be respectful of others
- Listen to instructions
- Do the job to the best of your ability and ask for directions if unsure
- Call and notify your superior prior to the scheduled activity if you are sick or cannot come to work
- Maintain confidentiality
- Work safely
- It is advised that students aim for completion **before their final year.**

Personal information contained on these forms is collected pursuant to Section 28.2 of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of the Community Involvement Requirement.

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PARENTS

Parents should provide assistance to their child in the selection of their community service activities. Parents must communicate with the community sponsor and the school principal if they have any questions or concerns.

A parent must sign the Community Service Activities form if the student is under the age of eighteen years. It is very important that parents assist their children in selecting appropriate activities that will provide safety and well-being. Parents/guardians must ensure that Health and Safety, Harassment, Hazardous materials or substances, locations and age appropriateness have been considered and are satisfactorily in place.

Since the school is not responsible for selecting specific community service activities and sponsors, parents must ensure that a community sponsor has adequate liability insurance to cover their child.

SPONSORS IN THE COMMUNITY

One of the purposes of the community service requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships.

Community sponsors must ensure that any training, equipment or special preparation that is required for the activity are provided, as well as appropriate liability insurance for student volunteers. It is crucial that students are able to fulfill their community service 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 ***Community Service Activities*** form.

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