



Niagara Catholic District School Board
CHRISTIAN COMMUNITY SERVICE
ADMINISTRATIVE OPERATIONAL PROCEDURES



400 – Educational Programs

No 400.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: March 20, 2023

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Christian Community Service at **Saint Paul Catholic High School**.

PREAMBLE

The Ministry of Education mandates that all secondary students must complete a minimum of 40 hours of community service to receive their Ontario Secondary School Diploma.

In Niagara Catholic, community service is identified as Christian Community Service where all students will benefit academically and spiritually from volunteering in their communities. Christian Community Service enables students to witness solidarity with individuals who are in need and/or who require assistance. It provides students with an opportunity to model the teachings of Jesus Christ and puts into practice the social teachings of the Church, and the Ontario Catholic School Graduate Expectations. Students learn firsthand the lessons of the Parable of the Good Samaritan and the corporal works of mercy.

Christian Community Service hours are to be completed outside of school hours, unless a student is participating in an activity during the student's lunch break and/or spare period. Students will not receive remuneration for their Christian Community Service hours.

Students in Grade 8 are able to start accumulating Christian Community Service hours in the summer prior to their entrance into Grade 9. Grade 8 students should contact their school Principal to obtain information about the Christian Community Service requirements.

GUIDING PRINCIPLES FOR CHRISTIAN COMMUNITY SERVICE

Student participation in Christian Community Service activities will further develop their awareness and understanding of civic responsibility and the contributions they can make in supporting and strengthening their communities.

Students benefit from Christian Community Service by:

- developing moral and ethical responsibility to school communities;
- understanding and accepting social and civic responsibility;
- accessing opportunities for intellectual development;
- developing peer leadership and mentoring skills;
- gaining a better understanding of multicultural and equity issues;
- building confidence in social situations; and
- gaining work experience and career awareness

RESPONSIBILITIES OF THE PRINCIPAL

1. The principal, in cooperation with the Religious Education and Student Services Departments will ensure that students, and parents/legal guardians are provided with the information and the necessary forms required to complete the Christian Community Service hour requirements, including information about the activities that are approved by the Board and the activities that are ineligible.
2. If a student proposes to undertake an activity that is not on the Board approved list of activities, the principal will determine whether the activity is acceptable. If approved, the principal will sign the Christian Community Service Activities Form. This form can be retrieved from Student Services and/or the student's current Religion Teacher..
3. The principal will confirm that students who are eligible for graduation have completed the 40 hours of community service requirement to receive their Ontario Secondary School Diploma. **Completion of Christian Community Service hours will be indicated on the Ontario Student Transcript.**

RESPONSIBILITIES OF STUDENTS AND PARENTS/LEGAL GUARDIANS

1. At **Saint Paul High School**, students are responsible to annually complete and submit the required form within the required timelines called:
 - **Completion of Christian Community Service Activities Form**
2. Students are responsible for selecting approved Christian Community Service activities in consultation with their parent/legal guardian. If an activity is not identified on the Board approved list of activities, a student requires the principal's OR religion teacher's signature beside the activity.
3. Before beginning any Christian Community Service activity, each student must receive consent from their parent/legal guardian, if the student is under 18 years of age, unless the student is 16 or 17 years of age and has withdrawn from parental control.
4. Upon completion of the Christian Community Service activity, students are responsible to complete and submit the Completion of Christian Community Service Activities Form signed by the individual or organization that provided the community involvement activity to verify that the activity has been completed. The form must also be signed by the student's parent/legal guardian, if the student is under 18 years of age, unless the student is 16 or 17 years of age and has withdrawn from parental control.

Students should retain a copy of the completed, Completion of Christian Community Service Activities Form for their records.

RESPONSIBILITIES OF STAFF

The Religious Education Department (classroom teachers at Saint Paul) will verify that the identified community service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Service Activities Form, and forward the form to Student Services. These completed hours will be inputted into the student's profile.

A due date will be selected at the end of each semester.

APPROVED AND INELIGIBLE ACTIVITIES

Niagara Catholic Approved Christian Community Service Activities

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are approved Christian Community Service activities:

- Catholic/Christian social service agencies or social justice groups: Wells of Hope, Right to Life, Out of the Cold, Catholic Women's League, Knights of Columbus
- Participation in Parish ministries: Children's Liturgy, Alter Server, Minister of the Word, Eucharist Minister, Music Ministry
- Involvement in charitable church activities: church bazaars, special events
- Assist with sports teams, community leagues, house leagues, recreational programs
- Fundraising for not-for-profit organizations: Red Cross, United Way, Meals on Wheels, Stair Climb for Cancer, Rankin Run, Gift Wrapping for Arthritis
- Volunteering at Community Care, Society of St. Vincent de Paul, Multicultural Centres, Homeless Shelters, Hospitals, Hospice Niagara, Nursing/Retirement Homes, Local Food Banks, Humane Society
- Participating in Pilgrimage and/or any school activities that support Social Justice initiatives
- Participation in activities that promote the human rights and well-being of all groups in society,
- Participation in environmental initiatives: community clean-up, tree planting
- Service clubs: Rotary Club, Lions Club, YMCA/YWCA, Girl Guides, Boy Scouts
- Unpaid academic tutoring-at Saint Paul's Tutoring Club.

Any activities that do not fall within the scope of the examples listed above must be approved by the Catholic secondary school principal.

INELIGIBLE ACTIVITIES

The Ministry of Education has developed a list of activities that **may not be chosen** as community involvement activities:

- A requirement of a class or course in which the student is enrolled (i.e., co-operative education portion of the course, job shadowing, work experience).
- An activity that takes place during the time allotted for the instructional program on a school day; however, activities during the student's lunch break or spare period are permissible.
- An activity that takes place in a logging or mining environment, if the student is under sixteen years of age.
- An activity that takes place in a factory, if the student is under fifteen years of age.
- An activity that 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.
- **An activity that would normally be performed for wages by a person in the workplace.**
- An activity that involves the operation of a vehicle, power tools, or scaffolding.
- An activity that involves the administration of any type or form of medication or medical procedure to other persons.

...list continued next page

- An activity that involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act.
- An activity that requires the knowledge of a trades person whose trade is regulated by the provincial government.
- An activity that involves banking or the handling of securities, or the handling of jewellery, works of art, antiquities, or other valuables.
- An activity that consists of duties normally performed in/at homes (i.e. **daily chores, babysitting, raking leaves, shovelling snow, cleaning the house**) or personal recreational activities.
- An activity that involves a court-ordered program (i.e., community-service program for young offenders, probationary program).

Niagara Catholic District School Board Ineligible Activities:

- Activities completed for reward (i.e. bonus marks);
- Work normally done for a wage or any form of payment;
- Work required for a course in which the student is enrolled;
- Any activity that provides direct financial benefit or other immediate gain to the student or to the student's family/relatives;
- Scorekeeping/managing school teams **during the school instructional day**;
- Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.

COMMUNITY SPONSORS

Community Sponsors are responsible for providing a safe environment and the appropriate training, equipment and preparation for students who will be under their supervision. They must be aware of the "ineligible activities". The person (not a parent/legal guardian) supervising the student's activity must verify the date(s) and number of hours completed on the Completion of Christian Community Service Activities Form provided by the student.

LIABILITY INSURANCE

The Niagara Catholic District School Board's liability insurance covers students who are involved in Christian Community Service, however, it is recommended that parents/legal guardians purchase [Student Accident Insurance](#).

References

- [*Ontario Catholic School Graduate Expectations, 2nd Edition 2011, Institute for Catholic Education*](#)
- [*Ontario School: Kindergarten to Grade 12: Policy and Program Requirements, 2016*](#)
- [*PPM 124a - Ontario Secondary School Diploma Requirement: Community Involvement Activities in English Language Schools*](#)
- [*Ontario Catholic Secondary Curriculum Policy Document for Religious Education, 2016*](#)

Adopted Date:	June 26, 2001
Revision History:	June 12, 2012 May 22, 2018 March 20, 2023