

SECONDARY STUDENT COMMUNITY INVOLVEMENT GUIDELINES

LEARNING FOR A LIFETIME



*From the Bluewater Vision
Statement:
We accept personal responsibility as
contributing members of our local
and global communities*

Examples of eligible activities (outside of school hours):

Coaching/Teaching/Assisting

for example:

- minor hockey, ball, soccer, figure skating, Cubs, Guides, etc.
- library reading group, tutoring
- lining sports fields, score keeping

Leadership

for example:

- students' council
- executive of Junior Farmers, 4-H, Lions, etc.

Environmental Support

for example:

- clearing trails, shovelling, recycling

Community Events

for example:

- canvassing for Heart and Stroke, etc.
- community fundraising
- fall fair volunteer

Personal Support

for example:

- hospital teen volunteers
- Amnesty International
- helping seniors/challenged individuals with shopping/cleaning etc.

LIABILITY INSURANCE COVERAGE

Bluewater District School Board is pleased to advise our Community Sponsors that students who are performing volunteer work for your organizations are protected by the school board's liability insurance, while they are performing their required forty 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 will be responsible for ensuring that their liability insurance will protect them for their involvement in this program.

Community sponsors should also be aware that students do not have accident insurance, nor Workplace Safety Insurance coverage through the school board. 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.

An activity is ineligible if it:

- is a requirement of a class or course in which the student is enrolled (e.g. co-operative 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 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 trades person 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;
- 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).

Community Involvement Activity Notification and Completion

NEW: Beginning Summer of 2011 Gr. 8 students may begin completing their Community Involvement Hours during the summer before entering Gr. 9. It is strongly recommended this form be submitted no later than June 1 of a student's graduating year.

Activity	Number of Hours	Completion Date (DD/MM/YY)	Location	Supervisor's Name	Supervisor's Phone Number	Supervisor's Signature	Principal/Designate's Signature (*if required)

***If the activity is NOT on the "Eligible List", you must obtain your Principal's signature BEFORE starting the activity.**

I _____ hereby confirm that I have completed the above activities, totalling at least 40 hours of community service, as set out (Student's Name-please print) according to the information in this booklet.

_____ Date _____ Parent's/Guardian's Signature: _____ Date _____

_____ Date _____

Principal's Signature: _____ Date _____

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. This information will be destroyed one year after a student's retirement from the school.

For Office Use Only	<input type="checkbox"/>	Completion of 40 hours has been noted on student's OST	_____ Signature of School Official	_____ Date