



Lighthouse Academy Canada

STUDENT COMMUNITY INVOLVEMENT

A Secondary School Graduation Requirement

Information Manual for Lighthouse Academy (LHA) Students and
Families

The best way to find you is to lose yourself in the service of others. - Mahatma Gandhi

This document is a modified version of the Toronto District School Board's Community Involvement Manual With much appreciation to the TDSB Guidance and Student Success Department



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A SECONDARY SCHOOL GRADUATION REQUIREMENT

As stated in Ontario Secondary Schools, Grade 9 to 12: Program and Diploma Requirements, 1999 (OSS) every student who begins secondary school during or after the 1999-2000 school year must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD).

PURPOSE

We envision student athletes who pursue academic and athletic excellence, demonstrate a global perspective and community responsibility. The purpose of the student community involvement requirement is to encourage students to:

- develop a generous and compassionate response to the local community and to the world
- foster an awareness and understanding of social and civic responsibility
- experience and celebrate the contributions they can make in supporting and strengthening their communities

The student community involvement activities must total a minimum of 40 hours and must be completed in order to be eligible for the OSSD

- As of July 2011, a student can begin to fulfill this requirement in the summer he/she is entering grade 9
- The activities must not be part of a credit course
- Student community involvement activity must be completed outside of scheduled class time
- The activities must be unpaid
- “Volunteer” is not necessarily “community service”
- Volunteer work conducted in a commercial setting does not qualify as community service
- Students cannot volunteer at a place of business by working for “free”
- A single forty-hour activity or a series of shorter-term activities may be undertaken. However, students are encouraged to participate in the community involvement component over the course of their secondary school career
- Students must submit updated records of their completed activities as they are done, or by the date requested at the NSA



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ELIGIBLE COMMUNITY INVOLVEMENT ACTIVITIES:

The following guiding principles, read in conjunction with the list of the ineligible activities, are intended to assist the students and the parent(s)/guardian(s) to determine whether a planned activity is acceptable for the completion of the community involvement requirement.

GENERAL PRINCIPLES:

- Fundraising – includes canvassing and assisting with the organization of events for the benefit of the community, such as walkathons, celebrity games, gala events, bazaars, etc.
- Sports/recreation – includes coaching and helping to organize tournaments, sporting events, track meets and summer games or volunteering as a leisure buddy or pool assistant
- Community Events – includes helping to organize winter carnivals, parades, and summer fairs
- Community Projects – includes participating in organized food drives; or support services for community groups
- Environmental Projects – includes participating in community clean-up, flower/tree planting, recycling, and general beautification projects and activities
- Volunteer Work with Seniors – includes assisting in a seniors' residence, e.g.– serving snacks, helping with activities, pottering, or participating in visiting and reading programs
- Committee Work – includes participation on advisory boards, neighbourhood associations, and regional associations
- Religious Activities – includes participation as a volunteer in church & other religious institution's classes, children's programs, and special events
- Youth Programs – includes volunteer assistance in the operation of youth programs such as Scouts, Guides, recreation centre activities, breakfast programs, March Break programs, summer playground activities
- Office/Clerical Work – includes volunteer activity in reception, computer work, and mailing for individuals or groups providing charitable or general community benefit
- Work with Animals – includes volunteer involvement with animal care or volunteer assistance at a local zoo or petting farm
- Arts and Culture – includes volunteer assistance at a gallery, performing arts production or program, or in a community library program
- Activities for Individuals – includes any volunteer activity that assists



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- someone who requires the assistance with shopping, tutoring, snow removal, housekeeping, writing letters or transcribing, or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy
- School Community Service – may include service within the school community that provides benefit to others that takes place outside the regular school day

INELIGIBLE ACTIVITIES:

The Ministry of Education and Training (Policy/Program Memorandum No.124A – April 27, 1999) 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" period 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 jewelry, works of art, antiques, or other valuables;
- Consists of duties 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).



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The LHA has determined that the following are also ineligible activities, in addition to those that the Ministry has listed as ineligible:

1. Any activities that provides direct financial benefit or gain to the student or to the student's immediate family;
2. Any association with an organization or an organizational activity that does not comply with the ethical standard, policies, procedures and regulations of both the Ministry of education and the LHA code of conduct.

ROLES & RESPONSIBILITIES:

Parents/Guardians:

Parents/guardians should provide assistance to their child in the selection of their community involvement activities. Parents/ guardians also are encouraged to communicate with the community sponsor and the school Principal if they have any questions or concerns.

Students:

Students will, in consultation with their parents, select an appropriate activity from the list of eligible activities. If the student wishes to be involved in an activity which is not on the list of approved activities, the student must obtain written permission from the Head of School prior to beginning the activity. The student is responsible for the completion and submission of the Student Community Involvement Activity form within the time frame given by the LHA.

At all times, the student is expected to complete the community involvement in a manner consistent with the Lighthouse Academy's Code of Conduct and expectations outlined in the LHA Family Handbook.



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The following is a list of recommended behaviours:

- showing respect for the community sponsors and their workplaces
- punctuality
- appropriate dress and grooming
- good manners
- a willingness to listen and follow instructions
- a willingness to clarify instructions when in doubt
- the ability to maintain confidentiality