



Niagara Catholic District School Board  
**CHRISTIAN COMMUNITY SERVICE**  
ADMINISTRATIVE OPERATIONAL PROCEDURES

400 – Educational Programs

No 400.3

Adopted Date: June 26, 2001

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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.

## PREAMBLE

Christian Community Service enables students to witness solidarity with people who are in need and who require assistance. It provides students with an opportunity to model the teaching of Jesus Christ and puts into practice the social teaching of the Church. Students learn firsthand the lessons of the Parable of the Good Samaritan and the corporal works of mercy. Christian Community Service fosters an understanding of civic responsibility and participation; helps students develop and share their skills with others in the wider community; and develops strong ties between students and their community which fosters valuable and long-term relationships. Involvement in Christian Community Service reflects the Ontario Catholic School Graduate Expectations and is an essential component of the Religious Education program for students in Grades 9 to 12 in the Niagara Catholic District School Board.

As stated in Ontario School: Kindergarten to Grade 12: Policy and Program Requirements 2011 every student who begins secondary school must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). These activities may be completed at any time during the secondary school program.

Students in Grade 8 are able to start accumulating Christian Community Service hours in the summer prior to their entrance into Grade 9. This service must comply with this administrative operational procedures, ensuring that the summer activity is eligible and that necessary approval and proper documentation is completed.

1. Students in Grades 9 to 12 will select one or more Christian Community Service activities in consultation with their parents/guardians. These activities will be completed during each year of secondary school as an essential component of the Religious Education program in order to fulfill the diploma requirement of 40 hours for graduation. The total of 40 hours of Christian Community Service would be the minimum expectation for students. The Secondary school principal may approve special requests.
2. Christian Community Service is a service one gives to the community. It is service spent on community projects, which could be of a cultural, humanitarian, athletic or fund-raising nature. The community could be a club, a parish, an organization, or a public institution. Students will be expected to select an activity that meets the criteria as described in the Niagara Catholic District School Board Information Brochure and the Guiding Principles for Christian Community Service.
3. Community involvement activity hours, mandated by the Ministry of Education as part of the requirements for an Ontario Secondary School Diploma (OSSD), may not necessarily follow the Guiding Principles of Christian Community Service. Although valid and important experiences, these activities will not be recognized for Christian Community Service within the Religious Education class, although the hours still count toward the forty (40) volunteer hours needed for graduation.

### **Guiding Principles for Christian Community Service**

- An event or activity designed to be of benefit to the community;
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to Catholic standards and does not conflict with Catholic values;
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance;
- Participation in global initiatives/projects that do not conflict with Catholic values;
- Participation in an event or activity that promotes positive environmental awareness and action;
- Participation in activities that promote the human rights and well-being of all groups in society, as long as the values of these groups are in harmony with Catholic teaching;
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association or political organization that seeks a positive contribution to the community and is not in conflict with Catholic teaching.

### **Appropriate Christian Community Service Placements**

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the following service placements constitute Christian Community Service:

Catholic/Christian social service agencies or social justice groups

- Charitable activities – assistance at church bazaars, pancake suppers, spaghetti suppers
- Coaching minor sports
- Community Care residences
- Fundraising for not-for-profit organizations
- Homeless shelters
- Hospitals and Hospices
- Retreat Leaders for Catholic Elementary and Secondary School programs (before and after school hours)
- Parish ministries
- Local food banks
- Nursing homes
- Pilgrimage or any school activities that support Social Justice initiatives
- Refugee centres
- Service clubs
- Unpaid academic tutoring
- Volunteering at the Humane Society

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**

#### **Ministry of Education Ineligible 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 breaks or "spare" periods 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.
- 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 the home (i.e. daily chores) or personal recreational activities.
- An activity that involves a court-ordered program (i.e., community-service program for young offender, 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;
  - Any association with an organization or an activity that conflicts with the ethical standards and teachings of the Catholic Church;
  - 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.
4. Students will be responsible for completing all documentation according to Board requirements. The forms Notification of Planned Christian Community Service Activities and the Completion of Christian Community Service Activities must be completed each year by students.
  5. The Christian Community Service Activities Form must be submitted to the school by the required date as communicated by the school Religious Education Department staff, in conjunction with the Student Services Department, and as outlined in the school's student agenda or on the school website. Religious Education Department staff will verify that the identified service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Services Activities Form, and forward the forms to Student Services to input the completed hours into the student's profile.
  6. If a student enrolled in a Niagara Catholic Secondary School is interested in completing their Christian Community Service over the summer, or in a semester in which the student does not take a Religious Education course, the student must complete a Notification of Planned Christian Community Service Activities form and submit it to the Program Chair of Religious Education prior to the beginning of the summer holidays or the semester the student is enrolled in the Religious Education course for pre-approval.
  7. 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" as outlined in the Board's Information Brochure. The person (not parent/guardian) supervising the student's activity must verify the date(s) and number of hours completed on the Completion of Christian Community Services Activities' Form found on the Catholic Secondary School's website.
  8. Principals, in co-operation with the Religion and Student Services Departments, are responsible for sharing information and documentation with students, parents and the broader community, approving

special requests, and ensuring that completed Christian Community Service hours are entered on a student's official transcript and report card.

9. The Niagara Catholic District School Board's liability insurance covers students who are involved in Christian Community Service, but it is recommended that students participating in the program 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\*](#)

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