



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MEMO: Administrative Council Memo – ACM 34 (2009-2010)

MEMO TO: Secondary Principals and Vice-Principals
Secondary Program Chairs: Religious Education
Secondary Program Chairs: Student Services

FROM: Administrative Council

DATE: Tuesday, June 8th, 2010

SUBJECT: **CHRISTIAN COMMUNITY SERVICE – REVISION 2010**

CONTACT: Terri Pauco, Religion and Family Life Consultant

Catholic secondary schools play an important role in teaching students that service to people who are in need and who require assistance is an expected and authentic response to what it means to being a Catholic-Christian. This type of service learning provides students with an opportunity to follow the teaching of Jesus Christ and put into practice the social teachings of the Church. Students learn first hand the lessons of the Parable of the Good Samaritan and the corporal works of mercy.

Christian Community Service addresses the Catholic Graduate Expectations, specifically:

- CGE1d - Develops attitudes and values founded on Catholic social teaching and acts to promote social responsibility, human solidarity and the common good
- CGE1g - Understands that one's purpose or call in life comes from God and strives to discern and live out this call throughout life's journey
- CGE1i - Integrates faith with life
- CGE4a - Demonstrates a confident and positive sense of self and respect for the dignity and welfare of others
- CGE4c- Takes initiative and demonstrates Christian leadership
- CGE5c - Develops one's God-given potential and makes a meaningful contribution to society
- CGE6e - Ministers to the family, school, parish, and wider community through service

Christian Community Service is a requirement of every Religious Education course from Grades 9 to 12. The parameters for Niagara Catholic Christian Community Service are described in **Board Policy 400.3** and its accompanying **Administrative Guidelines**. Service one gives to the community could be of a humanitarian, cultural, or fund-raising nature. These activities will be completed during each year of secondary school 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. This service requires **ten (10) hours** per academic year of volunteer experience directly related to secondary schools' social justice initiatives, commitment to the ministries of the local parish and unpaid help with local community agencies, institutions, and non-profit service organizations. The principal may grant special requests. Please see Eligibility requirements below. The hours for Christian Community Service are to be completed outside regular school hours.

Documentation

Students will be responsible for completing all documentation according to Board requirements, in consultation with their parents. The form, Notification of Planned Christian Community Service Activities must be completed each year by the student and submitted to the student's current Religious Education teacher. The Program Chair of Religion will verify that the identified service activity meets the criteria for Christian Community Service.

Eligibility

For incoming Grade Nine students, hours served in the summer, prior to the first semester of attendance at any Niagara Catholic secondary schools are *not* eligible for Christian Community Service or Community Involvement Hours.

If an enrolled student is interested in completing his/her Christian Community Service over the summer, or in a semester in which he/she does not take a religious education course, the student must complete a Notification of Planned Christian Community Service Form and submit it to the Program Chair: Religious Education prior to the beginning of the summer holidays or the semester student is enrolled in the Religious Education course.

Approval

The person supervising the student's activity must verify the date(s) and number of hours completed on the Completion of Christian Community Services Activities' Form. Parents and guardians, while they may be involved with their child's volunteer experience, may **not** sign off as a supervisor. 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 handbook or on the school website.** Religious Education Department staff will 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 Maplewood profile.

Mandatory Christian Community Service Assignment

Every Religion course has a mandatory assignment or project based on a student's personal reflection about new learning gained from his or her Christian Community Service. Failure to complete this reflection will result in a failing grade for this assignment or project.

Notification

Principals, in cooperation 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.

Appropriate Christian Community Service Placements

(Reference: see Guiding Principles for Christian Community Service, Policy 400.3)

- Pilgrimage, Starvathon, or any school activities designated toward raising money for developing countries
- SCOEP retreat leaders (before and after school hours)
- Parish ministries (i.e. altar server, Minister of the Word, Minister of the Eucharist, Youth Ministry, Music Ministry)
- Catholic/Christian social service agencies or social justice groups (e.g. Wells of Hope, Right to Life, Out of the Cold, Catholic Woman's League, Knights of Columbus)
- Charitable activities – assistance at church bazaars, pancake suppers, spaghetti suppers
- Local Food banks
- Hospitals and Hospices (e.g., facilitating recreational activities)
- Nursing homes
- Community Care residences
- Homeless shelters
- Refugee centres
- Fundraising for non-profit organizations (e.g. Stair Climb for Cancer, Rankin Run, gift wrapping for Arthritis, etc.)
- Coaching minor sports (e.g. CYO league, not for profit sports leagues, elementary school teams, etc.)
- Unpaid academic tutoring
- Service clubs (e.g. Girl Guides, Boy Scouts, YMCA, YWCA...)
- Volunteering at the Humane Society

Any activities that do not fall within the scope of the examples listed above must be approved by the Principal.

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, though the hours still may count toward the forty (40) volunteer hours needed for graduation.*

Ministry of Education Ineligible Activities

- a requirement of a class or course in which the student is enrolled (e.g., co-operative education portion of the course, job shadowing, work experience);
- 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;
- 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, antiquities, or other valuables;
- consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities;
- involves a court-ordered program (e.g., community-service program for young offender, probationary program)

Examples of the above ineligible activities may include:

- Any activity that takes place during school (note: lunch and spares are excluded from this provision)
- Activities completed for reward (e.g. Bonus marks)
- Work normally done for a wage
- Work for any form of payment
- Work required for a course in which the student is enrolled
- Baby-sitting, shoveling snow, raking leaves for family and friend
- Any activity that provides direct financial benefit or other gain (political, social, etc) 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 (part of co-curricular involvement);
- Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.

For further information, please contact Terri Pauco, Religion and Family Life Consultant at terri.pauco@ncdsb.com.

cc. Administrative Council

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