



Inukshuk Academy

**Education Built on Inukshuk Values of Strength, Guidance, and Community
Commitment to Academic Excellence and Student Success**

Community Involvement Requirements

As part of the Ontario Secondary School Diploma (OSSD) requirements, every student must complete a minimum of **40 hours of unpaid community involvement activities** that contribute positively to their community. This requirement is established in accordance with Policy / Program Memorandum **PPM 124**, issued by the Ontario Ministry of Education.

Community involvement activities must:

- Be unpaid and completed outside scheduled instructional time
- Support the development of civic responsibility and community engagement
- Be approved by the school in accordance with Ministry and school guidelines

The school will provide students with:

- A list of eligible and ineligible activities
- Procedures for recording and verifying completion of hours

All completed hours must be documented, verified, and stored in the student's Ontario Student Record (OSR).

1. Student Responsibilities

Students are responsible for:

1. Selecting appropriate volunteer activities that align with school and Ministry guidelines.
2. Submitting a Notification of Planned Community Involvement Activities form before beginning activities (signed by a parent/guardian if under 18).
3. Recording all completed hours in the official tracking booklet or forms provided by Inukshuk Academy.
4. Submitting a Completion of Community Involvement Activities form (signed by the community sponsor and parent/guardian if under 18).

Any activity not on the approved list must receive written approval from the principal before it begins.

2. Parents/Guardians

Parents and guardians are encouraged to:

1. Assist students in selecting safe and meaningful activities.
2. Sign approval forms if the student is under 18.



3. Maintain communication with community sponsors and the principal if concerns arise.
4. Ensure appropriate personal accident or liability insurance coverage for their child while volunteering.

3. Community Sponsors

Community sponsors are individuals or organizations that agree to provide a student with a volunteer opportunity. Sponsors are expected to:

1. Provide necessary training, equipment, and supervision.
2. Ensure a safe environment at all times.
3. Verify dates and number of hours on the official completion form.
4. Carry appropriate liability insurance, as students are not covered by Workplace Safety Insurance or school accident insurance through Inukshuk Academy.

4. Approved Activities

Examples of approved community involvement activities include:

1. Fundraising for non-profit organizations
2. Coaching or assisting in community-level sports
3. Assisting in religious or cultural activities (e.g., teaching Sunday school, helping at bazaars)
4. Supporting seniors (e.g., grocery delivery, yard maintenance)
5. Volunteering with food banks, fairs, or community committees
6. Participating in environmental projects (e.g., litter clean-up, recycling drives, planting gardens)
7. Writing letters to seniors in care homes
8. Virtual peer tutoring in reading, communication, or academic skills
9. Volunteering with animal care organizations (e.g., animal shelters, farms)
10. Supporting health organizations (e.g., Canadian Blood Services, hospices)

5. Ineligible Activities

The following activities do not qualify for community involvement hours:

1. Paid work of any kind (e.g., babysitting)
2. Cooperative education programs, school-organized activities (e.g., cadets, sports teams).
3. Daily household chores or personal recreation
4. Work that displaces a paid employee
5. Activities in unsafe or unsupervised environments
6. Any role involving operation of motor vehicles, power tools, scaffolding, or handling hazardous substances
7. Administration of medication or medical procedures
8. Employment-restricted environments for underage students (e.g., logging, mining under 16; factories under 15; workplaces under 14 without supervision)
9. Banking, securities, or handling valuables (e.g., jewelry, artwork)



10. Activities tied to court-ordered programs (e.g., probation, community service orders)

6. Principal's Role

The principal of Inukshuk Academy will:

1. Provide, with the course advisor, students and parents with guidelines, on course selection and changing, forms, and the list of approved activities, and the one are not listed, when appropriate.
2. Confirm the successful completion of 40 hours.
3. Record completion in the student's OST, OSR, and final report card.

