Community Service Program

The goal of the Community Service Program at Ashbury College is to encourage students, through collaborative and reciprocal engagement, to serve the larger community in response to authentic needs. Ashbury students are required to take the initiative to give of their time and abilities to help others.

We believe that community service also provides students with an opportunity to reflect on and learn from different and perhaps challenging circumstances. Community service can also foster empathy for others, motivate a deeper personal commitment to making a difference in society, and shape a concrete understanding of the common good. It is our hope that all students will grow in their commitment to community service both during and after their time at Ashbury.

This document is divided up into the following sections:

- A. **Requirements and Restrictions**
- B. **Insurance and Workplace Safety Disclaimer**
- C. **Eligible community service activities**
- D. **Ineligible activities for community service**
- E. **Roles and Responsibilities**
- F. **ManageBac Reporting Procedure**

A. Requirements and Restrictions

Community Service is an Ontario Secondary School Diploma (O.S.S.D.) graduation requirement. In order for community service hours to be counted towards the O.S.S.D and the Ashbury Diploma they must meet the following requirements.

1. **Achievement Requirements**

   1. The Ontario Secondary School Diploma (O.S.S.D.) requires a minimum of 40 hours of community service.
   2. The Ashbury Diploma requires a minimum of 60 hours of community service.
   3. Students may start to accumulate eligible community service hours in the summer before they enter grade 9.
   4. Students transferring to Ashbury from other schools can transfer community service hours completed in grades 9-12 and confirmed by their former school(s).
   5. Service hours from the Duke of Edinburgh, Round Square, and International Baccalaureate CAS programs also count towards both achievement requirements for the Ashbury Diploma and the Ontario Secondary School Diploma. Community Service hours and approvals from the Duke of Edinburgh and Round Square programs need to be entered into ManageBac by the student. PDFs or screen captures of approvals of community service from Duke of Edinburgh, Round Square programs can be uploaded as evidence in ManageBac.

2. **Community Service Opportunity Requirements**

   1. Only **supervised/observed hours** count towards community service. Only service activities that have an on-site supervisor are eligible. There must be a supervisor present, who oversees the service activity and can authorize the service work was completed. This is a necessary mechanism for eligible community service activities. The supervisor must also be willing to confirm that the service work has been completed either electronically or by signature.
   2. As a rule, eligible community service activities are **supportive** in nature, where students take on **assisting roles in structured programs**. This means that the student's role is peripheral to the existence of the

program or event in question. See sections C and D for more details. An exemption to this rule can be made for *supervised* activities developing charity events.

3. **Club membership and co-curricular participation** does not constitute eligible community service, although individual service activities may qualify.
4. Eligible community service activities must be performed **outside the time allotted for the instructional program** on a school day. Community service activities that take place during the student's lunch breaks or "spare" periods are permissible.
5. Students **may not be paid** for their work and their service activities **must not displace a paid worker**. If the activity would be done for a wage in the case that a volunteer could not be found, then a paid worker is being displaced.
6. **Neither fellow students nor family members may be supervisors** of eligible community service.
7. Students **may not earn community service hours helping in or around the home**, with extended family, or at the family business.
8. See sections C. and D. for more information on eligible and ineligible activities.

3. **Reporting Requirements**

1. During the school year, students are to record their eligible community service activities on an on-line program ManageBac: https://ashbury.managebac.com/login See section F for details.
2. The reporting deadlines are before the end of November, February, and May, i.e., prior to each report card period. Students involved in **long-term volunteer opportunities** are asked to submit their cumulative hours before the end of November, February, and May.
3. Students must provide adequate **reflection** on what he or she has experienced and learned in the process of their community service.

4. **In-school Service Restriction**

1. **Only 20 hours** of in-school assisting will *count towards fulfilling the Community Service achievement requirements*.
2. In-school service hours in excess of 20 hours are encouraged and will count towards the student's total community service hours at graduation, once the achievement requirement for community service has been completed.

B. Insurance and Workplace Safety Disclaimer

Community sponsors and parents should be advised that students who are performing community service work are not covered by liability insurance through Ashbury College while they are performing their community service. Parents might want to ask their insurance company whether they might have or acquire coverage under their personal policies.

Community sponsors should also be aware that, like job shadowing and other similar work experience programs, students do not have accident insurance or Workplace Safety Insurance coverage through Ashbury College.

Ashbury College expects the community sponsors to ensure that student volunteers are provided with safety instructions and are trained and supervised to ensure safe and mutually beneficial volunteer experience.

C. Eligible community service activities

The following list is not exclusive but contains some examples of activities that are suitable for completion of the community involvement requirement. Many other activities aimed at the betterment of the community may be

suitable. Where an activity does not clearly fall within the suggested examples, Ashbury College has the discretion to approve areas of involvement on a case-by-case basis.

1. a) **Not-for-profit agencies** – includes voluntary activities for any not-for-profit institution or foundation that would not displace a paid worker.

1. b) **Businesses or for-profit agencies** – includes voluntary activities with dedicated volunteer programs or that are charitable-based and would not displace a paid worker.

2. **Support for Individuals** – includes assistance to those in need with shopping, housekeeping, writing letters or transcribing, hospital visitation or chronic care.

3. **Learning Assistance** – includes activities in structured programs that promote tutoring, mentoring, coaching, reading buddies or whose purpose is to help others who require such assistance.

4. **Ethical Contributions** – includes affiliation with a club, religious organization or political organization that seeks to make a positive and ethical contribution to the community or supports ethical work of a global nature.

5. **Community Projects** – includes participating in food drives or supporting groups, such as 4H Clubs, Welcome Wagon, or Meals-on-Wheels.

6. **Community Events** – includes helping to organize winter carnivals, parades and community celebrations.

7. **Sports/Recreation** – includes coaching and helping to organize Special Olympics, sporting events or games, or volunteering at a recreation centre.

8. **Environmental Projects** – includes participating in community clean-up, flower/tree planting, recycling and neighbourhood beautification projects.

9. **Work with Seniors** – includes assisting in a seniors' residence, serving snacks, supporting craft activities or participating in visiting and reading programs.

10. **Youth Programs** – includes assistance with youth programs, March Break programs, Leaders in Training, socializing special needs youth, summer playground activities and camps.

11. **Religious Activities** – includes participating as a volunteer in programs for children, childminding, Sunday school assistance, clerical tasks and other events.

12. **Arts and Culture** – includes assisting at a gallery, performing arts production or in a community library program.

13. **Committee Work** – includes participating on advisory boards, neighbourhood associations and regional organizations.

14. **Office/Clerical Work** – includes activities in reception, computer work and mailings for groups **providing charitable or general community benefit**.

15. **Fundraising** – includes walk-a-thons for community benefit, celebrity games, gift wrapping, gala events and sales for charitable purposes, exclusive of door-to-door canvassing.

16. **School Community Service** – includes service within the school community that provides benefits to others and takes place outside the time allotted for the instructional program on a school day, such as peer mentoring, tutoring or helping.

Note: Being a member of a committee, club or organization of itself is not an eligible activity, although services provided by that committee, club or activity may be eligible, if they meet the criteria stated.

D. Ineligible activities for community service

Any activity that:

- would displace a paid worker;
- would pay the student;
- takes place during the instructional program of a school day;
- is required as part of a credit course, such as a cooperative education placement, 'Take Our Kids To Work' experience in grade 9, job shadowing or the work experience component of a course;
- involves playing on a school sports team;
- is part of regular family responsibilities;
- is part of a court-ordered community service program, alternative measures program or any diversionary program that uses community service;
- involves the operation of a vehicle, power tools or use of scaffolding;
- involves the administration of any form of medication or medical procedure to other persons;
- involves the handling of substances classified as "designated substances" under the Occupational Health and Safety Act;
- requires the knowledge of a tradesperson (e.g., electrician);
- involves banking, securities or other valuables;
- involves a student under 16 in a logging or mining environment;
- involves a student under 15 in a factory environment; or
- involves a student under 14 in any working environment (unless accompanied by adult).

E. Roles and Responsibilities

Student

- plans activity with parents or guardians;
- secures placement(s);
- completes volunteer full activity description on ManageBac (see section F for details);
- gets involved;
- completes adequate reflection;
- secures volunteer supervisor confirmation; and
- documents service activity on ManageBac, completing it prior to each report card period.

Parent / Guardian

- provides assistance in the student's volunteer placement selection;
- communicates with the school and community service placement supervisor about any concerns; and
- reads and understands the Insurance and Workplace Safety Disclaimer (see section B above).

Volunteer Activity Supervisor

- informs prospective student volunteers of approvable volunteer activities (see sections C and D above);
- ensures adequate supervision of student volunteers;
- provides all training or special preparation required for volunteer activity;

- provides all required equipment (if necessary);
- reads and understands the Insurance and Workplace Safety Disclaimer (see section B above); and
- agrees to confirm (typically via e-mail sent by our data logging software, ManageBac) a set total number of supervised volunteer hours for the student volunteer.

Ashbury College Community Service Coordinator

- communicates Community Service Program Requirements for the Ashbury Diploma and O.S.S.D. to students and parents/guardians;
- reviews, approves and confirms the documentation completion of volunteer activities;
- manages and supports on-line recording/documentation software ManageBac;
- ensures Community Service Program requirements are met; and
- records approved, completed activity to Student Services.

F. ManageBac Reporting Procedure

1. **Student logs into their ManageBac account**

- https://ashbury.managebac.com/login
- Ashbury e-mail address = user name
- To create or change a password: click on the "Forgot your password?"

2. Student goes to Portfolio page

- Go to the "Ashbury" tab
- Click "CAS" to access the Portfolio page

3. Student adds an Activity

- Click the "Add CAS Experience" button
- Complete all Experience details (requires Experience Name, Approach(es), Start and End date, Description and Goals of an approvable Service, selection of the Service button, Service hours, Type of Service Action, Supervisor Name, Supervisor E-mail, and selection of targeted learning outcomes)
- Click "Add CAS Experience" button

4. Student adds a Reflection

- Click "Add Reflections & Evidence" button
- Write or upload an adequate reflection. An adequate reflection is described in "Reflection Writing Requirements" section. It does not have to be a written reflection.
- Click "Add Reflections & Evidence" button at bottom before leaving page

5. Community Service Coordinator approves Activity

- The Community Service Coordinator is notified of new activities the day after they are entered
- The Community Service Coordinator reviews the activities entered and, if eligible, marks it "Approved." If ineligible, the service activity is "rejected".

6. Student requests a Supervisor Review of their Activity

- Once a reflection is addred the student selects/clicks "Request Supervisor Review" (to send e-mail to supervisor). The supervisor's e-mail address **MUST** be accurate.
- Note: This button does not appear until there is a completed Activity Form (3), a completed Reflection (4), and the activity is approved (5).

7. Community Service Coordinator confirms Activity report is "Complete"

- Requires an approved Activity (3, 5), adequate Reflection (4), and affirmative Supervisor Review (6)