

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Volunteerism Credit	CODE: HMBB
LEGAL STATUS: The Education Act (1995) Sections 4(1), (1.1)(c), 4.02 and 149(1) The Saskatchewan Employment Act, 2013 Occupational Health and Safety Regulations, 1995 Occupational Health and Safety Act, 1993, Section 14(1) Saskatchewan Ministry of Education Volunteerism Policy, 2023 Board Motion #282.23	DATE APPROVED: 27 Nov 23

Background:

It is recognized that opportunities for learning exist outside of regular Secondary Level Program. The Volunteerism Credit gives students the opportunity to participate in community service projects for not-for-profit and other approved organizations, that can assist them in building pathways to the workforce. The Volunteerism Credit allows students to pursue activities in which they have considerable interest or ability but which are not within the scope of the regular curriculum or the program being offered in the schools. Volunteerism enhances the well-being of self while supporting the community.

Policy:

The Prince Albert Roman Catholic Separate School Division will recognize a minimum of 100 hours of volunteer time for not-for-profit organizations and other approved organizations, as per Ministry guidelines, for one or more community service activities. One credit may be granted upon successful completion of the elective requirements for graduation.

Definitions:

Community Service Activities refers to organized activities led by not-for-profit organizations, public sector institutions (including schools, hospitals, long-term care facilities and child care facilities), businesses, and informal settings that contribute to the health of the community and broader society.

Volunteer refers to someone who gives their time in support of helping others with no expectation of gain or material benefit in return.

Volunteerism refers to the act of volunteering through community service activities. Volunteerism enhances the well-being of self and others while providing meaning service to the individual, organization and community. Volunteerism can assist students in building pathways to the workforce; it is another form of applied learning and work exposure that supports career decision making while providing a context for learning.

Guidelines:

1. A Volunteerism Credit will be identified as Volunteerism Credit 30
2. A Volunteerism Credit requires a minimum of 100 hours of volunteer time for one or more community service activities. These hours must be undertaken and completed outside of the regular school program hours.
3. Volunteerism hours must be completed in grades 10-12.
4. To earn a volunteerism credit, the student must be enrolled in a regular 24 credit program in the school they are attending.

5. All Volunteerism hours to be completed for a credit will be carried out by the student with the permission of parent. The principal will endorse credit hours according the Volunteerism Policy.
6. The principal must establish a plan to communicate to parents/guardians and students about the volunteerism credit and provide all forms needed to apply, select and complete the required hours.

Procedures:

1. The student must be enrolled as a grade 10 to 12 student in a regular 24 credit program with Prince Albert Roman Catholic Separate School Division and register for the Volunteerism Credit.
2. The student must identify appropriate community service activities.
3. The student must submit a personalized learning plan to the school administration using the Volunteerism Student Plan (Appendix A) **Student Plan: Volunteerism 30** that is signed by the student and parent/guardian.
4. The student cannot include any of the **Ineligible Volunteerism Activities** (Appendix B) as part of the plan.
5. The student must submit the **Volunteerism 30 Student Log** (Appendix C) to school designate (Guidance or Teacher as assigned by Principal) at the end of each semester as to monitor the progress of the volunteer hours.
6. The parent/guardian must review and approve with the student the volunteer activities.
7. The parent/guardian must check in with the student during the plan and provide any supports needed for the successful completion of the plan.
8. The parent/guardian assumes any liability and responsibility related to the student's plan and volunteer experience.
9. A minimum of 100 hours of volunteer time for one or more not-for-profit community service activities must be undertaken and completed outside of the regular school program hours.
10. The principal must pre-approve the student volunteerism plan.
11. The principal will affirm the Volunteerism 30 credit standing to the Ministry of Education. The student will receive a Standing Granted (SG) as a final mark record when the submission of the plan/proposal and hour log as per form 8.1 Secondary Level Non-Academic Courses New Mark Addition is successfully completed.
12. The signed plan and hour log are to be kept in the Student Cumulative file for five years.

Appendix A: Student Plan: Volunteerism 30

Sections 1, 2 & 3: To be completed by the student.

Please Print

Section 1: Student Information											
Last Name:								First Name:			
Grade:				School:							
Section 2: Plan Overview											
In this section, identify the community service activities by organization to the used to fulfil the 100 hour of volunteerism requirement.											
Section 3: Community Service Organization Information											
Organization Name:											
Last Name:								First Name:			
Phone Number:								Email:			
Organization Name:											
Last Name:								First Name:			
Phone Number:								Email:			

Organization Name:													
Last Name:						First Name:							
Phone Number:												Email:	
Organization Name:													
Last Name:						First Name:							
Phone Number:												Email:	

Attach additional pages if needed.

Student

Signature

Day			Mon				Year				

Parent/Guardian

Signature

Day			Mon				Year				

Principal or Designate

Signature

Day			Mon				Year				

**** The signed plan and hour log are to be kept in the Student Cumulative file for 5 years. ****

Appendix B: Ineligible Volunteerism Activities

The ministry has developed a list of activities that should not be chosen as volunteerism hours for community service activities. These are referred to as 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., Life Transitions community service portion of a course, job shadowing, work experience/work placement);
- 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, "spare" periods, before or after regular school hours is permissible;
- occurs on a construction site, pulp mills, saw mills, wood working establishments, smelters, foundries, refineries or metal processing or fabricating operations;
- occurs in a confined space, production process, meat, fish or poultry processing plant;
- occurs in a forestry or logging operation, on a drilling or servicing rig, as an operator of powered mobile equipment, a crane or a hoist;
- may result in exposure to a chemical or biological substance is likely to endanger the health or safety of the person or requires the handlings and administration of any type or for of medication or medical procedure to other persons;
- occurs in power line construction or maintenance;
- would normally be performed for wages by a person (i.e., a paid employee in the workplace);
- may result in banking or the handling of securities, or the management of jewelry, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities (e.g., clubs, teams, etc.); and,
- involves activities for a court-ordered programs such as young offenders or probationary program.

Appendix C: Volunteerism 30 Credit Student Log

Name: _____

A minimum of 100 hours is required for Volunteerism 30 credit recognition. Please log the hours below and have the community service organization mentor sign off.

[illegible]