

Community Involvement Activities Tracking Form



THE STUDY
ACADEMY

Student Legal Name:	Principal
Ontairo Education Number:	Telephone

Notification of Planned Community Involvement Activities Please provide the information requested below about the Community Involvement Activities in which your plan to participate.

#	Proposed Activity	Proposed # of Hours	Location and Telephone Number	Supervisor's Name	Parent's Signature Student's Signature	If student is under 18 years of age	Principal's Signature (If required)
1						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is each activity identified on the school board's list of approved activities? If you check "NO", you must obtain written approval from the principal (the principal's signature above) before starting each activity.

Completion of Community Activities Involvement Please submit this form to the school when you have completed 40 hours of Community Involvement Activities, or when the principal requests it.

#	Completed Activity	Actual # of Hours	Date of Completion	Location and Telephone Number	Parent's Signature Student's Signature	If student is under 18 years of age	Supervisor's Name and Signature	
1						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total								

For Office use only	Date _____
<input type="checkbox"/> Completion has been noted on the student's O.S.R.	Signature of the School Official _____

NOTE: Information on this form is collected under the authority of the Education Act. Questions about this collection of personal information should be directed to the principal.

COMMUNITY INVOLVEMENT ACTIVITIES

Introduction

All students must complete a minimum of 40 hours of unpaid community involvement activities before graduating from high school. This requirement is additional to the 30 credits needed for a high school diploma. Students will be able to choose their community involvement activities, within guidelines that will be provided by The Study Academy. Students will be responsible for fulfilling this requirement on their own time, and for keeping a record of their activities on a form supplied within this registration package (Community Involvement Activities Tracking Form, CIATF).

Students will select one or more community involvement activities in consultation with their parents. A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older. Selection of activities should take into account the age, maturity, and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment, and preparation. The safety of the student is paramount.

Roles and Responsibilities of the Student

In consultation with their parents, students will select an activity or activities from the approved list, or choose an activity that is not on the list – provided that it is not specified on the ineligible list. Any chosen activity not on the approved list requires written approval from the principal before beginning the activity.

Before beginning any activity, students will provide the principal with a CIATF indicating the activity or activities that they plan to participate in. This form must be signed by the student, and her or his parent if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned.

Students must submit a completed CIATF to the school administrator upon completion of the 40 hours or at appropriate intervals determined by the principal. For students from schools outside of Ontario participating in the PLAR Equivalency process, the principal will determine the number of required hours and will communicate this to the family.

Roles and Responsibilities of Parents

Parents should provide assistance to their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the CIATF if the student is under the age of eighteen years. The Study Academy is not involved in the selection process of activities or of community sponsors; parents are required to screen community involvement activities for appropriateness and safety for their child.

List of Eligible Activities

The Study Academy approves the activities listed below for the completion of the community involvement requirement (students are not required to choose from this list):

- Assistance to seniors
- Environmental projects
- Working with charitable and service organizations
- Community sports and recreation activities
- Specific school-related activities
- Community activities
- Working in health facilities

Please consult the student handbook, available at <http://thestudyacademy.ca/resources/Handbook.pdf> for the list of eligible activities and more information.