

GUIDELINES FOR A COMMUNITY SERVICE STUDENT-INITIATED PROJECT CREDIT

Students can make a contribution by volunteering for worthwhile causes or organizations. The civic skills, knowledge and attitudes obtained from such community service activity can increase a student's self esteem and maturity, and provide more awareness of the needs of others in the community.

A student who participates in such activities in Senior Years may earn a credit for graduation purposes. (Increasing Choice and Flexibility: Changes To Senior Years Graduation Requirements Status Report, Attachment B, Manitoba department of education, June 2002).

(1) **Student Roles and Responsibilities**

To obtain a Community Service Student-Initiated Project (SIP) credit, students are required to:

- (a) Discuss this credit opportunity with their parents/guardians and provide the school with a completed and signed copy of the Parent/Guardian Approval Form (JJK-E1). Students who are 18 years of age or older are not required to include a parent signature on this document.
- (b) Indicate their intention to participate in a community service activity for the purpose of obtaining a Community Service SIP credit to the school before commencing the activity and before the end of the first month of either semester.

Students must discuss with the principal or the principal's designate the anticipated civic skills, knowledge, and attitudes that will be obtained as a result of the community service activity in order to obtain a preliminary evaluation approval from the school for a Community Service SIP credit and the level of credit that will be recognized for that activity.

- (c) Understand that, given that there is no formal course, course enrolment is not required.
- (d) Participate in a community service activity a minimum of 110 hours for a full credit or 55 hours for a one-half credit and, together with the community organization or group, keep track of the hours spent on the activity.
- (e) Understand that a credit obtained for a Community Service SIP is for an activity that is outside the regular school program, does not include formal enrolment, or work that is part of a course approved by the Manitoba

GUIDELINES FOR A COMMUNITY SERVICE STUDENT-INITIATED PROJECT CREDIT

department of education. It does not include a work education program or a program that is conducted off the school premises under the authority of the school board.

- (f) Understand that students may each earn a maximum of only one credit over the entire senior years program using the Community Service SIP credit option. This credit can be at the 11G, 21G, 31G, or 41 G level and can be applied to the 30 credits required for graduation purposes. Whether the community service activity will be recognized for a Community Service SIP credit will be based upon the civic skills, knowledge and attitudes obtained by the student in the community service activity and approved by the school before the commencement of the activity and confirmed by the school upon completion of the community service activity. The grade level of the students when they complete the credit shall determine the level of the credit granted to student who earns the Community Service SIP credit.
- (g) Provide the school with documentation, such as a letter or statement from the community organization or group indicating:
- that participation took place;
 - when participation took place;
 - the number of hours contributed by the student;
 - the civic skills, knowledge and attitudes obtained in the community service activity.

The student must also:

- submit a response that will be appropriate to and vary in length according to the student's grade level;
 - participate in an interview;
 - provide a logbook indicating the number of hours volunteered for the organization.
- (h) Understand that in approving the community service activity before commencement of the activity the school will evaluate only the civic skills, knowledge and attitudes to be obtained in the activity and will not evaluate any hazards that may be associated with the community services activity. **Neither the school, the school division nor the provincial department of education will be liable for any injury to the student or for any damage to or loss of property of the student caused by or in any way related to the student's participation in a community service activity.**
- (i) Assume responsibility for their own safety, along with their parents/guardians. Students should discuss concerns relating to the community service activity

GUIDELINES FOR A COMMUNITY SERVICE STUDENT-INITIATED PROJECT CREDIT

with their parents/guardians and, together, they should exercise discretion, be aware of safety issues and investigate the community organization's or group's liability insurance coverage for volunteers before deciding that the student will participate in the community service activity.

- (j) Understand that withdrawal from the community service activity is possible at any time for any reason, including for the reason that the community service activity workplace conditions are not acceptable to the student or to the student's parents/guardians.
- (k) Understand that a community service activity will not be recognized for a Community Service SIP credit where the activity involves assisting immediate family members.
- (l) Understand that a Community Service SIP credit is an optional credit.
- (m) Understand that in order for a community service activity to be recognized for a Community Service SIP credit, no remuneration or honorarium can be accepted.
- (n) Understand that court imposed community service cannot be used for the Community Service SIP credit.

(2) School Roles and Responsibilities (Administrators and Teachers)

- (a) Discuss this credit opportunity with the Advisory Council for School Leadership/Parent Council representing the school.
- (b) Notify teachers and students about the availability of this optional credit opportunity and the requirements for recognition of a community service activity for a Community Service SIP credit.
- (c) Provide parents/guardians with information about the credit so that they can discuss this optional opportunity with their children and decide whether they wish to have their sons/daughters participate. Vehicles for sharing this information include school web sites, student agenda books, school newsletters and program description books.
- (d) Provide Parent/Guardian Approval Forms (JJK-E1) to students who wish to participate and make decisions on whether to approve or not.

GUIDELINES FOR A COMMUNITY SERVICE STUDENT-INITIATED PROJECT CREDIT

- (e) Recognize a Community Service SIP Credit that has been recognized by another school or school division.
- (f) Record the Community Service SIP Credit using the code 8977 provided by the provincial department of education for reporting the credit. The Community Service SIP does not require registration with the provincial department of education as do other SIPs that have a classroom component and are monitored by a teacher.
- (g) Enroll the student in the Community Service Credit in the student information system with a mark of INC until the student completes the credit, graduates from the school or withdraws from the school.

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Legal/Cross Reference: