

COMMUNITY SERVICE GENERAL INFORMATION AND GUIDELINES
ETHICS AND RELIGIOUS CULTURE COURSE (404 and 502)
(SUBJECT TO CHANGE)

STUDENT'S ROLE AND RESPONSIBILITIES:

- Secondary 4 students must perform community service on a weekly basis beginning the week of October 16th, 2017 and ending the week of April 9th, 2018. Community service must be done during the student's secondary 4 academic year (*exception is the Costa Rica Service Trip*).
- 30 hours is required over a minimum of 20 visits between October and April. (Ex.: 20 visits X 1.5 hours = 30 hours).
- Exceptions will be the holiday break, exam week, spring break, major holidays, and level field trips. Students are not required to attend service during these periods.
- On VMC pedagogical days, students are required to attend service.
- Students are permitted up to three (3) justified absences. Four (4) or more missed visits will result in a deduction of marks and or failure. Students are strongly encouraged to make up any absences.
- Students are required to perform community service outside the VMC building. The service must have a human contact where the student is servicing humanity. Clerical or secretarial work is not permitted and is not considered community service. Students are not to accept payment for their service. Community service is supposed to reinforce the values of kindness, generosity, and compassion.
- Students are required to engage in a continuous service, as opposed to short-term or intensive services. Exceptions are the Lighthouse Food Bank (during schools hours,) and the Costa Rica Service Trip. Any intensive service possibilities must be brought to the attention of your ERC teacher, who will speak with the school Spiritual Community Animator, who will speak to school principal, and finally if the community service is deemed appropriate, it will be taken to staff council or Governing Board for approval ..
- Students **MUST** write a weekly journal entry where they reflect on that week's visit. Entries need to be a minimum of 125 words in length. Entries must respect the template or format requested by their ERC teacher.
- Students **MUST** have their ***Attendance Record Sheet*** dated and signed at the end of every weekly visit.

- Students **MUST** respect all due dates and deadlines for handing in all documents and journal entries. Marks will be deducted per day late.
- Students are required to wear their VMC uniform during community service, unless the service is on the weekend or involves specific attire. If so, students are encouraged to dress appropriately. They are ambassadors of VMC.
- The **Service Information Form** must be approved by the ERC teacher and Mr. Speranza for each service that is part of the required 30 hours.
- **SIGN-UP DATES:** September 20th – 21st, 2017 and September 27th – 28th, 2017 with Mr. Speranza in Room 001.

DETAILED GRADING:

- Grading: 40% of Competency 2 for Term 2 **AND** 40% of Competency 2 for Term 3 of the ERC course.
- Grading is divided into two (2) parts:

JOURNAL ENTRIES + *SUPERVISOR'S EVALUATION and ATTENDANCE RECORD*

(20%) + (20%) = 40%

- Only ERC teachers and community service supervisors are allowed to evaluate the students.
- ERC teachers will distribute evaluation forms and envelopes to each student. The student is responsible to take the evaluation to his or her supervisor so it can be completed. The student is then responsible to return the completed and signed evaluation form in the sealed envelope to his or her ERC teacher.
- The journal entries, the **Supervisor Evaluation Form**, and the **Attendance Record Sheet** must be submitted by the student to the ERC teacher for complete evaluation.
- Once the teacher has verified the **Supervisor Evaluation Forms**, they may be given to Mr. Speranza to keep on file.

ERC TEACHER'S ROLE:

- To support the values of the community service program and to pass them on to the students so as to motivate them.
- The start date, end date, rules, and guidelines to be enforced by the ERC teacher.
- To distribute and explain all forms in September (forms include: **Parental Acknowledgment Form, Service Information Form, Attendance Record Sheet, Sample Journal Entry Sheet, and Sample Supervisor Evaluation Form**).
- To explain the importance of keeping a weekly journal and the format for each entry.
- To explain the grading criteria.
- To distribute the **Supervisor Evaluation Forms** and envelopes (twice).
- To pick up and grade journals, **Supervisor Evaluation Forms**, and **Attendance Record Sheets** twice. (January and April).
- Once collected and verified all forms (**Parental Acknowledgment Forms, Service Information Forms, and Supervisor Evaluation Forms**), they will be given to Mr. Speranza to keep on file.
- To approve, with Mr. Speranza, any change a student might want to make. (Ex: type of service, service duties, day of week, etc...).

MR. SPERANZA'S ROLE (SCA):

- To come speak to each ERC class in September to introduce the values, importance, and purpose of the community service program at VMC.
- To be in charge of sign ups. To make sure every Secondary 4 student has been placed at an approved service.
- To facilitate/help the process for students to choose a service.
- To be the liaison between the service and the students. To contact the service to advise them which students will be doing their service there. **(In early October – before the service starts)**.
- To keep a record of where and which day each student is doing their service.

- To keep the **Parental Acknowledgement Forms**, **Service Information Forms**, and **Supervisor Evaluation Forms** only once completed and verified by the ERC teacher. The ERC teacher will give them to Mr. Speranza.
- To do routine check-ups/calls to ensure students are committed and to communicate any issues to the student's ERC teacher. The ERC teacher will communicate with the student's parents should the need arise.

ADMINISTRATION'S ROLE:

- To honor VMC's primary mission; "to develop the well-rounded student who is not only committed to academic achievement, but to community responsibilities as well" (student handbook, pg. 3).
- To preach and support the importance and value of community service at the welcome back assembly for the Secondary 4 students (1st day of school).
- To recognize the students who have excelled and gone above and beyond during their community service. To reward these students at the Awards Banquet in May. The community service program deserves just as much recognition as sports and clubs.
- To include a more detailed explanation in the student handbook that informs both students and parents that community service is a mandatory program in the Secondary 4 ERC course. *Perhaps in the "Curricular Standards" section of the handbook (pg. 4).*

SERVICE'S ROLE:

- To welcome students from Vincent Massey Collegiate.
- To thoroughly explain the duties to the VMC students.
- To keep track, date, and sign the student's **Attendance Record Sheet**.
- To complete, sign, and seal in an envelope the student's **Supervisor Evaluation Form**. To return it to the student. This must be done twice (January and April).
- To communicate with Mr. Speranza if a student is not co-operating and or is not fulfilling his or her assigned duties.

PARENT / GUARDIAN'S ROLE:

- To encourage and motivate their child to attend community service.
- To support VMC's values regarding community service.
- To be aware of their child's schedule so the child fulfills his or her community service duties.
- To be aware of the due dates to hand in documents and journals for evaluation.