
Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Alternative Senior Years Credits](#)

[Assessment, Evaluation and Reporting](#)

[Graduation Requirements](#)

[Organization for Instruction](#)

Form Cross Reference:

[Community Service Credit Parent Approval Form](#)

Legal/Regulatory Reference:

[Manitoba Regulation 167/99 \(High School Graduation Requirements\)](#)

The Interlake School Division (ISD) supports volunteerism within the community. To acknowledge the efforts of those students who make a contribution by volunteering for worthwhile causes or organizations outside the school system, a Community Service Credit may be granted under the guidelines of a [Student Initiated Project \(SIP\)](#). Upon satisfying the requirements, as agreed upon with the Principal of the school, a student will receive a Community Service Credit for 55 hours (0.5 credit) and 110 hours (1 credit) to a maximum of one credit for certified volunteer activities.

Activities, which normally take place within the school such as coaching a school team, student council, TADD, etc. do not qualify as activities in support of this credit.

There will be no percentage grade given for the Community Service Credit and it may be used as one of the 30 credits required for graduation within the Province of Manitoba. A maximum of one Community Service Credit can be obtained throughout Grades 9 to 12.

1. Student Roles and Responsibilities

To obtain a Community Service SIP Credit, a student is required to:

- a) Discuss this credit opportunity with his/her parents/guardians and provide the school with a completed and signed copy of the [Community Service Credit Parent Approval Form](#).
- b) Indicate his/her intention to participate in a community service activity for the purpose of obtaining a Community Service SIP Credit to the school prior to commencing the activity and the start of the school semester. Discuss 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 from the school respecting whether the school will recognize the proposed community service activity 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 enrollment is not required.
- d) Participate in a community service activity a minimum of 110 hours for one (1) credit or 55 hours for one-half (0.5) credit and, together with the community organization or group, keep track of his/her hours.
- e) Understand that a student may earn a maximum of only one (1) credit over the entire senior years program using the Community Service SIP Credit opportunity. This credit can be at the 11G, 21G, 31G, or 41G level and can be applied to the 30 credits required for graduation purposes. Whether community service activity will be recognized for a Community Service SIP Credit and the level of credit that will be recognized will be based upon the level of the civic skills, knowledge and attitudes obtained by the student in the community service activity and evaluated by the school upon completion of the community service activity.
- f) Provide the school with documentation, e.g. a letter from the community organization or group or a SIP approval form indicating that participation took place, when it took place, the number of hours contributed by the student and the civic skills, knowledge and attitudes obtained in the community service activity.
- g) 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 enrollment, or work that is part of a course approved by Manitoba Education. It does not include a work education program or program that is conducted off the school premises under the authority of a school division.
- h) Understand that in evaluating the community service activity prior to the 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 service activity. Neither the school, the Division nor Manitoba 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 along with parents/guardians the responsibility for safety. A student should discuss concerns relating to the community service activity with his or her 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 his/her parent/guardian.

- 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) Share information regarding this credit opportunity with students/teachers/parents/guardians and Parent Advisory Councils representing the school.
- b) Provide the [Community Service Credit Parent Approval Form](#) to students who wish to participate and make decisions on approval.
- c) Share the information about liability. Neither the school, the school division nor Manitoba 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. A student and his or her parents/guardians bear the responsibility for the student's safety. A student should discuss concerns about the nature of the community service activity with his or her 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.
- d) Recognize a Community Service SIP Credit that has been recognized by another school or school division.
- e) Record the Community Service SIP Credit as pass/fail as per Manitoba Education guidelines. The Community Service SIP does not require registration with Manitoba Education, as do other SIPs that have a classroom component and are monitored by a teacher.