

Volunteers

Policy 2150

May 26, 2015

The Board of Education believes that community volunteers can make valuable contributions to the education of students. The Board believes that the use of volunteers supports parental involvement, complements the skills and expertise of employees, assists schools in providing enriching, learning experiences and extracurricular programs, and strengthens lines of communication among the school, home, and community.

It is the intent of the Board to comply with the provisions of collective agreements, including those provisions which restrict the use of volunteers.

The Board expects that school volunteers will be selected, oriented, and supervised in order to minimize risk to students, maximize contribution to realizing School District objectives, and to ensure the protection of the privacy of students, their families and all student records.

Guidelines

1. The Principal and/or Vice-Principal shall ensure that adequate safety precautions are in place.
 - 1.1 Volunteers will be supervised by an employee of the Board who is familiar with District policies and codes of conduct.
 - 1.2 Volunteers shall not be permitted to have their non-enrolled or non-participating children accompany them during structured instructional activities. (Notwithstanding Field Trips Policy 6220 Section 4.2.5.1)
 - 1.3 The Principal and/or Vice-Principal will complete a community volunteer form during a meeting with the volunteer.
 - 1.4 The Volunteer will receive information regarding school expectations.
 - 1.5 The Volunteer will complete the authorization for a criminal record check through the local RCMP office.
 - 1.6 The Principal and/or Vice-Principal will contact 2 local references.
 - 1.7 The Principal and/or Vice-Principal will review pertinent information, make the decision regarding approval, and notify the applicant of the decision to approve or not approve the application.
 - 1.8 Complaints about volunteers will be handled confidentially by the Principal and/or Vice-Principal, in consultation with the Superintendent.
 - 1.9 A volunteer's services may be terminated at the discretion of the Principal and/or Vice Principal, in consultation with the Superintendent.

Expectations of Volunteers

2. Volunteers must:
 - 2.1 adhere to the bylaws, policies, and regulations of the Board;
 - 2.2 speak and act toward students, parents, staff, and other volunteers with respect;
 - 2.3 respect complete confidentiality with regard to all students, personnel, and school matters;
 - 2.4 report all incidents of student or others' personal injury to staff;
 - 2.5 promptly report to the Principal, Vice-Principal or Superintendent if charged with or convicted of a relevant offense subsequent to a criminal record check.