

Administrative Procedure 555

Business Administration

VOLUNTEERS

BACKGROUND

The charter board recognizes the value and encourages the use of volunteers in the school.

DEFINITION

Volunteers are persons who assist the school and/or students in school educational activities, extra-curricular activities or other supportive activities under the direction of a teacher or administrator not including guest speakers, presenters, visitors to the school, parents assisting their own child in the school, school council members or board members.

PURPOSE

1. Volunteers provide support to the school and students either as resource persons or in supportive services.
2. Volunteers who act as resource persons are individuals:
 - 2.1 who have a relevant area of experience and expertise;
 - 2.2 who are involved in an activity on a short-term basis to enhance the education program; or
 - 2.3 whose visits are planned and supervised by a teacher or administrator.
3. Volunteers who provide support services assist teachers or groups of teachers directly or indirectly in achieving educational objectives by providing non-instructional services.
4. A volunteer may not be assigned to assist a teacher without the teacher's consent.
5. All volunteer positions must have a specified purpose and must be sponsored by either a certificated staff member or an administrator. It is with this in mind that an administrator will approve all volunteer positions.

Activities in which the volunteer will act in a capacity of trust and responsibility with students, supervised or unsupervised by a teacher, including volunteer drivers, (Refer to Administrative Procedure 556 Volunteer Drivers) require a Police Information Check (PIC) and a Vulnerable Sector Check (VSC) at no expense to the volunteer.

GENERAL

Any individual participating in a volunteer capacity is required to:

- complete and sign the Volunteer Registration Form obtained from the school office;
 - display the school issued volunteer card assigned to the individual; and
 - have a specified purpose for volunteering assigned by either a certificated staff member or an administrator for one or more events or occurrences.
1. Volunteer ID Cards
 - 1.1 Volunteer ID cards are issued by the school only when a school administrator or designate, or the superintendent has reviewed and approved the complete volunteer application package.
 - 1.2 Applicants for volunteer ID cards must submit all of the following in its entirety in order for a submission to constitute a complete volunteer application package:
 - 1.2.1 a completed Volunteer Registration Form;

- 1.2.2 a Police Information Check (PIC) provided by a local police authority that indicates the applicant does not have a criminal record (a PIC and VSC for Category A activities only); and
- 1.2.3 a declaration by the applicant of the details of all criminal records (if any).
- 1.3 If an applicant or security clearance discloses a criminal record, two administrators (one of whom is the superintendent) will review the applicant's suitability for the volunteer position based on the following factors:
 - 1.3.1 the type of charge or offence;
 - 1.3.2 the age of the charge or offence;
 - 1.3.3 the type of volunteer work for which the applicant is being considered;
 - 1.3.4 whether the criminal record impacts on the applicant's ability to perform those volunteer duties;
 - 1.3.5 whether the behavior associated with the offence(s) if repeated, may pose a threat of physical or sexual abuse to children or others; and
 - 1.3.6 other factor(s) which the principal and/or superintendent determines to be relevant.
- 1.4 Upon completion of the administrator's review of the complete volunteer application package, the administrator or designate, will advise the applicant regarding eligibility to volunteer only if the application is denied. Applications that are denied are not subject to appeal.
- 2. Notification of criminal charges
 - 2.1 Volunteers must notify an administrator of all criminal charges at the time the charge is issued, except for minor traffic violations.
 - 2.2 Volunteers charged with an offence under the Criminal Code of Canada may be suspended from their volunteer positions depending on the nature of the offence and its relationship to their duties.
 - 2.3 Conviction of any criminal offence or withholding information about a criminal offence/conviction may result in termination of a volunteer position with the school.
- 3. Confidential information
 - 3.1 All information collected through the complete application package is strictly confidential and will be used only by an administrator.

EXPECTATIONS OF VOLUNTEERS

- 1. All volunteers are responsible to act in the best interests of students, parents, visitors, fellow volunteers, employees and reputation of the school. This includes treating all students, parents, visitors, fellow volunteers and employees of the school with dignity and respect and being considerate of the circumstances.
- 2. All volunteers will adhere to the confidentiality of information agreement as specified on the Volunteer Registration Form.
- 3. Administrators and the charter board have the right to request a volunteer to cease their activities and dismiss where appropriate.
- 4. If a volunteer has a concern, it should first be brought to the attention of an administrator and if unresolved, subsequently to the superintendent and ultimately to the charter board. If a conflict of interest exists between two members at the administrator and direct supervisory level, concerns arising under this policy are addressed at the next level beyond the supervisor.

5. The principal may deny or revoke permission for a volunteer to work in the school if the volunteer is in breach of board polices or administrative procedures or if the principal considers it advisable.

Cross Reference: AP-560 Student Transportation Off-Campus
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APPENDIX A – VOLUNTEER OPPORTUNITIES

The following are lists of activities that may be undertaken by volunteers. The lists are not exhaustive and represent examples only. The lists are divided into two categories as defined in Administrative Procedure 555.

Category A (require a Police Information Check (PIC) and a Vulnerable Sector Check (VSC)):

- Chaperones for field trips (local, provincial, national or international)
- Classroom assistance under the direction and supervision of a teacher
- Unsupervised work with students
- Driving students to school-related events
- Assist with assemblies or drama productions, working directly with students
- Learning Commons (library) - work with students

Category B (do not require a Police Information Check (PIC)):

- Bulletin board development and maintenance
- Landscape maintenance
- Bottle drives
- Building/take down of sets for drama productions without students
- Stampeder games parking
- Grant writing
- Parent information meetings or workshop set-up
- Staff appreciation year-end luncheon
- Silent auctions
- Organizing parents for special projects
- Classroom parent representative for phone contacts
- Textbook issue/collection
- Scholastic book fairs
- Learning Commons (library) – shelving books
- QSP magazine/SUTP booklet coordination
- Volunteer coordinator
- Fund-raising coordinator
- Set up for assemblies