Administrative Procedure 108

School Operations

VOLUNTEERS

Background

The Board recognizes the value and encourages the use of volunteers in the school in enhancing opportunities for students while still recognizing its responsibility to provide a safe and caring environment for staff and students.

Definition

Volunteers are individuals who assist the school and/or students in school educational activities, extracurricular activities, or other supportive activities under the direction of a teacher or administrator. This definition of volunteers does not include guest speakers, presenters, visitors to the school, parents assisting their own child in the school, school council members or board members.

Procedures

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. All volunteer positions must have a specified purpose, suitable personal character trails that facilitate interactions with students, 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.

5. 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, require a Police Information Check (PIC).

6. Any individual participating in a volunteer capacity is required to:
   6.1. complete the Volunteer Registration Form obtained from the school office;

   6.2. wear volunteer identification provided by the school while performing their duties as a volunteer; and

   6.3. have a specified purpose for volunteering assigned by either a certificated staff member or an administrator for one or more events or occurrences.

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 Board have the right to request a volunteer to cease their activities and dismiss them where appropriate.
4. If a volunteer has a concern, it should first be brought to the attention of the teacher in charge, if unresolved an administrator, and if unresolved, subsequently to the superintendent. If a conflict of interest exists between two members at the administrator and direct supervisory level, concerns arising under this administrative procedure 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. The individual may appeal the decision to the superintendent. The superintendent shall make a final decision as to the suitability of the individual to serve as a volunteer in STEM Collegiate. The decision of the superintendent is not appealable.

Approved: July 2023