

**School Volunteers****-POLICY-**

The Board of Education of School District No. 58 (Nicola-Similkameen), appreciates and encourages the support offered to district schools through volunteers who provide time and energy in assisting staff in classrooms, lunch programs and extra-curricular activities. The active involvement of parents, guardians and other volunteers contributes to the intellectual and social development of students and promotes a sense of school community.

The objective of this policy is to provide parents, guardians and community members an opportunity to enhance and support the education of their children by volunteering their time and expertise. While encouraging opportunities to volunteer, the Board has an obligation to provide a school environment which is safe and secure and which promotes the values of fairness, tolerance and the respect for all persons. The Board recognizes that such use of volunteers are subject to necessary administrative regulations and individual school requirements and that the use of a volunteer will not result in the displacement of an employee.

**-REGULATION-**

For the purpose of this policy, a volunteer is a person who has direct contact with students over a period of time. The following policy applies to volunteers.

1. All volunteers who help at school on a regular and independent basis or who are designated as parent supervisors on school trips must complete a Criminal Record Search in accordance with Criminal Records Review Policy No. 401.6 prior to the volunteer providing services at the school.
2. In order to ensure the privacy of students and their families, school and student records will be restricted to authorized school personnel. Volunteers shall not be permitted access to any confidential information. An exception to this regulation may be permitted by the school principal for phone numbers used for the *School Parent Telephone Program*.
3. Rules for the selection, use, expectations, and monitoring of volunteers will be established at each school. Such rules will be subject to review and approval by the Board prior to the rules being implemented. The rules will be published and available

upon request. Parents interested in service as volunteers may contact the school principal or classroom teacher.

4. All volunteers are under the general supervision of the school principal or designate. The school principal, in consultation with school staff, will determine appropriate volunteer activities for parents which will enhance the program of learning and recreational activities at the school. The use of volunteers must not result in the displacement of existing employees.
5. Volunteers are considered visitors to the school and must report to the school office on arrival at the school in accordance with school protocol, unless other arrangements have been authorized by the principal.
6. The school principal or designate will inform parents when their child is working with a volunteer on an individual or small group basis on a regular basis.
7. Volunteers will be expected to take direction from school staff while performing volunteer services at the school. Volunteers must comply with the standards of conduct and deportment expected of school staff. Volunteers are expected to promote the values of fairness, tolerance, and respect for the dignity of all persons. Principals may restrict the involvement of volunteers who exhibit conduct which is inconsistent with these values or student safety.
8. Under the School Protection Program, the Board of Trustees maintains a public liability insurance policy which provides coverage for volunteers.