

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 4012

SUBJECT: COMMUNITY VOLUNTEER

Date 2002 01 15

The Langley School District encourages and values the positive contribution made by community volunteers such as students, parents, school staff, grandparents, or any other members of the larger community. Community volunteers enhance educational opportunities for students, promote a safe and positive school climate, and strengthen school and community relations. Community volunteers play a major supportive role, which enables them to experience personal growth, recognition, and the personal satisfaction of giving back to the community.

Role

Volunteers assist schools to help students achieve their unique educational objectives by providing special resources such as talents, experiences, and expertise, which enhance the educational opportunities of our students.

In supporting the role of volunteers, the District also affirms its contractual obligations to ensure that, in the school context, volunteers are not directly responsible for providing instruction to students, disciplining students, or engaging in counseling of students. Furthermore, in accordance with collective agreements, volunteers shall not engage in any activities that would result in employees being laid off.

Safety Check and Identification

In order to protect the safety and welfare of our students, all volunteers helping on a more than casual basis in a school or in a situation outside the regular school environment must complete a copy of the Volunteers' Safety Check Application.

It is the responsibility of the principal to ensure that a safety check application has been completed and that information acquired is kept strictly confidential. A criminal record check will be required if the application discloses that the person has been convicted of a criminal offence and/or where there is a greater degree of risk, e.g. a volunteer may be left alone with students. A person who does not complete a safety check application will not be allowed to volunteer in the schools or in programs with students. All volunteers must wear a volunteer nametag and sign in at the school office.

Board Policies and Regulations

Volunteers are required to comply with the following School Board policies:

1. Harassment (Employees) Policy No. 6200
2. Harassment (Students) Policy No. 7200
3. Emergency Response Procedures Policy No. 7037
4. Student Discipline Policy No. 7016
5. Student Safety Policy No. 7019
6. Procedures for Reporting Suspected Cases of Child Abuse Policy No. 7022
7. Computer Access to Electronic Information Policy No. 5000

Apart from Board policies, volunteers are also subject to relevant Ministry of Education legislation and other applicable legislation.

Confidentiality

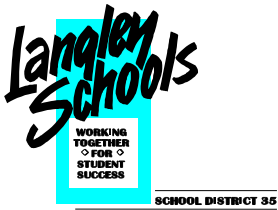
Volunteers shall not be permitted to discuss, access, review, disclose, or use confidential student, parent or employee information unless required to do so by law. Every volunteer shall keep strictly confidential all such information he or she may learn in the course of acting as a volunteer.

Code of Conduct

All volunteers are required to read, understand and sign the Code of Conduct attached. Failure to comply with the Code of Conduct may result in the removal of volunteer status.

Orientation

Orientation of volunteers is the responsibility of school principals working in consultation with the school PAC. Volunteers will need information as to the operations and rules of the school including information on staff roles and physical plant.



Community Volunteer Code of Conduct

Thank you for your time and commitment to helping us at the school. The children/youth will greatly benefit from your efforts. We feel it is important for all volunteers in our building to act as positive and supportive role models. You can help by following these guidelines:

- Remember that everything you hear or see regarding parents and students is confidential
- Let us know of any changes in your time commitments
- Treat all members of our school community with respect
- Wear your name tag while on the school grounds and in the school
- Consult and obtain approval from staff before you initiate any new volunteer activities

As a community volunteer with the Langley School District, I agree to:

1. Treat students and employees with respect.
2. Act as a positive role model for students and volunteers.
3. Comply with School Board policies.
4. Perform volunteer activities in a reliable and timely manner.
5. Promote community voluntarism in a professional manner.
6. Maintain strict confidentiality of all parent, student and employee personal information.

In addition to the above, volunteers who assist with activities must ensure that all students:

1. Understand and follow the rules that apply to the activity.
2. Participate in activities which are safe and suitable in view of the students' experience, ability and age.
3. Interact with each other in a respectful manner.
4. Are given a reasonable opportunity to participate at elementary levels.
5. Exhibit good sportsmanship.

Volunteers are required to comply with School Board policies. Attached are:

1. Student Harassment Policy No. 7200
2. Employees Policy No. 6200
3. Procedures for Reporting Suspected Cases of Child Abuse Policy No. 7022
4. Emergency Response Procedures Policy No. 7037
5. Student Discipline Policy No. 7016
6. Student Safety Policy No. 7019
7. Computer Access to Electronic Information Policy No. 5000

Our students' safety is of paramount importance to us. As a volunteer in our school you are in a position of trust and as such it is essential that the physical and emotional safety of our students be maintained. In the event that your conduct compromises a child's safety we shall revoke your volunteer status.

Your continued efforts and assistance as a volunteer are greatly appreciated. We look forward to working with you. Thank you for your support.

I have read and understand the above statements and agree to comply with the Langley School District's expectations as set out in the Code of Conduct.

Name of Community Volunteer _____

Signature _____

Date _____

(Last revision: March 12, 2002)