



**COMMUNITIES' AND VOLUNTEERS' INVOLVEMENT  
IN OUR SCHOOL DISTRICT**

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**Context:**

The Board encourages support of student learning and achievement by enriching the quality of co-operation between our schools and our community.

**Policy Statement:**

The Board commits to inclusion of all voices in their decision-making and believes that hearing and understanding differing points of view will strengthen decisions that are made by the Board.

**Guiding Principles:**

1. The Board believes that parents/caregivers, students, MATA and CUPE unions, management representatives, and community volunteers play a vital role in public education.
2. The Board values consultation and transparent processes with all partners in education and provides a variety of opportunities for sharing information as well as for receiving advice and recommendations from all interested parties.
3. The Board values the involvement of parents through the District Parent Advisory Council. The Board encourages all school-based Parent Advisory Councils to participate in the District Parent Advisory Council.
4. The Board believes that strong, organized collaboration with other ministries, community agencies, service providers, and other appropriate community organizations across the district will enhance success for students.

**Reference:**

- Administrative Procedures: Communities' and Volunteers' Involvement in our School District
- Administrative Procedures: Police Information Check with Vulnerable Sector Screening (PIC-VIS)
- School Act s.(1), s. 81.1, s.86.

**Dates of Adoption/Amendments:**

Adopted: 07.11.27

Amended: 15.11.24: 18.02.27: 19.08.27: 2020.06.23



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 302

COMMUNITIES' AND VOLUNTEERS' INVOLVEMENT  
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**Purpose**

These Administrative Procedures are written in support of Policy 302: Communities' and Volunteers' Involvement in Schools.

**Board Committees and Processes**

1. Agendas for Board standing committees will be posted and the public will be welcomed to attend.
2. The Board's standing committees (Education, Finance and Operations, Policy Advisory) will include invited representatives from the partner groups (CUPE 3570, MATA and DPAC) as well as representatives of district and school leadership.
3. Throughout the process of development of the annual school district operating budget, public and partner involvement will be encouraged prior to approval by the Board.
4. Regular reports to partners and the public on the status of the current year's operating budget will be provided at regular public board meetings on a schedule determined by the Board.
5. Presentations, reports and recommendations from partners, committees and others on matters of interest and concern to the Board will be received at public Board Meetings.
6. The Board may hold public information evenings, and may involve partner representatives in the planning of such events.
7. The Board will welcome and consider student input through the work of a district student leadership team.
8. While Board Committees are encouraged to put forward recommendations to the Board for public discussion, it shall be recognized that all final decisions rest with the Board.

**Volunteers in Schools:**

The Board of Education expects its schools to be safe, secure environments for students. Therefore, the use of volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers.

**1. Role of Volunteers**

A volunteer:

- a. May provide services at or for a school, provided it does not result in the displacement of an employee, subject to these regulations and to the *School Act* and Regulations.
- b. Can complement the skills and expertise of staff so as to enrich learning experiences for students.
- c. Will perform tasks only under the supervision and/or guidance of employees.
- d. Must not be assigned tasks that would violate the privacy of students or the students' families, and will not be provided access to student records.



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**2. Recruitment, Selection and Training of Volunteers**

Recruitment, selection, assignment and training of volunteers are done at the school level. The Principal or Principal's designate shall be responsible for:

- a. Screening and selection of volunteers.
- b. Ensuring that all volunteers having unsupervised access to children authorize the local RCMP office to conduct a Police Information Check with Vulnerable Sector Screening (PIC-VS). The result of this Police Information Check with Vulnerable Sector Screening (PIC-VS) must be satisfactory to the Board. (*See Administrative Procedure: Police Information Check with Vulnerable Sector Screening (PIC-VS)*)
- c. Orientation and training of volunteers.
- d. Decisions regarding the continuation or discontinuation of a volunteer's services or a volunteer-based program (it must be recognized that some applicants may not be suitable for volunteer work in a school setting).
- e. Overall supervision of volunteers.

**3. Assistance for Volunteers**

- a. Orientation procedures for volunteers will be established by the Principal or designate as needed. These could include but are not limited to:
  - i. A general orientation to the school, including an explanation of the conduct expected of volunteers when working with students.
  - ii. Processes of signing in by volunteers.
  - iii. Staff responsibilities with respect to volunteers.
  - iv. Review of school confidentiality requirements for volunteers.
  - v. Emergency procedures, including emergency evacuation, accident procedures.
  - vi. School Code of Conduct.
  - vii. Information related to specific health or behavioural needs of individual students, where safety of the student or volunteer might be a concern, and providing that permission has been given for the release of the information.
- b. Volunteers are covered by BC School Protection Program insurance and are indemnified while engaged in activities authorized by the School District or a school, and the volunteer is adhering to the Code of Conduct
- c. Volunteers who use a private vehicle in the transportation of students are covered by a School Protection Program Special Excess Third Party Legal Liability Insurance coverage. Volunteers shall maintain a \$3 million third party liability insurance.
- d. Volunteers wishing to appeal a decision of a Principal or Vice Principal may follow Board Policy 710: *Resolution of Student and Parent/Caregiver Complaints*.



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**4. Conduct of Volunteers**

Volunteers are required to:

- a. Maintain a standard of conduct and deportment expected of school and district staff when working with students.
- b. Not be under the influence of or in possession of illicit drugs or alcohol while students are under their care.
- c. Comply with the requirements of Board Policy No. 502 Field Experiences - Trips
- d. Keep confidential information received or personal observations regarding students and staff obtained while working as a volunteer.
- e. Direct questions and concerns either to the employee with whom the volunteer is working or to the Principal.

**Parent Advisory Councils**

The Board supports the involvement of parents through school Parent Advisory Councils (PACs) and the District Parent Advisory Council (DPAC), all in keeping with the School Act and Regulations.

1. Only one Parent Advisory Council per school will be recognized.
2. Each Parent Advisory Council shall apply to the Board for recognition.
3. Each Parent Advisory Council shall work in consultation with the Principal of that school.
4. Parent Advisory Councils shall follow School District Incident and Claim reporting procedures.

**District Parent Advisory Council**

1. The District Parent Advisory Council is established by the Board and functions as outlined in the *School Act* Sec 8.4 and 8.5.
2. The District Parent Advisory Council shall function under its required set of bylaws which are to be filed with the Board; and shall, in its operation, be subject to the *School Act* and Policies of the Board.
3. Each school Parent Advisory Council may elect annually one of its representatives on the District Parent Advisory Council for a term of not more than one year.
4. The District Parent Advisory Council will convene monthly, with the Superintendent of Schools or designate, on dates that do not conflict with Board meetings. The Superintendent or designate and/or Trustee of the School District may attend in a non-voting capacity.
5. The District Parent Advisory Council shall work in consultation with the Superintendent of Schools or designate and will have access to information regarding District and school programs, policies, procedures and operations.



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6. The Superintendent of Schools will assist the District Parent Advisory Council by providing meeting facilities and facilitating the use of district communication systems.
7. The Board will provide an opportunity on the Regular Board Meeting Agenda for the District Parent Advisory Council Chairperson or designate to report to the Board.
8. The District Parent Advisory Council may:
  - a. Advise the Board on any matter relating to education in the school district.
  - b. Provide a communication link between the Board, parents and the community.
  - c. Serve as an advocate for parents/caregivers and students.
  - d. Identify and bring to the attention of the Board issues and concerns affecting students, parents and schools in the district, with the exception of personnel matters and personal and confidential information about students, parents/caregivers teachers and other employees or members of the school community.

**District Student Leadership Group**

1. Under the auspices of the Superintendent or designate, a group of student leaders will be called together on a regular basis to discuss matters of mutual interest and concern.
2. The district student leadership group will be asked to provide input to the Board on matters of importance including budget development, educational programming, environmental considerations and Board policy.
3. The Board will support initiatives arising from student voice on the understanding that those initiatives align with Board direction or can shape future direction of the Board and the district.

**References:**

- Board Policy 302: Communities' and Volunteers' Involvement in our School District
- Administrative Procedure: Police Information Check with Vulnerable Sector Screening (PIC-VS)

**Dates of Adoption/Amendments:**

Adopted: 2007.11.27

Amended: 2015.11.24: 2018.01.23: **2022.10.25**