



Student, parent and community member volunteers, in addition to the school staff, may provide additional one-to-one and small group support. Volunteers may provide assistance to allow for more effective programming to meet the special academic and social needs of students and may also provide support for co-instructional activities. Volunteers are recognized as extended staff members. All student, parent and community member volunteers and staff volunteers work under the supervision of the school administrator or designate.

In addition, as outlined in Administrative Procedure 290 - Presentations by Non-teaching Resource Persons, the Director encourages principals to invite resource people from the community to share their talents and expertise on an ad hoc basis.

1. Definitions

1.1. A staff volunteer is an employee of the board who agrees to provide their expertise to support the students at the school or system in a program of co-instructional activities or events outside their regular hours of employment.

1.1.1. A parent volunteer in a school is a parent or guardian who currently has a child enrolled in the school or system, who performs a designated task which supports a classroom, a school or system-wide program or event.

1.1.2. A community member volunteer is any member of the community who does not have a child enrolled in the school or system and who performs a designated task which supports a classroom, a school or system-wide program or event.

1.1.3. A student volunteer is a student within a school who agrees to perform a designated task, under the supervision of an assigned staff member, which supports a classroom, school or system-wide program or event.



2. Duties of Principals

- 2.1. Principals, on an annual basis and in consultation with the staff, shall identify the number of volunteers and the types of assistance required from volunteers to meet student and school needs.
 - 2.1.1. Principals, on an annual basis, shall advise the school council concerning the number and types of assistance that volunteers provide within the school.
- 2.2. Principals and appropriate central office staff are responsible for recruiting and selecting appropriate individuals to fulfill the needs identified in Section 2.1.
 - 2.2.1. Principals shall complete appropriate reference checks on volunteers, as needed, to ensure that they possess the skills and abilities to provide meaningful services to students and the school.
 - 2.2.2. All parent and community member volunteers who will be in regular contact with students will be asked to provide proof of a criminal record check (CPIC) and an annual Offense Declaration, in accordance with Administrative Procedure 401, Collection of Personal Information.
- 2.3. To ensure district insurance coverage for volunteers, principals shall keep a current register of volunteers, including a brief description of their duties at the school. A school principal may be required to submit a copy of the volunteer register to the appropriate supervisor.
- 2.4. The principal, or designate, shall provide each volunteer with information such as a staff list, a school map, the school's emergency response plan and the general and specific expectations the school has for its volunteer partners.
 - 2.4.1. The principal, or designate, shall review with each volunteer any specific medical information about a student(s) who may be involved in activities within the school who may come into contact with the volunteer.



2.4.2. The principal, or designate, must ensure that all volunteers have read the Volunteer Handbook and have completed the requisite training as outlined in the Volunteer Handbook before beginning their volunteer role.

2.5. The principal or designate shall review with each volunteer the requirements for confidentiality under the Municipal Freedom of Information and Protection of Privacy Act and the district's commitment to student safety as outlined in its Safe Schools Protocol. All volunteers must sign an Oath of Confidentiality given their access to student and/or staff information in their capacity as volunteer.

3. Duties of Volunteers

3.1. Volunteers shall follow the guidelines as set out by the Board and/or school. It is expected that each volunteer will be discreet and will respect the confidences of the principal and the staff in all matters relating to students and the operation of the school.

3.2. Each volunteer is expected to work under the guidance, direction and supervision of the principal or a designated staff member.

3.3. Each volunteer is expected to attend pertinent orientation or training programs designed for volunteers and provided from time to time by the school or the district.

3.3.1. Each volunteer may support a classroom, a school or district-sponsored activity or may provide support for co-instructional activities according to each individual's level of expertise and training, as appropriate.

3.3.2. Each volunteer may contribute their time and expertise according to the needs of the school established by the principal and identified in 2.1.0. Some school activities, such as field trips, fun fairs, track and field events, for example, may require the support of volunteers for very short periods of time. For those activities which are one school day or less in duration, the principal, after consultation with the appropriate supervisor, may waive the full screening



process as set out in 2.2.1.

3.3.3. Any Limestone District School Board volunteer must report to their Principal within five working days of being charged and/or convicted under the Criminal Code of Canada and/or the Controlled Drug & Substances Act.

Legal References:

Education Act S. 170 (1) 7.2 Co-instructional Activities—Secondary;
S. 171(1) 4. Principal's Right to Assign and Terminate Volunteer Assignments
Municipal Freedom of Information and Protection of Privacy Act