

ADMINISTRATIVE PROCEDURE 496

Volunteers

3.0.0 DUTIES OF VOLUNTEERS

- 3.1.0 Volunteers shall follow the guidelines as set out in the district's Volunteer Handbook. 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.
- 3.2.0 Each volunteer is expected to work under the guidance, direction and supervision of the principal or a designated staff member.
- 3.3.0 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, using the guidelines for risk management for activities as developed by the district and included in the district's Volunteer Handbook.
- 3.3.2 Each volunteer may contribute his or her 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.

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

Last reviewed December 2007