



## **SCHOOL VOLUNTEER INFORMATION/APPLICATION FORM**

### **INFORMATION:**

The Board of Education for School District No. 8 (Kootenay Lake) believes that volunteers provide considerable benefit for students. In addition, the participation of volunteers increases communication and positive relationships between the school and the community.

The Board encourages the use of volunteers in District schools and expects its schools to be safe and secure. The use of volunteers must be supported by appropriate safeguards with respect to the selection and use of volunteers. The School Board, through its employees, must maintain control of school programs and school-sponsored activities. The delivery of effective services to students requires harmony between school staff and volunteers.

A volunteer is a parent/guardian or other person, who has made a commitment that has been accepted by a school to assist the school in some manner, by handling a number of tasks without expectation of compensation.

There are some basic expectations for volunteers.

- Volunteers must not be used to provide services that would normally be provided by an employee.
- Volunteers should function as complementary extensions of the staff responsible for the teaching/learning situation; they should not undertake tasks that require them to make program or educational decisions.
- Volunteers must not be assigned tasks that would violate the privacy of students or their families, and shall not be provided access to student records, except that contact information may be provided, where required.

More detailed expectations are outlined in [Administrative Procedure AP 2303: Volunteers](#).

### **PROCESS:**

To protect the safety of our students, all volunteers must complete the [Volunteer Application Form \(Appendix 4402.A\)](#). Each volunteer:

- Must provide at least three references which may be checked by the principal.
- May be asked to attend an interview with the principal.
- Works under the direct supervision of a staff member at all times.

### **SCHEDULE AND SIGNING IN:**

All volunteer opportunities are arranged by Brent Kennedy school staff or PAC Executive. It is important to be prompt because teachers and other organizers try to follow a set schedule, especially when heading out on excursions outside of the building. All volunteers must sign in at the front office and sign out when leaving. If you cannot make your scheduled time, please call the main office. **Do not send an email directly to the teacher because it is not always possible for staff to check for messages while conducting class.**

**TIME AT SCHOOL:**

- The School District No. 8 (Kootenay Lake) Code of Conduct has been established to maintain a safe, caring and healthy learning environment. It is the shared responsibility of students, staff, parents/guardians and the broader community (school community), to demonstrate positive conduct while attending any school or District related activity, at any location. As such, [Policy 310 – Code of Conduct](#), applies to our school volunteers.
- Volunteers are expected to work with all students and should not work with their own children unless directed by the teacher.
- If possible, please do not bring younger children to the school during your scheduled time, unless discussed in advance with the teacher. Younger students can be a distraction during classroom time.
- Please turn off cell phones and refrain from making personal calls or texting while volunteering. As adults, it is important for us to model being *present* for our children.
- **Volunteers are not allowed to share photographs taken during school events on social media.**
- If you need to use the washroom, please use the ones located in the hallway connecting the two primary wings of the school.

**CRIMINAL RECORD CHECK:**

All volunteers must have an up to date Criminal Record Check that has been completed and submitted to the school, in addition to completing the Volunteer Application Package.

**CONFIDENTIALITY:**

Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the school confidential. Student information includes all academic, medical and personal information. It is very important that volunteers maintain confidentiality at all times. **Volunteers should not discuss students or their classroom performance with others – including their parents or guardians.** It is the responsibility of the teacher to communicate with the students' parents or guardians. Do not make references to student's abilities in front of other students or adults. Direct questions about the student should be referred to the classroom teacher.

**SOCIAL MEDIA:**

In accordance with the Freedom of Information and Protection of Privacy Act, you are **NOT** permitted to post any pictures taken in a volunteer capacity of any children (other than your own) to any social media site or make public in any other manner. If the teacher asks you to take photos of a classroom event please just email the teacher those photos and have the teacher distribute to the classroom.

Please direct any questions to clerical in the school office or contact them via email at : [clerical.bke@sd8.bc.ca](mailto:clerical.bke@sd8.bc.ca)

Thank you for volunteering your time at Brent Kennedy Elementary School.