

417 VOLUNTEERS

Belief

Parents and community members have an important role to play in the education of MESK students; consequently, the appropriate use of parents and community members as volunteers can enhance the quality of educational experiences offered to students.

Definition

“Extra-curricular Activity Volunteers” means those Volunteers who directly or indirectly provide coaching services to junior or senior high students for interscholastic competitions. Extra-curricular Activity Volunteers are responsible to the employee to which they are assigned and ultimately to the Principal.

“Field Trip and Activity Volunteers” means those who provide occasional field trip supervision or occasional assistance on a casual basis. Field Trip and Activity Volunteers are responsible to the field trip sponsor or activity in-charge employee/s and ultimately to the Principal.

“Resource Volunteers” means Volunteers that have a relevant area of experience and expertise and are involved on a regularly scheduled basis to enhance the educational program. Visits are planned and supervised by a teacher/instructor. Resource Volunteers are responsible to the employee/s to which they are assigned and ultimately to the Principal.

“Support Service Volunteers” means Volunteers who directly or indirectly assist teacher/instructors or other employees in achieving educational objectives by providing non-educational services on a regularly scheduled basis. Support Service Volunteers are responsible to the employee/s to which they are assigned and ultimately to the Principal.

“Volunteer” is defined as a person who assists schools and/or students either in curricular or extra-curricular activities and includes volunteer drivers and students volunteering outside their school, but does not include guest speakers, presenters, visitors to the school, or parents who assist their own child in the school.

Procedures

1. All Volunteers, including, but not limited to Extra-curricular Activity Volunteers, Field Trip and Activity Volunteers, Resource Volunteers and Support Service Volunteers must comply with and adhere to the application and registration process and procedures as required by the Superintendent.
2. Where exceptional circumstances prevail, the Superintendent may waive the requirements of this regulation.

3. Principals shall provide the Superintendent with names of Volunteers expected to be working in the school along with a brief description of the responsibilities of said Volunteer.
4. Volunteers shall:
 - 4.1. Provide a Criminal Record check (CRC), including the Vulnerable Sector Check, and a Child Intervention Check (CIC) where the volunteer works with children unsupervised by an employee. The CRC, Vulnerable Sector Check and CIC shall be current within one (1) year.
 - 4.2. Swear an Oath of Confidentiality
5. Costs associated with securing required police records checks shall be the responsibility of the MESC.
6. Each volunteer coach and volunteer chaperone of an overnight field trip shall, within a time period sufficient to ensure the submission of results prior to engaging in such volunteer activity, and every year thereafter if engaged in the same volunteer activity, submit an original Police Information Check indicating no charges or convictions and dated within the past six months.
7. If the result of a Police Information Check discloses charges or convictions, the Volunteer shall submit, to the Director, an original of the Volunteer's Police Information Certificate.
8. If a Volunteer specified in fails to submit the documentation specified prior to engaging in the volunteer activity, or if the contents of the Volunteer's Police Information Certificate are considered by the Superintendent to be incompatible with volunteering with MESC, the Volunteer shall not be allowed to volunteer.
9. Volunteers who work with students in a school on a regular, ongoing basis, it is expected that Volunteers will be entitled to:
 - 9.1. know what is expected of them;
 - 9.2. be treated in a respectful manner
10. Volunteers shall:
 - 10.1. know what is expected of them;
 - 10.2. abide by the directions of the Principal/classroom teacher/instructor;
 - 10.3. maintain confidentiality;
 - 10.4. accept guidance and direction.
11. Collection, Use, and Storage of Information
 - 11.1. Volunteer forms shall be retained by the school for the current and subsequent school year.
 - 11.2. The collection and use of personal information related to a required police records check shall be for the stated purpose of determining the suitability of an individual to volunteer for a school as a coach and/or chaperone of an overnight field trip and will

be in accordance with the requirements of the Personal Information Protection Act of Alberta.

- 11.3. All police records check documents shall be securely stored within MESC and retained indefinitely, and the results shall be recorded, stored, and retained electronically by MESC.