



---

---

## SCHOOL DISTRICT NO. 64

### PROCEDURE 140 Partnerships

*"Inspire learners, Integrate sustainability,  
Involve community"*

---

---

Section: Governance

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

---

### School and District Communications:

1. As part of its effort to inform the public, The board approves the preparation and publication, by the district as a whole and by individual schools, of regular publications, including
  - a. the school district and individual school websites
  - b. school handbooks and newsletters
  - c. media releases pertaining to Board or district matters, approved by The board Chairperson or Superintendent of Schools.
2. With regard to Board matters,
  - a. The board will provide opportunities for two-way communication between The board and stakeholder groups.
  - b. the Chairperson of The board shall be the official spokesperson, except as this duty is delegated to other trustees, the Superintendent, or senior management;
3. School newsletters and web pages:
  - a. are subject to :
    - i. all laws, including the Copyright Act and the Freedom of Information and Protection of Privacy Act, and
    - ii. district Policy and Procedure 580.
  - b. must be approved by school principals or their designates;
  - c. must be designed to ensure student and employee safety and security, and must not publish:
    - i. personal information about employees, students and their families

- (including personal addresses and phone numbers);
  - ii. the names of students or employees or photographs clearly identifying them, without a signed release (Form 580-1).
- 4. The board supports and encourages the involvement of the school staff, students, and parents in the preparation of school newsletters. School newsletters should reflect the interests of the broad school community.
- 5. With respect to school newsletters:
  - a. all information which is not school initiated but permitted to be distributed through the school must clearly indicate the author and/or organization being represented.
  - b. all information of a commercial, political or religious nature should be carefully considered for appropriateness before being distributed by the school.
  - c. the principal of each school is responsible for editorial content, and has the authority to approve or veto any information distributed to homes from school;
  - d. if the principal knows or suspects a particular issue is a sensitive one, he/she should clear releases about that issue with senior management before making them public.

**Parent Advisory Council/District Advisory Council:**

- 1. The School Act gives parents the right, through PACs, to assume an advisory role in every school; and through DPAC to assume an advisory role in the district.
- 2. There shall be only one Parent Advisory Council for each school in the district.
- 3. A Parent Advisory Council through its elected officers may advise the Board or the Principal and Staff of the school on matters affecting the school.
- 4. A Parent Advisory Council, in consultation with the Principal, shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council. The Principal must file the most recent version of the PAC bylaws at the School Board Office.
- 5. Functions performed by PAC include:
  - a. providing parents with the opportunity to gain greater understanding of the school;
  - b. advising and assisting the school in carrying out its function;
  - c. to give input into school- based decisions;

- d. participating in goal setting;
  - e. unifying efforts of the school community towards the goal of quality education;
  - f. monitoring and reviewing school rules and conduct, the safety programs, the educational programs; learning materials, equipment and the school building;
  - g. educating parents;
  - h. advocating equal educational opportunities for all students;
  - i. liaising with other education partners and organizations; and
  - j. helping to resolve issues.
6. The PAC will not operate as a forum for discussion of individual students/staff problems or conflicts.
  7. The District Parent Advisory Council will be comprised of one representative elected from each Parent Advisory Council in the district.
  8. The Chairperson of the District Parent Advisory Council shall have representation at Regular Board Meetings.
  9. The board welcomes
    - a. informational copies of minutes of Parents' Advisory Councils meetings.
    - b. PAC and DPAC attendance at Board Meetings and presentations to the Board.
    - c. presentations by other organized parent groups coordinated through DPAC.

**Volunteers:**

1. School volunteer programs are established and overseen by the school principal, in consultation with staff.
2. The Principal shall, in his or her discretion, determine whether any individual can volunteer or can continue to volunteer in a school.
3. Volunteers shall be selected on the basis of
  - a. school need;

- b. an ability to deal effectively with students and work cooperatively with staff;
- c. diligence and skill in performing needed services, including the handling of money;
- d. personal character;
- e. willingness of the individual to participate in a screening process, as determined by the principal or designated staff member
- f. the district's desire to involve a wide representation of the community, and to reflect its diversity.

**4.** The principal or designated staff member will

- a. orient volunteers to the school, its programs, and relevant and applicable District and school policies and procedures;
- b. ensure volunteer drivers meet district requirements as per Procedure 412 (s.15)
- c. provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to school-level procedures related to student safety, risk management and emergency procedures;
- d. provide formative feedback.

**5.** Staff members sponsoring volunteers will:

- a. ensure that the school principal is notified of the services of school volunteers and that all pertinent information is provided to the principal by the staff sponsor.
- b. provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to classroom-level procedures related to student safety, risk management, and emergency procedures.
- c. ensure an appropriate level of supervision of the volunteer in all the circumstances.
- d. inform parents if their child is working exclusively with a volunteer on a regular basis;
- e. not assign volunteers to tasks that would compromise student and/or family confidentiality.

**6.** School volunteers will:

- a. maintain confidentiality of students and of school matters;

- b. comply with all applicable school and District policies and procedures;
  - c. accept and respect the exercise of professional judgment, supervision and decision making by staff members and school administrators;
  - d. abide by the school code of conduct; and
  - e. not receive a stipend or fee for the services provided.
7. Individual volunteers operate under the authority of the principal and sponsoring staff member, in ways that support and enhance delivery of programs to students.
  8. All information collected in any screening process should be documented and treated as confidential, with the exception of information necessarily disclosed in the process of determining applicant suitability.
  9. When a volunteer will not be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students or finances, a vulnerable sector check is required. A criminal record check must be completed not less than every three years and may be requested annually. The Criminal Record Check will be provided to the principal of the school in which the individual volunteers.
  10. The school's volunteer program should be reviewed annually with the Parent Advisory Council.
  11. Volunteers shall not replace or displace paid employees, in whole or in part.
  12. Partnerships with community agencies are an essential component of safe school planning because they provide greater opportunities to conduct security and risk assessments, develop crisis-management procedures, make educational resources available, and assist and support students and their families.

### **References/Resources:**

- Government of Canada. Best Practice Guidelines for Screening Volunteers, 2008.  
<https://volunteer.ca/content/best-practice-guidelines-screening-volunteers-finding-right-match>
- *School Act*
- Freedom of Information and Protection of Privacy Act
- BC Confederation of Parent Advisory Councils (<http://bccpac.bc.ca/pacdpac-info/>)
- Copyright Act
- Policies and Procedures 130, 210, 407, 412, 580, 580-1