



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number G 8.0
Policy Title	Parent/Volunteer Participation Policy
Date of Review	August, 2023

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## OVERVIEW

### Responsibilities of Parents Guideline

In keeping with its mandate as an Independent School Authority, FFLA is committed to establishing a working partnership with parents as an essential part of providing students with effective education. Responsibilities exist for both schools and parents in achieving this objective. This partnership establishes responsibilities for both school staff and parents based on mutual respect. Parents should be encouraged to serve as advocates for their children. The FFLA Board believes that parents should participate in parent programs such as school boards, become familiar with the school's program, policies and operations, and actively support expectations held by staff for the behaviour of students at school and school activities. Principals are encouraged to collaborate with parents and staff for the purpose of developing a statement of ways in which parents can support the school's learning program. Volunteerism is one important way that parents have supported FFLA.

### Volunteerism Policy

FFLA recognizes the value and encourages the use of volunteers in the schools.

#### 1 Definitions

(a) "criminal record" means a statement of all convictions registered under any Federal Act or Regulation and for which an official pardon granted under section 3 of the Criminal Record Act, has not been granted;

(b) “security clearance” means a certified disclosure of a criminal record background search in accordance with Calgary Board of Education regulations; and

(c) “volunteer” means 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, whose parents assist their own child in the school or school council members in their position as school council members.

## 2 Purpose

The purpose of this regulation is to ensure and maintain a safe and secure learning and working environment.

## 3 Volunteering

(1) All volunteer positions must have a specified purpose and must be sponsored by the teacher, principal or the Calgary Board of Education.

(2) The principal must approve all volunteer positions in a school in accordance with this regulation.

(3) Volunteers provide support to schools and students either as resource persons or in supportive services.

(4) Volunteers who act as resource persons are individuals:

(a) who have a relevant area of experience and expertise;

(b) who are involved in an activity on a short-term basis to enhance the education program; and

(c) whose visits are planned, supervised and evaluated by a certified teacher.

(5) Volunteers who provide support services assist teachers or groups of teachers directly or indirectly in achieving educational objectives by providing non-instructional services unless a resource person in a body of knowledge - for example: entrepreneurship, vocational skills, or language proficiency.

(6) A volunteer may not be assigned to assist a teacher without the teacher's consent.

(7) A volunteer may be subject to private and confidential information regarding students or families.

Disclosure is not permitted under the Freedom of Information and Privacy Act.

(8) A volunteer is to be familiar with the FFLA Policy Handbook.

## 4 Application

(1) All applicants for a volunteer position must complete the Volunteer Registration Form and any other school forms.

(2) All applicants for a volunteer driver position must also complete the Application for Automobile Driver Authorization form.

- (3) All applicants must complete a Criminal Record Check.
- (4) Volunteer drivers must report all criminal charges and traffic violations at the time the charge is issued and must comply with the terms and conditions of the Application for Automobile Driver Authorization form.
- (5) All information regarding security clearances is strictly CONFIDENTIAL and may only be used or disclosed in accordance with this regulation and the Freedom of Information and Protection of Privacy Act.

#### ADDITIONAL GUIDELINES:

The Footprints for Learning Academy (“School”) and Board of Directors “Board” are committed to facilitating: 1) extra-curricular student clubs and other student organizations that facilitate student learning and development; and  
2) parent/ guardian involvement.

#### Student Organizations

1. The principal shall keep a list of all student clubs and other student organizations at the School (“List of Student Organizations”). This includes the school staff responsible for each and shall update the List of Student Organizations as any new student club or other student organization at the school is created; or as any existing student club or other student organization is discontinued or as a change is made in School staff responsible for any such student club or other student organization.
2. By September 30 of each school year the principal shall post in a prominent location at the school an up-to-date List of Student Organizations and shall provide a copy of the list to parents/guardians of students enrolled at the school.
3. During the school year as any new student club or other student organization at the school is created, or as any existing student club or other student organization is discontinued, or a change is made to School Staff responsible for any such student club or other student organization, the principal shall promptly notify the Board thereof and within 14 days shall post in a prominent location at the school an up-to-date List of Student Organizations and shall provide to parents/guardians of students enrolled at the school such up-to-date list and notify them of the fact of the new student club or other student organization created or existing student club or other student organization discontinued or change in responsible school staff (as the case maybe).

4. The List of Student Organizations prominently posted at the school and provided to parents/guardians shall not list the names of students who are members of any of the student clubs or other student organizations.
5. Notification and provision of any List of Student Organizations to parents/guardians may be by any means including, without limitation, by school newsletter, posting on the school website, email or other electronic means.

#### Parent/Guardian Involvement

6. Section 16.2 of the Education Act provides that a guardian of a student has the responsibility to:
  - (a) take an active role in the student's educational success, including assisting the student in complying with section 12;
  - (b) ensure that the parent's/guardian's conduct contributes to a welcoming, caring, respectful and safe learning environment;
  - (c) cooperate and collaborate with school staff to support the delivery of supports and services to the student;
  - (d) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school; and
  - (e) engage in the student's school community.
7. Consistent with the foregoing responsibilities, parents/guardians may request to volunteer to assist with and/or attend meetings or activities of any student club or other student organization. Parents/guardians who wish to volunteer shall make a request to the principal to do so and agree that if their request is approved by the principal, they will comply with the school's volunteer policy and any applicable privacy laws. The principal shall carefully consider the request and applicable circumstances including any applicable privacy laws. The principal shall advise the parents/guardians who request to volunteer whether the principal approves, and if approved, will designate the school staff (responsible for the student club or other student organization) with whom the parents/guardians are to liaise in volunteering.