



## 4202 STUDENT VOLUNTEER & EMPLOYMENT OPPORTUNITY POLICY

Policy Type: Administration  
Applies To: All Staff  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 04 2023  
Revisions:

---

### 1. PURPOSE

This policy provides guidelines for all staff that are in effect for all circumstances where students are offered employment and/or volunteer opportunities directly linked to school operations and activities including but not limited to athletics, maintenance, summer programs, international student programs.

The purpose is to ensure transparent practices, accurate accounting and compliance with applicable taxation laws and legislation and equity of access to opportunity for all members of the school community.

### 2. SCOPE:

(a) This policy applies to all school-related student employment activities remunerated by the school including, but not limited to:

- refereeing and officiating;
- coaching;
- teaching, tutoring, and mentoring;
- summer programs;
- school maintenance;
- administrative tasks;
- service learning or outreach opportunities;
- student council

(b) This policy also applies to any volunteer or service activity reasonably judged to provide direct benefit or opportunities to students that could be advantageous in future employment and/or post-secondary applications, and/or volunteer and work experience credits.

- (c) Exceptions to this policy include any activity or opportunity directly related to a course or class the student is enrolled in, and/or any activity or opportunity directly related to an athletics team the student is a member of.

### 3. SELECTION OF STUDENT VOLUNTEERS

- (a) When recruiting or selecting groups of students who are representative of the LCS student body for events, volunteer opportunities, employment, or leadership opportunities, staff are encouraged to be intentional about seeking opportunities to invite marginalized students, indigenous students, students with special needs designations, international students and/or visible minorities within the school.
- (b) Any call or invitation for student employment, participation in school events, volunteer or leadership opportunities must be transparently communicated in a timely manner to the community to both students and families using established communication tools such as email and On the Go.
- (c) The above guideline ensures that students who may be disadvantaged or who may have other limitations such as underdeveloped executive functioning skills, have equitable opportunities to be considered and included in the life of the school and that there is an intentional attempt by staff to ensure the diversity of the student body is represented in the community.

### 4. HIRING OF STUDENTS

- (a) Any service or employment opportunity that a student receives significant remuneration or payment for from the school (of any amount greater than a total of \$100.00 per student in a school year) must be advertised in a timely manner to the community to both students and families using established school-wide communication tools such as email and On the Go.
- (b) Staff supervisors must establish a reasonably fair and equitable process for selecting students for employment using clearly communicated and transparent criteria based on experience, training, characteristics, skills and knowledge necessary to meet the demands of the task.
- (c) The supervisor of record must establish accurate accounting and reporting practices that track amounts paid to the student(s) and must consult with the Director of Finance to determine whether tax forms are required.
- (d) All revenues and expenses must be accounted for and reported to the Director of Finance. Reports will include applicable receipts, invoices and record of amounts paid to student employees.
- (e) Any payment must be remunerated in the form of a cheque, gift card, credit or e-transfer from the school. Students may not be remunerated in cash.
- (f) Students hired to participate or work in an activity or program that is for the purposes of raising funds for a team or opportunity (i.e., school trip) are an exception to the policy. These students may not be remunerated in any direct form of payment but may receive a reduction in fees or expenses related to the team or opportunity they are raising funds for.

### 5. CONFLICT OF INTEREST

Staff supervisors must take appropriate and professional precautions to ensure transparency and due process in any circumstances involving volunteer or employment opportunities for students who are also family members.

Reviewed: