

Policies for Pine Street Volunteer Parents Society

CODE OF ETHICS POLICY

All Society members shall:

1. Abide by the legislation that governs them;
2. Be guided by the mission statements of the School and the Society;
3. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
4. Practice the highest standards of honesty, accuracy, integrity and truth;
5. Recognize and respect the personal integrity of each member of the School community;
6. Declare any conflict of interest;
7. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
8. Apply democratic principles;
9. Consider the best interests of all students;
10. Respect the confidential nature of some school business and respect limitations this may place on the operation of the Society;
11. Not disclose confidential information;
12. Limit discussions at Society meetings to matters of concern to the School community as a whole;
13. Use the appropriate communication channels when questions or concerns arise;
14. Promote high standards of ethical practice within the School community;
15. Accept accountability for decisions;
16. Not accept payment for Society activities.

PRIVACY POLICY

1. The Society shall adhere to the Personal Information Protection Act (“PIPA”).
2. The Society shall not share personal information for purposes other than those of the Society’s business.

SUBCOMMITTEE POLICY

1. The Society may appoint committees that consist of a committee Lead, members and/or School community members.
2. The Executive Committee for the Society shall do the following:
 - a) Determine the specific task and clearly describe the terms of reference for each committee established;
 - b) Determine a committee lead and/or others to carry out the task;
 - c) Ensure opportunities exist for clear and open communication between the committee established and the Executive Committee.
3. The Committee Lead shall do the following:
 - a) Organize a committee with other members as needed to carry out the task;
 - b) The committee shall meet outside of the general Society meetings to complete their assigned task;
 - c) Submit a detailed plan and budget to the Society for approval, if necessary and submit a reconciliation to the Treasurer upon the conclusion of the event or fundraiser;
 - d) All communications to the School community must be submitted and approved by the Executive Committee and School Administration prior to being sent;
 - e) Work within the approved budget to complete the task (if more money is required to complete the task, a request for approval must be submitted to the Executive Committee and voted on at the next general meeting of the Society);
 - f) Provide a progress update and final report either in person at the general meeting of the Society or via a member of the Executive Committee;
 - g) All major changes to an event need to be presented and approved by the Society members before changes are made. If changes are required after the event is approved by the Society and cannot be addressed at the next meeting of the Society, the Subcommittee Lead is to contact the Executive Committee and a decision made by the Executive Committee if a meeting should be called to address the changes requested by the Subcommittee Lead;
 - h) If the Subcommittee Lead has volunteered to lead a committee and unable to fulfill the duty, it is requested that they look for a replacement from their committee. If no replacement can be found, to inform the

Executive Committee to call for a replacement at the next meeting of the Society;

- i) Submit an Expense Form with attached receipts to the Treasurer of the Society for approval and reimbursement with the event name and the name of the person to be reimbursed. All receipts must be submitted no later than 2 weeks after the event for reimbursement along with the Expense Form. A sample Expense Form is attached to this policy;
- j) If funds are required in advance of an event, the Committee Lead shall make a request of the Executive Committee for approval. If approved, the Committee Lead shall complete and sign the Petty Cash Advance Acknowledgement Form. A sample Petty Cash Advance Acknowledgment Form is attached to this policy.

Pine Street Volunteer Parents Society

Petty Cash Advance Acknowledgment

I _____ acknowledge that I have received a petty cash advance
of \$_____ for the purposes of
_____ for the 201_ – 201_ School Year.

Signature

Date

COMMUNICATION PROTOCOL POLICY

Pine Street School Parent Council & Society Communication Protocol

Preamble

Though they are two separate legal entities, Pine Street School Parent Council (the “Council”) and Pine Street Volunteer Parents Society (the “Society”) often work in unison and as such, both follow the same Communication Protocol.

The Elk Island Public Schools (EIPS) Communication Protocol for Schools is the basis for the Council/Society specific Protocol and serves as a reference attached to this document. Where this protocol adopts content directly from the EIPS protocol, that content is shown in *italics*.

Communication Channels

Council and Society seek to communicate in many different ways so as to meet the needs of most parents/guardians. *Generally, the more issues-driven and/or detailed the information is, the more direct the communication channel chosen should be.*

Communication channels include:

- *Face to face communication*: Council and Society meetings, events (both formal and informal)
- *Telephone conversations*
- *Hard copy, written communication*: letters sent home
- *Electronic Communications*: email, electronic newsletters, websites, social media

Council and Society maintain a separate email distribution list from the school. Parents are invited to join and are at liberty at any time to withdraw consent, at which point they will be removed from this list. Council and Society will use this email list to send out meeting minutes and agendas, along with other information as deemed appropriate.

Council and Society have an email address: pinestreetsvp@gmail.com, which is used to send out information to our email distribution list. It is also a way for others to contact us with questions, ideas or concerns.

In partnership with the school, Council and Society have a page on the school website (www.pinestreet.ca). The Principal, Assistant Principal or designate, will post meeting minutes to this page, beginning with the DRAFT minutes and followed by the APPROVED version after the Council/Society approves them. In addition, we will post general information about the two groups on this page, along with, names of the Executive Committee and meeting dates for the year. The Principal, Assistant Principal or designate, updates the information, with input from the Executive.

Being Respectful in All Forms of Communication

Regardless of the communication channel used or the people involved, all communication should adhere to Board Policy 19, Respectful Working and Learning Environments

(<http://www.eips.ca/policies/535>) and Administrative Procedure 490, Respectful Working and Learning Environments (<http://www.eips.ca/procedures/490>). Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email. Both of these documents are attached hereto.

Council/Society will address all respectfully brought forward inquiries or concerns.

Addressing Concerns

If Parents/Guardians have concerns, they are encouraged to address the appropriate person directly. If contact information is not available, email pinestreetsvp@gmail.com and we will forward it. General questions or concerns can be addressed to this email as well and we will respond or try to set up a face-to-face meeting to discuss. Those with concerns are encouraged to try to address any issues directly with the appropriate party; they are welcome to address the concern at a meeting as long as it is done respectfully.

Response Time Frames

Council and Society will endeavor to respond promptly and within reason to all inquiries and concerns. Please be mindful, however, that our members are all volunteers and at times have other pressing commitments as well. If not able to respond, they will endeavor to at a minimum acknowledge the inquiry/concern and either indicate when they will be able to respond, or to ask another person to take over the response.

Referenced Addendum Documents

EIPS Communication Protocol for Schools

Board Policy 19, Respectful Working and Learning Environments

Administrative Procedure 490, Respectful Working and Learning Environments

SOCIETY POLICY ON NSF CHEQUES

Purpose

1. To communicate the Society's policy regarding the handling of NSF cheques to all members of the the School community.

Policy

2. The Society currently offers several options for payment for various fundraisers organized by the Society.
 - a) Email money transfer;
 - b) Cash; or
 - c) Cheque
3. If the Society receives notice from the bank of a NSF cheque, the following apply:
 - a) Full payment of outstanding fees are immediately owing;
 - b) An additional charge of \$20.00 will be added to the payment amount.
4. The Treasurer of the Society shall contact the individuals directly about any NSF fees.

SOCIETY POLICY ON MONEY HANDLING

1. For School events, the money raised by the Society shall be counted at the close of the event with the Subcommittee Lead and one member of the subcommittee. For all other fundraisers the money shall be counted by the Subcommittee Lead and one subcommittee member.
2. The Subcommittee Lead is responsible for the money and responsible to hand all of the money raised and the reconciliation of the money received signed by the Subcommittee Lead and the subcommittee member who counted the money from the School event or other fundraisers to the Treasurer within 3 business days of the event.
3. The Treasurer shall be available to provide the money to and the Treasurer shall deposit the money raised from the event within 3 business days of receiving the money.
4. The Subcommittee Lead and the Treasurer shall count the money together when the money is provided to the Treasurer.
5. If money or payment is received by the Society and a refund is required or requested, the method of refund shall be by cheque.
6. If deemed necessary by the Society, an audit of the event must occur. Two individuals must complete an audit of the event within two weeks of the close of the event.