



Customized Learning Centre – 380 Montgomery Street, Coquitlam, BC

Ph. 604.936.4261

RCMP (Coquitlam and Port Coquitlam residents)

October 2023

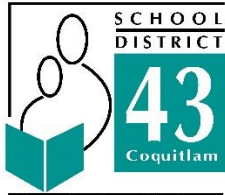
To the Police Department,

The person submitting this letter to you is seeking to volunteer with the Customized Learning Centre program in the Coquitlam School District the coming school year. In order for this person to volunteer, School District No. 43 Coquitlam is requesting a Criminal Record Check for the vulnerable sector.

Yours truly,

A handwritten signature in black ink, appearing to read 'M. Peters', with a stylized flourish at the end.

Murray Peters
Principal



Learning for a Lifetime

1080 Winslow Ave, Coquitlam, British Columbia V3J 0M6 ● Phone 604-939-9201 ● Fax: 604-939-7828

Request for Police Information Check for the Vulnerable Sector for Residents of Port Moody

2023/2024

Port Moody Police,
3051 St. Johns Street,
Port Moody, BC
V3H 2C4

Website: <https://portmoodypolice.ca/public-info/police-information-checks/>

This letter is to verify that the applicant requesting a Police Information Check for the Vulnerable Sector has applied to volunteer within School District 43 (Coquitlam).

The applicant is requesting a Police Information Check for the Vulnerable Sector to accompany their volunteer application.

The applicant also understand that they are responsible for any fees charged by the Port Moody Police to complete the Police Information Check for the Vulnerable Sector.

If you have any questions regarding this application, please contact me at:

Name and Address of School:

Customized Learning Centre

380 Montgomery Street, Coquitlam, BC

Ph 604-936-4261

Regards,

Murray Peters,

Principal

*This letter must be uploaded to the Port Moody Police website in a PDF format

Return this form to CLC to the attention of the Principal:

SCHOOL VOLUNTEER CODE OF CONDUCT

(AS PER ADMINISTRATIVE PROCEDURE 495)

In order to help secure the safest possible environment for students, this document defines the district's expectations for all school volunteers.

As a volunteer, I agree to abide by the following Volunteer Code of Conduct.

1. I agree to act in a respectful manner and practice an ethic of care with all children and members of the school community.
2. I agree to abide by all instructions and directions given to me by the supervising teacher, principal/vice principal or designated staff member while volunteering.
3. I have spoken with the supervising teacher about student behaviour and expectations and understand my role in responding to students.
4. I will maintain confidentiality at all times.
5. I will not contact students outside of school hours without permission from the principal.
6. As per AP 495, I may be required to complete a Criminal Record Check.
7. I will abide by *Administrative Procedure 253* when transporting students.
8. I will abide by all school and district policies and procedures.
9. I will not use my access to students or volunteer responsibilities for personal gain.

I agree to follow the Volunteer Code of Conduct at all times.

Print Name

Date

Signature

Last reviewed: October 2016