

## We respectfully request...

- We ask that you not bring younger siblings in to volunteer; please make babysitting arrangements.
- Please be prompt and dependable. Sometimes due to unforeseen circumstances it is not possible to volunteer as arranged, however it is greatly appreciated if you could give advance notice to the staff member with whom you were intended to volunteer.
- Volunteers should respect the professional role and judgment of the teacher.
- Any discipline problems should be referred to the teacher in charge or school administration.
- Parents are asked not to use their volunteer time as an opportunity to consult teachers on their own child's progress.
- Volunteers are not expected to evaluate. If a parent consults you regarding their child's progress, please direct their concerns or questions to the homeroom teacher.

## Volunteer Code of Ethics

A volunteer operates in a position of trust. While working in a school setting one is privy to knowledge about children's academic abilities, behavior patterns, emotional maturity, relationships with others, family situations, etc.

Volunteers must not share any personal information with people in or outside the school, other than with school administration.

Volunteers must agree to observe the confidentiality of all verbal, written or observed information obtained while performing their volunteer duties at Bearspaw School.

## A Final Word

Volunteers are a valued member of the school team. Your commitment of time and effort are most appreciated and makes a significant difference to the educational experience of all the students at Bearspaw School.

Thank you for taking the time to review the information in this handbook as a starting point for creating the positive and supportive learning environment we all want for our children.

*"It takes a village to raise a child..."*

*African Proverb*

# Bearspaw School Volunteer Handbook (created September 2008)



## Welcome!

The staff and students of Bearspaw School welcome active and visible parental involvement at school. Volunteerism enriches the learning environment of our children and the lives of those donating their time.

As you volunteer, we hope that you will discover what professional educators already know; when we help learners we also learn ourselves. Working with children is both enjoyable and rewarding.

We look forward to your continued interest, support and involvement in our school community. Enjoy your time with us and don't hesitate to share your insights, questions or concerns.

## Bearspaw School Mission Statement

Bearspaw School encourages its community of learners to develop to their full potential in a safe and caring environment, where respecting the diversity of individuals, developing responsible citizens, and celebrating learning is valued.

## Volunteer Program Overview

The Volunteer Program is a coordinated effort to tap the energy, enthusiasm and expertise of parents in our school community. Volunteers allow the school to extend its programs with additional activities by providing an invaluable extra set of hands, ears and eyes.

As a volunteer at Bearspaw School you may have the opportunity to assist in many areas, both inside and outside the classroom.

Depending on the volunteer categories you checked off in September, you may be contacted by your designated Class Representative, the Grade Representative or a Volunteer Coordinator.



## Helpful Information

1. Parking is available in the main lot in front of the school. Please do not park in the drop off zone, bus zone or fire lane.
  2. In the interest of security, please sign in at the office each time you volunteer and pick up a volunteer badge.
  3. Coffee and tea is available to volunteers in the staff room.
  4. Familiarize yourself with the rules of the school and your classroom.
  5. Work routines will be explained by the staff member with whom you are working.
  6. The photocopy machines require a code – please use the code provided by the staff member requesting the photocopies.
  7. If you require assistance with the photocopier, other office equipment or supplies, please speak with the office staff.
  8. Field trips are a vital component of the learning process. If you are chaperoning a field trip:
    - Please be punctual.
    - Be aware of the goals and objectives of the field trip so that you can help enhance the learning experience.
- If you need to cancel please find a replacement chaperone.
- Discipline and control must be maintained at all times on field trips. The safety and well-being of the students in your group is your responsibility.
9. The most effective learning occurs through personal experience. Whatever children can do for themselves they should do, even if it is quicker and easier for an adult to do it.
  10. You are a role model for problem solving, decision making and showing respect for others. Children learn from watching those around them.
  11. Language is very powerful -- both what you say and how you say it. Please be aware that the language you use can encourage students to take risks and ownership of their learning.
  12. Some suggested phrases for working with children are:
    - "*I wonder what would happen if...*"
    - "*What do you think?*"
    - "*Why don't you read it to me...*"
    - "*Let's see if we can think of how to do this – any suggestions?*"
    - "*Can you tell me a bit more about...*"