

Volunteer Training

Welcome
Volunteers!



Rationale



Volunteers are individuals who willingly give of their time and talent on a regular basis as valuable members of a school team to support staff in enhancing student learning activities.

The Simcoe County District School Board encourages participation of volunteer helpers in schools and recognizes the educational advantages to all concerned. The Board further believes that through volunteering, individuals can model caring and co-operative relationships and promote the value of being responsible citizens.

Introduction of School Personnel

Principal: Alison Golding

Vice Principal: James Dobson

Office Staff: Lisa McAlendin and Ute Parsons

Lead Custodian: Kim Harvey

Goals of our volunteer program

1. Establish school and community partnerships for quality education, enabling members of the community to appreciate and contribute to the educational philosophy, the instructional procedures and the resources of our school.
2. Make each shared learning opportunity the best one possible for the students, staff and the volunteer.
3. Provide opportunities for meaningful and reliable service in areas of interest and expertise.
4. Enrich students' learning opportunities by assisting teachers and support staff in instructional and non-instructional tasks.
5. Provide individualized opportunities for students, assisting each student to reach his or her fullest potential.
6. Enrich the curriculum by enhancing students' knowledge of the community at large.

Who can volunteer...

If a description of the ideal volunteer were to be drawn, he or she would:

- ...be friendly, dependable, reliable and flexible;
- ...show concern for students;
- ...want to help and would like working co-operatively with school staff;
- ...have a good professional attitude, interest and enthusiasm for working with young people;
- ... provide a positive role model for young learners;
- ... recognize that students are our greatest resource;
- ... be willing to share skills and knowledge;
- ... maintain confidentiality at all times

When does a volunteer work?

- It is up to you – a few hours a month or each day.
- The hours are flexible. You can arrange mutually convenient times with your team members, when you can give your full attention to your position.
- Please arrange daycare for others in your charge.
- We know that sometimes things come up, if you are going to be absent, please call the office

Responsibilities of Volunteers

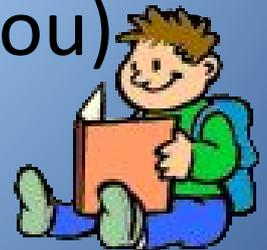
- ... are responsible to the principal but work directly with the professional teaching staff;
 - ... are prompt, dependable and regular in attendance;
- ... work cooperatively as part of the team to support and supplement the program;
- ... understand and accept the student in terms of their own background and values;
 - ... maintain confidentiality about the student, teacher and staff;
 - ... communicate regularly with the staff;
- ... are asked to notify the teacher about abusive or harassing situations. Staff will follow up;
- ... know and observe all pertinent regulations in the Board and at the school. Be clear about procedures related to fire drills, accident reporting etc.

Volunteer Opportunities at HMES

- Reading with students
- Food programs (milk, pizza, subs, snack)
- Kiss and ride
- School council
- Drivers for extra-curricular/athletic events
- Volunteer supervisors on field trips
- School council
- Fundraising

Rationale for Placement of Volunteers

- With the exception of field trips, we place volunteers in classrooms other than their own child`s classroom
- Equity for all students in the class: volunteers here to benefit all students, not just their own child
- Areas of greatest need for our school are to support our students with literacy (i.e. daily reading with students – staff will train you) well as kiss and ride and food programs



School Routines

- Ensure that you sign in at the office and get a visitor tag at the beginning of each visit.
- Emergency Procedures – fire, tornado, lockdown (plans in clear emergency folders in each classroom near door). Follow instructions of staff members and remain with staff/students (attendance will be taken and visitors will be included from sign in book)
- Supplies – ask teacher for any supplies that may be needed for your role
- Remain in work location within the building as assigned by staff

School Times

9:05- entry

10:45-11:05- Nutrition Break for K-5, Recess for 6-8

11:05-11:25- Nutrition Break for 6-8, Recess for K-5

1:05-1:25- Nutrition Break for K-5, Recess for 6-8

1:25-1:45- Nutrition Break for 6-8, Recess for K-5

3:25- dismissal

Tips for working with students

1. A student's name is very important. Make sure you learn to say and spell the name correctly.
2. Make sure students know what to call you and can pronounce your name.
3. Show that you are interested in the student as a person. Be calm and avoid being judgmental.
4. Listen carefully to what students have to say. Listen for ideas and not just facts. By your words and actions, you let the students know that you care.
5. Tune into feelings and reflect these back to the learners for clarification and understanding.
6. Let learners know that making mistakes is a part of learning. Do not be afraid of making mistakes yourself.
7. Each learner is an individual. Encourage the learner to work to his/her potential.
8. Build the learner's self-confidence. Praise your learner honestly and frequently. Remember, attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.
9. Both teacher and volunteer are responsible for open communication. Make time to discuss or question.

Code of Conduct

All members of the school community must...

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or ability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;

Health and Safety Procedures

- Safety is our number 1 priority
- If you have a concern, talk to the teacher
- We welcome your eyes, fresh outlook
- We welcome your constructive comments

Awareness of Abuse and Harassment

- Very important issue
- Sometimes students will share very sensitive, personal information about home or out of school events (e.g. physical, sexual abuse).
- All individuals who work with students are bound by law to report abuse or harassment
- Talk to teachers or administrators immediately if you have concerns
- All such information is **STRICTLY CONFIDENTIAL.**

Code of Ethics

Sometimes volunteers have questions or queries regarding program, teaching strategies or routines. If problems develop, the line of communication in the school is always first with the staff member concerned and then, if necessary, with the vice principal or principal.

Code of Ethics continued...

Once volunteers begin to work in a school setting, they become privy to knowledge about students' behavior patterns, academic ability, emotional maturity, relationships with others, etc. In some cases information of this nature is imparted in order that the volunteer might work more effectively with an individual student. In other cases, it is simply acquired in the course of frequent contact in the school.

Confidentiality

- Critical for volunteers
- Every child is entitled to privacy
- What you learn or see as a volunteer must be kept confidential (i.e. student work, behaviour)
- Do not share any details with the community
- We cannot have volunteers at the school who share private information

Which type of volunteer are you?

1. Previously screened volunteer
2. New volunteer
3. Volunteer driver (for athletics/teams)

Previously approved volunteer...

- must be on our list from the board
- sign the declaration form (can do this for a maximum of 4 years, then a new CRC will be required)
- complete information form indicating interest and availability each year
- must complete an orientation session
- you may begin volunteering as soon as you are placed

New volunteer...

- read the new volunteer package
- complete a volunteer information form
- school will provide a letter to take to the police for a criminal record check including a vulnerable sector screening. This is done free of charge for volunteers.
- obtain your CRC from the police and deliver back to the school
- complete an orientation session
- when you are officially on the list and placed, you may begin volunteering

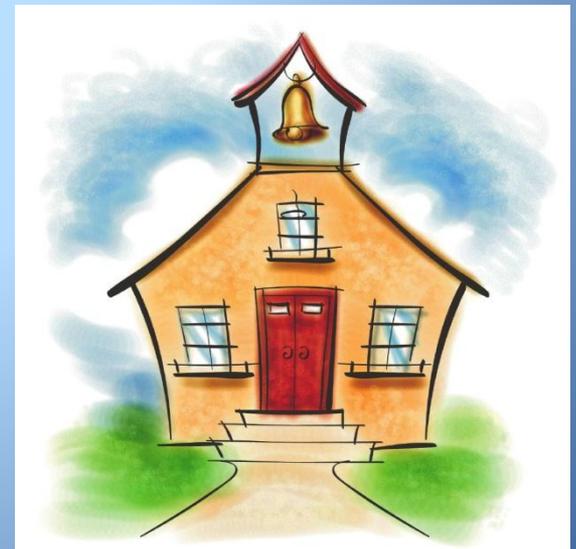
Volunteer driver...



- follow procedures for new or previously approved volunteers as applicable
- complete volunteer driver authorization form. Both new and previously approved volunteers will need to fill this out annually
- only students whose parents have consented for them to travel with a volunteer driver will be assigned to travel in your vehicle

Transfer Forms

- If your child transfers to another school, and you would like to volunteer there, you can fill out a transfer form and your name will be transferred to the next school's Approved Volunteers List as soon as possible
- See Ute in the office for transfer forms



Thank You!

- Thank you in advance for your help, ideas, enthusiasm, support and tireless energy!

If you have further questions, please see Mrs. Golding or Mr Dobson

Merci

Gracias