

École Leduc Estates School

95 Alton Drive
Leduc, AB, T9E 5K4
780-986-6750

Website: <http://eles.blackgold.ca>

Email: eles@blackgold.ca



Volunteer Handbook

PRINCIPAL
Mrs. C. Fisher
Carla.fisher@gshare.blackgold.ca

ASSISTANT PRINCIPAL
Mme Jolene Vandermuelen
jolene.vandermeulen@gshare.blackgold.ca

SCHOOL GUESTS AND VOLUNTEERS (CLASSROOM VISITORS)

At a general level, it is our desire that all visitors to the school will feel welcome and enjoy their time with us. Parents and other community members are encouraged to participate in, and contribute to, our activities with students - wherever this is practical. École Leduc Estates School has enjoyed a rich tradition of volunteer involvement over the years. Our School Council and Parent Association are valued partners in providing enhanced opportunities for students.

It should be remembered that our primary goal is to deliver the most effective instruction possible to our students. Additionally, it is our duty to provide for the safety and security of students and in doing so we assume some responsibility to know who is in the building - especially when students are present. On occasion, it will be valuable to have volunteers working in classrooms and/or directly with individual students. At other times, an individual may have legitimate reason to be a classroom guest. These circumstances bring with them special considerations such as Alberta Learning mandates, the requirement for confidentiality regarding students, and demonstrated commitment to school goals and expectations.

It is our belief that classroom visitors should conduct themselves in a manner akin to that expected of a staff member. As such, it is important to provide guidelines which define levels of authority and responsibility in order to ensure that both school and classroom visits are positive and productive.

Guidelines:

- School visitors (volunteers and guests) will be screened by the principal to ensure that proper intentions and conditions are in place
- Classroom visits (by volunteers and guests) will be approved by the host teacher, with notification to the principal
- Classroom visits will generally be by appointment so that meaningful volunteer activities can occur, and also to ensure that student circumstances are appropriate for entertaining a guest
- Confidentiality regarding students must be observed, necessary disclosure of obtained information being made only to qualified professionals - or as required by law
- As a number of school policies and practices may come to bear during a classroom visit, volunteers and guests are encouraged to preview related documents from the Staff Handbook (i. e. Discipline, Issue Resolution) which may be obtained from the principal
- As the actions (or inactions) of school and classroom visitors have great potential to impact students, it is expected that all volunteers and guests will demonstrate active support for teacher efforts and avoid any undermining of school practices and routines

PHILOSOPHY

The Board of Education believes that appropriate deployment of volunteers can enhance the operation of a school. The Board is responsible for the well-being of students and staff and requires that all volunteers be registered at the school(s) in which they volunteer.

DEFINITION

A volunteer is someone who assists school staff and/or students in curricular or extra-curricular activities. It does not include guest speakers, presenters, visitors or school council members.

GUIDELINES

1. School staff will identify those areas where assistance from a volunteer would be desirable.
2. The principal will establish a system to recruit, approve and orient volunteers for the areas identified.
3. Volunteers will be deployed under the supervision of a specific staff member.
4. Each volunteer will complete and sign a volunteer registration form.
5. The registration is for the duration of the school year.
6. The volunteer registration form will be retained in the office of the principal and secured under the FOIP Act.
7. Each volunteer accompanying an overnight student excursion will require a current (within 12 months) Criminal Record Check and Child Intervention Record Check.

Black Gold Regional Schools

Volunteer Guidelines

Volunteer Characteristics, Responsibilities and Guidelines

Volunteer Characteristics

- Honest in approach and attitude
- Patient when working with students
- Flexible in responding to the needs of students
- Prompt, dependable
- Friendly
- Supportive of administration and teaching staff
- Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child
- Willing to be discreet, sincere and dedicated
- Able to recognize the child's need to improve self-image and independent learning habits
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor

Volunteer Responsibilities

- Volunteers will telephone the school if unable to attend at the scheduled time.
- Volunteers will sign in and out in the school office while visiting the school building.
- Volunteers will keep information about students and teachers confidential unless disclosure to proper authorities is required by law. Any information that indicates a student may harm her/himself or another person must be reported to the teacher or school counsellor. If the student reports that he/she has been abused, that information must be reported to the proper authorities, the teacher or school counselor. This information must not be repeated to friends, relatives, coworkers or other acquaintances.
- Volunteers will refrain from using or possessing or being under the influence of alcohol or illegal drugs.
- Volunteers will refrain from smoking while volunteering.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.
- Volunteers will obey all laws and regulations, including traffic laws
- Volunteers will obey all school policies and regulations.

Volunteer Guidelines

- Volunteers are dependable and punctual.
- Volunteers work under the direction and supervision of a member of the school staff; the relationship is to be one of mutual respect and confidence.
- Volunteers will support teachers. Teachers are responsible for content and instruction in the classroom.
- Volunteers will work within the rules of the school, as set out by the principal
- The volunteer will maintain appropriate adult behaviour at all times and will expect appropriate behaviour from the child.
- The volunteer will always treat the teacher, child, child's parent(s), guardian(s) with respect and will not criticize nor make negative comments.
- The volunteer will exhibit behaviour that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and will not make any comments that can be construed as racist, sexist, or bigoted. Volunteers will respect cultural differences and broaden their knowledge and understanding of human relations.
- Volunteers will be generous with praise and courteous with criticism
- Volunteers will be willing to discover interests and strengths of each student and will be able to generate enthusiasm about each student.
- Volunteers will recognize the student's need to improve self-image and independent working habits.
- Volunteers will be willing to communicate regularly with the staff, discussing concerns with the teacher or supervisor.

Volunteers will not:

- Promote any commercial products
- Promote any religious-specific doctrines, or beliefs
- Promote any political candidates or parties
- Lend money to students nor indulge students with gifts, money or food
- Touch a student, staff or other volunteer in a sexual or other inappropriate manner
- Use profanity in the presents of a student, staff or other volunteer
- Drive any student without prior approval by the school board in accordance with heir school transportation policy

Issue Resolution

Recognizing that issues (questions, concerns, complaints) involving school staff will arise from time to time, it is desirable to identify a process by which these may be addressed. The long established doctrine of fairness, together with rules of natural justice and principals of due process, will help to define such a procedure. Equally important is an open and constructive problem-solving approach based on mutual respect. The goal of this issue resolution process is to ensure that a productive harmony exists within both the school team (staff) and the extended school family (students, staff, parent community).

When an issue involves actions taken by a staff member, the following protocol should be observed – except in cases where there is sufficient reason to believe the existence of criminal activity. In such circumstances, appropriate authorities should be informed so that a proper investigation may be initiated.

Guidelines:

1. All issues should be communicated directly to the staff member involved. It is the responsibility of anyone receiving misdirected questions, concerns or complaints to redirect the concerned party to the staff member involved.
2. Any discussion of issues should be scheduled at a mutually convenient time so that a resolution may be pursued in a thorough and seasoned manner.
3. Staff members should have access to sufficient time and resources to resolve identified issues.
4. Maintaining accurate documentation of issues and resolutions will serve to prevent misunderstanding between staff members and/or concerned parties.
5. Should the resolution of an issue not be obtained as above, and appeal may be made to the immediate supervisor of the involved staff member. Such an appeal will include details of the issue and any resolutions(s) which have already been attempted.
6. Supervisors will act in a manner which is consistent with the responsibilities of their position(s) and seek a resolution which represents the best interest of students.
7. Should a supervisor elect to maintain summary documentation of an issue and its resolution, such records will be made available to the concerned staff member(s) and concerned party(ies) on request.



BLACK GOLD
REGIONAL
DIVISION NO. 18

Volunteer Registration Form

School Year: _____

School _____

Mr. / Mrs. / Ms. Surname _____ Given Names _____

Address _____ Postal Code _____

Telephone Numbers: Home _____ Work _____

Do you have children or grandchildren registered in this school? Yes _____ No _____

If yes, list name and grade:

Name _____ Grade _____ Name _____ Grade _____

Name _____ Grade _____ Name _____ Grade _____

Name _____ Grade _____ Name _____ Grade _____

VOLUNTEER SECURITY DISCLOSURE

Are there any conditions which might cause concern regarding your suitability as a volunteer?

Yes _____ No _____ If yes, please provide details: _____

Each volunteer accompanying an overnight student excursion will require a current (within 12 months) Criminal Record Check and Child Intervention Record Check.

Current Criminal Record Check & Child Intervention Record Check submitted: YES _____ NO _____

As a volunteer, I agree to the following:

1. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and staff is honoured.
2. That any information collected, used, generated, and stored by Black Gold including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. That I must not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information unless specifically authorized to do so by the teacher or principal.
4. That I must notify the principal of any conditions which may cause concern about my suitability as a volunteer.
5. That teachers and administration staff are responsible for student learning and discipline.
6. That administration, teaching, and support staff have specific roles to play and it is important that all staff operate as a team.

Signature _____ Date _____

Principal's Signature _____ Date _____

The information on this form is collected under Alberta's Freedom of Information and Protection of Privacy Act to carry out our responsibilities under the School Act.

(Policy HICC – April 13, 2011 – 159/10-11)