



VOLUNTEER HANDBOOK

Mission Statement

Together; we CARE, we LEARN, we GROW.

We believe in empowering students to use their imagination and creativity to learn and grow into thriving global citizens through skillful teaching and a love for kids.

Belief Statements

<i>We CARE</i>	<i>We LEARN</i>	<i>We GROW</i>
<ul style="list-style-type: none"> - The way to a child's mind is through their heart - Caring is about our community; a community supports each other emotionally and academically - We celebrate diversity and promote belonging for all people - We care about school culture and that our school is a safe place for everyone - We value being confident and independent while being respectful and responsible - We want students to be aware of local and global needs - We celebrate the success of others 	<ul style="list-style-type: none"> - All students can learn and grow at their own pace - Achieving is about learning. Student's learning is a shared venture between students, caregivers, and teachers - Deep learning occurs when content is relevant. - We want students to know what they are learning, how they will get there, and what they need to do next - We want to give students the tools and opportunities to learn in different ways - We want students to be motivated and engaged - We will be diligent in knowing how our students are progressing and how we can involve them in the learning process. 	<ul style="list-style-type: none"> - In order to develop the whole child, they must know themselves as a learner and person - We can all grow if we work hard and are all capable of achieving our dreams - Provide students with lots of opportunities to grow and demonstrate their learning - We want students to show the values of respect, curiosity, courage, perseverance and resilience in everything they do - We want students to apply their ideas thoughtfully and flexibly in order to face challenges and solve problems - Applying what has been learned to our daily lives now and in the future

Welcome from the Southwood School Staff

Dear Volunteers,

You, our volunteers, are an integral part of our school. You add so much to the educational and enrichment experiences that our children have at Southwood and we do appreciate you. This handbook has been created to give you some guidelines and suggestions about your participation. We hope that this information will build your confidence and give you some direction so that you feel as if your time spent here has been worthwhile. Remember that there are countless ways of contributing to our children's education, whether it be going on field trips, attending meetings, or coming into your child's classroom.

Whatever you do, please know how much you are appreciated.

Southwood Staff

Goals of Volunteer Program

The goal of all schools is to provide the best education possible for the children of the community.

Through our volunteer program we aim to:

1. Provide volunteer help to the classroom teacher and the school, to enhance the experience of the individual students and the school population in general.
2. Enlist and strengthen the collaboration between parents and the school in the education of their children: foster strong, positive relationships between home and school.
3. Help parents and volunteers become more familiar with the operation of schools and classrooms.

What do Southwood Volunteers do?

Volunteers perform many different tasks at Southwood School.

Classroom support

- Field trip chaperones
- Photocopying and stapling
- Classroom cleanup
- Working with small groups of students



Physical Education Program

- Terry Fox Run
- Extracurricular activities

School support

- Fundraising
- Gardening
- Special events such as Winter Fun Day
- Guest speakers
- Library support
- Parent Council

Volunteer Opportunities Coordinated by Parent Council:

- Hot lunch program
- Staff Appreciation Week
- Fundraising

Getting Started

Before starting your first volunteer task, we ask all volunteers to be aware of the following points.

- You must complete your Child Abuse Registry Check, Criminal Record Check, Pledge of Confidentiality, and Volunteer Acknowledgement Form and return these forms to the office. The division will send you an email notifying you when your forms are expiring and you can elect to redo them if still needed. The Volunteer Acknowledgement Form is filed for a period of one year only. A new volunteer handbook is given to you as a reminder each school year. The forms are available from your child's teacher.
- Always sign in and out at the school office. It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.
- Always wear a "Volunteer" sticker badge.
- As a courtesy to others, please turn off cell phones while in the school building.
- Always follow the correct fire safety procedures:
 - when in a classroom, follow the teacher out of the building and stay with the class;
 - when not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.
- Always follow the correct safety procedures during a lockdown:
 - comply immediately with instructions of staff members
- Please be advised that at any time when volunteering, even when on a field trip, smoking and alcohol, and marijuana consumption are not permitted.

Confidentiality

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honour confidentiality. Breaching confidentiality is hurtful to children, their families and the staff. It can also harm the good reputation our Southwood volunteer parents have earned over the years.

To help, here are some sample issues that can arise.

“Wasn't it cute when John . . .” No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

When parents ask you questions . . . Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Don't ask! Don't tell! If parents do have concerns, encourage them to talk to the class teacher.

When you see or overhear something . . . As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the gym) stays at school. If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.

When students tell you about their family, pet, vacation, etc. . . .

As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

When you have a concern . . . If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately.

Tips For Working With Students

- Strive to give each child the best you can and know that other Southwood volunteers do the same when working with your child.
- Respect your co-workers and all school employees.
- If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.
- Don't distract teachers while they are teaching. If you have questions, wait until there is an appropriate moment.
- Honour your commitments and be on time.
- Find ways to be positive and notice things that are working well.
- Encourage the children to do their best.
- Establish a high-quality rapport with the children.
- Accept the children as they are.
- Give each child genuine deserved praise.
- Be fair.
- Never make a promise to a child that you cannot fulfill.
- Assume the role that the teacher has determined for you.
- Share observed the progress of each child with the teacher only.
- Refer misbehaviour to the teacher.
- Use the child's name in conversation.
- Be consistent.
- Keep the confidence of the children.
- Be a good listener.
- Be comfortable with silence.
- Be aware of school and classroom rules and procedures.
- Remember your time and energy are helping to make Southwood a great place to learn.

**Southwood School Volunteer
Acknowledgement Form**

**I have read this handbook, and understand my responsibilities as
a school volunteer.**

Please print name in full above and sign below.

Signature Date

First name and last name of student(s)

***This acknowledgement form will kept on file for the current
school year. A new one must be completed each school year.***

Thank you