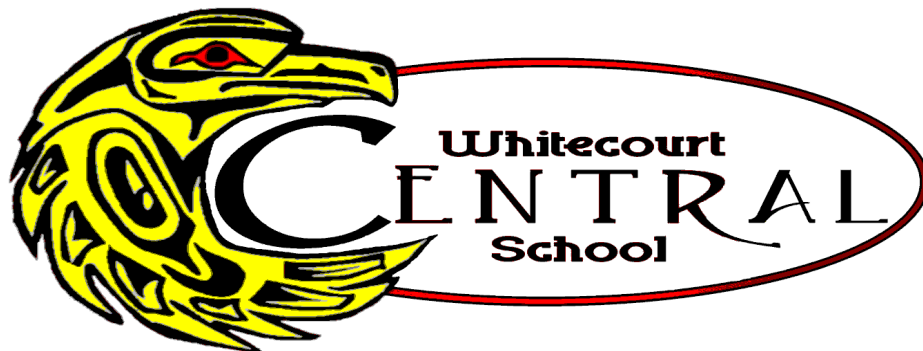


# Whitecourt Central School



## Volunteer Handbook

Whitecourt Central School  
4807-53 Avenue  
Whitecourt, Alberta  
T7S 1N2  
Phone: 780-778-2136  
Fax: 780-778-5150  
e-mail: [central@ngps.ca](mailto:central@ngps.ca)



# Whitcourt Central School

Welcome to Whitcourt Central School! We are pleased that you wish to be directly involved with the education and growth of the students in our school. We appreciate your willingness to share your time, talents and interests with us. We value all contributions made by our volunteers and recognize the important role they play in the successes of our students.



## PHILOSOPHY

We believe that a volunteer program is valuable to our school but needs to be supported by sound policies, procedures and planning in order to meet our objectives. Interaction between volunteers and the school staff strengthens the school's relationship with the broader community. We believe that volunteers enhance our ability to deliver an effective education to our students.

## VOLUNTEER POLICY

We are excited and grateful to have volunteers in our school. Northern Gateway Public Schools asks all volunteers who are supervising special events or working one on one with students to provide a current Review of Results of Vulnerable Sector check to the school principal. Volunteers will also be asked to sign a Volunteer Service Confidentiality document. This document will need to be completed every year.

When dealing with students within a school, confidentiality is very important. Parents and teachers have the right to expect that children's progress or behavior will not become a topic of conversation in the community.

**\*Younger children who come with parents will need to remain with parents as to not disturb the learning environment of the school.**

## CONTACT PERSONNEL

Volunteers interested in working at Whitecourt Central School in a general capacity should contact the school principal at 780-778-2136. The principal will then direct volunteers to classroom teachers or other designated areas of the volunteer's choice. **Parents who are interested in volunteering in their child's classroom are encouraged to contact their child's teacher directly.**



## COMMUNICATION

Communication between parties is key for a successful partnership. Without a clear line of communication, the volunteer program will not be effective. Teachers will provide clear guidelines for the assigned task. Discussions between parent volunteers and teachers or school staff need to occur regularly.

If you as a volunteer have any questions, please feel free to ask, and we will gladly try to answer your questions. If you would like to donate more time, please let us know. We have lots for volunteers to do!



## PROCEDURE FOR PROBLEM SOLVING

Concerns should be directed to the classroom teacher. The principal may become involved if a resolution cannot be reached.

## VOLUNTEER'S JOB DESCRIPTION

Volunteers should:

- ✓ Sign in at the office.
- ✓ Collect their Volunteer tag and lanyard.
- ✓ Clarify given tasks with their contact teacher.
- ✓ Enter and leave a classroom quietly so that the children are not disrupted.
- ✓ Take direction from the classroom teacher.
- ✓ Encourage students to follow the rules of the classroom and school.
- ✓ **Respect the confidentiality of students and teachers by being careful what they say within and beyond the school setting as well as what is posted on social media.**



## RIGHTS AND EXPECTATIONS WITHIN OUR SCHOOL

All students need to be heard and know that we will protect and care for them. They require understanding and respect. We are their home away from home. We are their school family!



All of our students:

- ✓ are unique.
- ✓ have different learning needs.
- ✓ develop at different rates.
- ✓ have different learning styles.
- ✓ have the right to feel successful.

## TECHNOLOGY USAGE

Our staff and students are expected to be responsible digital citizens when using technology at school. This expectation extends to the volunteers in our school. We ask that our volunteers refrain from taking pictures or videos of students and posting them on Facebook, Instagram etc. Administrative Procedures 145 and 146 outline the Division's and school's expectations.

## PROMOTING LEARNING

In order for the students to be successful in their learning, the environment must be safe, provide many opportunities to demonstrate learning, be comfortable, interesting and student orientated. At Whitecourt Central School, we believe in inclusive education. All students are integrated into the classrooms as much as possible. Some students have additional support. We encourage students to learn in many different ways. Many students learn best by doing, which means many performance tasks will be evident in the classrooms. Students are encouraged to take risks and make mistakes as this is how they learn. Our classrooms are “mistake friendly” areas where we promote responsibility and respect. All students are encouraged to participate and share their ideas.



## ABOUT VOLUNTEER'S RIGHTS AND EXPECTATIONS

As a volunteer you can expect:

- ✓ recognition and appreciation for your valuable contributions
- ✓ appropriate information regarding expectations and assignments
- ✓ opportunities to learn new skills
- ✓ clear instructions for tasks
- ✓ the opportunity to work with many different students

## ABOUT VOLUNTEER'S RESPONSIBILITIES

As a volunteer, you are expected to:

- ✓ be supportive and encouraging to all students, staff and other volunteers.
- ✓ behave in a respectful and trusting manner.
- ✓ perform duties according to school policies and procedures.
- ✓ treat all students, their families and staff with dignity and respect.
- ✓ be dependable.
- ✓ treat any information regarding the students as CONFIDENTIAL.
- ✓ schedule your volunteer duties to allow teachers the required lead time to plan meaningful activities

## PLAYGROUND SUPERVISION

All volunteers who assist school staff with playground supervision are asked to wear a reflective vest available at the office.

We believe that our students know the rules and how to be responsible EAGLES. We also realize that children, depending on their age, ability and understanding, are learning to develop meaningful relationships with their peers so students are to play safely and responsibly. As you supervise on the playground please remind students to make good choices.

Students are taught to:

- ✓ play with consideration and the safety of others in mind.
- ✓ not push or engage in any horseplay or play fighting on equipment or in the field.
- ✓ not climb up slides as this puts them in a dangerous situation.
- ✓ not jump off of the swings or equipment.
- ✓ stay on the playground at all times unless given permission by the supervisors.



## GENERAL INFORMATION

- ✓ Contact sports, play fighting and snow ball throwing are disallowed.
- ✓ Students are not allowed to leave school property unless they have been signed out by a parent at the office or the school has received a call from the parent.
- ✓ Roller blades, skateboards and scooters must be put away as soon as students get to school.
- ✓ Bikes need to be put in the bike rack and walked on/off of school property.
- ✓ Hats and hoods are not to be worn in the school.

The following behaviours are to be referred to the teacher immediately:

- ✓ Defiance (refusal to follow adult direction)
- ✓ Fighting
- ✓ Rough play
- ✓ Inappropriate language
- ✓ Bullying
- ✓ Leaving school property

Minor misbehaviours can be dealt with in the following manner:

1. Ask the child to stop the behavior and offer a better choice.  
\*Remember to maintain eye contact and speak in a quiet voice.
2. If the child persists in the behavior, take the child to a staff supervisor.





## GENERAL PROCEDURES

If you are unable to attend the day you are scheduled to volunteer, please contact your teacher.

***When you arrive at school, please sign in, collect your Volunteer tag and lanyard and then proceed to the classroom to check in with your teacher.***



**We can't wait for you to volunteer at our school. Come on in today!**