

Volunteers will learn about:

- ✓ telephone and intercom systems
- ✓ emergency procedures
- ✓ general rules/school code of conduct
- ✓ teacher preparation room (photocopier, mail, electric staplers, etc.)
- ✓ paper supply room
- ✓ gymnasium equipment and playgrounds
- ✓ canteen/kitchen
- ✓ office
- ✓ coffee and conference rooms (location and use)
- ✓ work areas
- ✓ lost and found
- ✓ staff room
- ✓ custodian's area
- ✓ library and computer labs
- ✓ extra curricular activities

OUR BELIEFS

We believe that student literacy, academic achievement and social development are fundamental to everything we do.

We believe in a safe, caring, equitable, accountable, and collaborative learning and working environment.

The Chilliwack School District needs dedicated volunteers to carry out a variety of duties ranging from chaperoning on field trips to tutoring and mentoring children or assisting with fundraising efforts.

When you contribute your time at a school, you're sending the message that you consider public education a worthy cause.

It's never too late to get involved in volunteering to support education; taking the steps to assist at a public school doesn't have to be overwhelming and time consuming.

"Every student a graduate prepared for opportunities beyond graduation."

Volunteering

in the Chilliwack School District



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Welcome

We are pleased that you have decided to become a volunteer in one of Chilliwack School District's schools. Your interest in our students and our school district is appreciated.

We value your willingness to share your time and talents to increase opportunities for students. We hope that your volunteer service is rewarding.

This brochure contains information that will help you in performing the services that may be required of you at your school. We hope you find it helpful.

- *The Board of Education*

Student Safety and Security

While welcoming volunteers to our schools, the Board is responsible for ensuring a safe and secure environment for all students.

Board Policy 902 - *Volunteers* states:

"All persons serving as volunteers in district or school sponsored activities must be approved by the school principal and must submit to a district criminal record search."

The form and procedures associated with the search are available from your school principal. While on duty, volunteers are asked to wear an identification tag.

Suggested Role of a Volunteer

Just as each student learns at different rates using different learning styles, each individual classroom has different needs and each teacher may have varying expectations.

Keep in mind that whatever the task you are assigned, the role of instruction belongs to the teacher.

When a volunteer has a special talent or training, it can often be put to good use in the classroom or within the school's activities.

Some examples might be:

- ✓ playing the piano or other instruments
- ✓ acting
- ✓ singing
- ✓ writing
- ✓ drawing or painting
- ✓ a special craft or hobby
- ✓ storytelling

Checklist

When you meet with your supervising teacher, plan to discuss:

- ✓ days and times to volunteer in the classroom
- ✓ emergency procedures
- ✓ procedures like meetings, telephone conversations, and notes
- ✓ daily discussion about assignments
- ✓ location and purpose of materials
- ✓ classroom rules such as discipline systems, reinforcement techniques and organizational plans
- ✓ where personal items may be kept
- ✓ how to notify the teacher if you plan to be absent

Confidentiality

As a volunteer you are operating in a position of trust. You will become aware of information pertaining to individual students that is of a privileged nature.

Any discussion of a student should be kept between you and the teacher involved and should be motivated only for the good of the student.

If you have a concern please direct your comments to the teacher or principal. Discipline is the responsibility of the teacher and school administration.

Board Policy 501 - *Student Behaviour* outlines expectations for students.

