



## **Volunteer Handbook**

Parents play a vital role in the education of children both in the home and at school. We have prepared this handbook for those parents and/or community members who would like serve as a school volunteer. The handbook outlines the key role, responsibilities and requirements to serve as a volunteer at our school. If you have any questions please do not hesitate to contact school administration. We look forward to working with you to support all of our students and staff.

### **WHO CAN BE A VOLUNTEER**

Volunteers can be parents and community members (seniors, professionals, business people, neighborhood residents, college/university or senior high school students)

### **ROLE OF SCHOOL VOLUNTEER**

At Sister Alphonse Academy our goal is to provide the best possible education to our students in a faith filled, safe, secure, caring learning environment. Volunteers can play a vital role in helping us to reach our goal. The main goal of the SAA Volunteer Program is:

*To assist the school(students/staff) in some educational activities and events as a resource person or in a supportive role on a short-term basis.*

*Extra-Curricular volunteers can also support (coaching, supervision) school sponsored activities such as sports teams and clubs, student councils, etc.*

## **REQUIREMENTS OF SCHOOL and EXTRA-CURRICULAR VOLUNTEERS**

All persons serving in a volunteer position must complete and provide the following annually:

District Volunteer Registration Form  
Volunteer Declaration Form  
Criminal Record Check  
Child Welfare Check – Extra-Curricular Volunteers

In some situation's the Principal of the school may apply some discretion in the completion and submission of some forms if there is very limited frequency of the volunteer activity, limited duration, limited contact with students and/or the volunteer activity is very general in nature.

**\*\* VOLUNTEERS** must notify administration of the school immediately of any changes related to criminal charges or child welfare concerns. **\*\***

## **RESPONSIBILITIES OF VOLUNTEERS**

All volunteers have a responsibility to protect the confidentiality of all students and to follow the general rules and procedures of the school.

### *VOLUNTEER CODE OF ETHICS*

1. Respect the confidentiality of the teacher and the children, and refrain from discussing them outside the school situation. If you have any questions or concerns, share them only with the teacher or administrator.
2. Acceptance and understanding are required towards all children with whom you come into contact. Strive for acceptance of all the children. Some of our children have diverse needs which are not evident to others. In the interests of privacy, volunteers may not be aware of these needs. If you are unsure of how to respond to particular students, please check with the teacher. Some of these diverse needs mean that a child may exhibit differences in their level of attention, self-control and social skills. Please respect others and honor the diversity of people and their perspectives.
3. Take note of and become familiar with general school rules and procedures so that you may provide a positive role model to the students. This will also assist you to more comfortably deal with the children. As you work under

the direction of the school staff and administration, please be aware that instructing and disciplining students are responsibilities of our school staff.

### **VOLUNTEER COVERAGE**

Volunteers are insured under the Greater St. Albert School District's liability insurance when acting within the scope of duties or activities assigned by a teacher or Principal of the school.

### **TIPS FOR VOLUNTEERS**

- Follow the direction given by school staff.
- Encourage the children to do their best and persist with tasks.
- Establish rapport with the children, being a positive role model to our students, setting the best possible example of Christ for them.
- Remain calm and use an inside voice when working with children.
- Accept the children as they are.
- Be gentle with assumptions – students may have many factors that influence their behaviour and learning.
- Give each child genuine deserved praise.
- Be fair and forgiving.
- Never make a promise to a child that you cannot fulfill.
- Assume the role that the teacher has determined for you.
- Share observed progress or concerns of each child with the teacher or school administration only.
- Refer disciplinary problems to the teacher.
- Be consistent.

### **GENERAL INFORMATION – SAA VOLUNTEER**

When volunteering at SAA please do the following

1. Check in at the office
2. Sign in
3. Wear your volunteer tag

### **EMERGENCY PROCEDURES**

If you are in the school and a Fire Alarm sounds, exit the building via the nearest doors and proceed to the south play field. If you are with children, you should assist them in evacuating the building. Help the students to locate their homeroom teacher at the MUSTER POINT on the south play field.

Follow directions of all staff in regards to emergency procedures. If staff members are not in your location, please direct students in your area to a secure location.

## **THANKS**

When serving as a volunteer at SAA you are:

1. Making a valuable contribution to our school.
2. Providing support and service to students and staff.
3. Providing students with a positive role model that is very important for all children.
4. Helping children discover their God given talents and helping them to feel good about themselves.



**SISTER**  
**ALPHONSE**  
— A C A D E M Y —

