

Volunteer Handbook



LONGVIEW SCHOOL

Let Your Learning Soar 50 YEARS AND GROWING

2016-2017

Home of the Eagles

Longview School
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Let Your Volunteering Soar!

When you volunteer at Longview School, you will become a special part of our learning community. You will have opportunities to be directly involved in education and make important contributions to the learning and development of our students.

Longview School Beliefs

Longview School is a family-like culture where teamwork is critical to achieving our goals. Collectively, we **Commit** to understand differing perspectives to help us grow individually; to **Communicate** and **Collaborate** to achieve our goals, and then **Celebrate** our accomplishments. We believe that students must gain the knowledge, skills and dispositions needed to feel a sense of mastery, belonging, generosity and independence as they prepare themselves for their future. This belief creates a supportive environment that empowers all educational stakeholders to be their best and invested in the child's success. The support we receive from our parents and the community continues to be outstanding! This support is what nurtures the growth of our students in all aspects of their lives, the overall growth of our school and the growth of our wonderful community. Students in schools with high levels of parent support and involvement do better academically, personally and socially. As a volunteer, you can help to make a positive difference.

Through our extra-curricular programs and school wide activities, our volunteers are integral to each and every student's success.

We extend an open invitation to our parents and community members to play an important role in the education of our children by volunteering at our school!



I can help support our students, school, and cc



WELCOME VOLUNTEERS

Longview welcomes you as a volunteer and appreciates your commitment to our school this year. This guide is provided to assist you in volunteering, whether you are in a classroom, in the office, or assisting with sports, field trips or special events. We want to enjoy your time learning with us.

THE VOLUNTEER'S ROLE

Foothills and provincial policies define clear instructional roles for teachers, support roles for para-professional staff, and supervisory roles for administrators. Volunteers work in schools at the invitation of a teacher or the school to enrich our students learning and enhance the daily work of our staff. As a community school, Longview School extends an open invitation to our parents and community members to play a role in helping to create and sustain a "learning community". Our learning community includes not only students and staff, but also volunteers drawn from parents, community residents, local businesses and corporate partners.

QUALIFICATIONS OF VOLUNTEERS

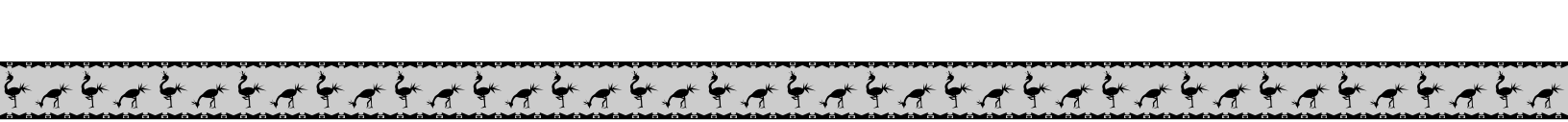
Everyone has knowledge, skills and experiences that can be shared with students. We expect our volunteers to have the following capacities;

- ☺ An enjoyment of children and of learning
- ☺ A desire to contribute to quality education
- ☺ An ability to work under the direction of the classroom teacher and/or administrator

ETHICAL GUIDELINES FOR VOLUNTEERS

There are certain ethical guidelines all must respect and follow when working in a school environment. LONGVIEW SCHOOL staff are bound by legislation such as *The School Act*, *The Child Welfare Act (CWA)*, *The Freedom of Information and Privacy Act (FOIP)*, various Foothills policies, and *The ATA Code of Ethics* which guide their work. While these do not apply directly to school volunteers, we have found that the following guidelines helpful:

I can help support our students, school, and community!

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- ☺ Appreciate that children are unique individuals, and that comparisons of growth or progress are a complex professional responsibility
 - ☺ In the course of your volunteer work you may become aware of sensitive information regarding students or their families. Any such information should be immediately brought to the attention of the classroom teacher or a school administrator. Under no circumstances can such information be shared publicly.
 - ☺ Avoid critical discussions of classes, teachers, programs and especially of individual children in public. If you have a question or a concern, please let us know directly. Clear communication of issues will help us to effectively address them for the benefit of everyone involved.
 - ☺ Children learn from watching others. Be a model for problem solving, decision making, patience, and showing respect for others.
 - ☺ The teachers and students rely on our help. Call the school if you are unable to come in when you are expected or if you will be late (403-601-1753).
 - ☺ Should you wish to expand, reduce or otherwise change your volunteer time(s), please discuss this with the classroom teacher or an administrator.



Volunteer Guidelines

1. Ensuring a safe and caring environment for students must be the primary consideration in the selection and use of volunteers for extracurricular activities, in accordance with school and School Board Policy.
2. Principals shall be responsible for selection and approval of volunteers, establishment of roles and responsibilities, supervision and maintenance of ongoing communication between the school and volunteer.
3. Extracurricular activities involve a varying level of risk. As a result, a comprehensive volunteer screening procedure should be in place to reduce the level of risk associated with the activity.

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Foothills School Division appreciates the service provided by volunteers/ supervisors/coaches for extracurricular activities. In order to ensure safety for students the Board of Trustees believes that those offering to volunteer in such activities should provide formal registration and sign a declaration of confidentiality (Form 490-1, 490-2 and 490-3).

Longview School Volunteer Registration Form

Name: _____

Phone Numbers: _____

Mailing Address: _____

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

If so, please list by name and grade: _____

I am available:

____Mornings ____ Afternoons ____ Full Days ____ Occasional

____Mondays ____Tuesdays ____Wednesdays ____Thursdays ____Fridays

____Special Activity/Outdoor Ed/Field Trip/Athletic Event Days

Please provide two character references that can be contacted by the school:

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Please check or list any opportunities that you would like to be involved in throughout the school year:

<p>General School Assistance</p> <ul style="list-style-type: none"> <input type="radio"/> Photocopying <input type="radio"/> Bulletin Boards <input type="radio"/> Hot Dog / Pizza <input type="radio"/> Other (describe) <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ 	<p>Special Events/Athletics</p> <ul style="list-style-type: none"> <input type="radio"/> Outdoor Education Activities <input type="radio"/> Field Trips <input type="radio"/> Coaching/Athletic Activities <input type="radio"/> Plays or Concerts <input type="radio"/> Special days <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____
<p>Classroom Assistance</p> <ul style="list-style-type: none"> <input type="radio"/> Helping students <input type="radio"/> Listening to students read <input type="radio"/> Preparation of materials <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ 	<p>Hobbies/talents</p> <p>Please list any training, hobbies, experiences or areas of expertise that you could share to enrich our student learning:</p> <ul style="list-style-type: none"> <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____ <input type="radio"/> _____

Do you have a criminal record? Yes _____ **No** _____

Any criminal offenses will be reviewed by the principal based on Policy 490, section 6 to determine impact on volunteering within Longview School.

Please be advised the Board requires that a Criminal Record Check for volunteers/coaches be provided to the school.

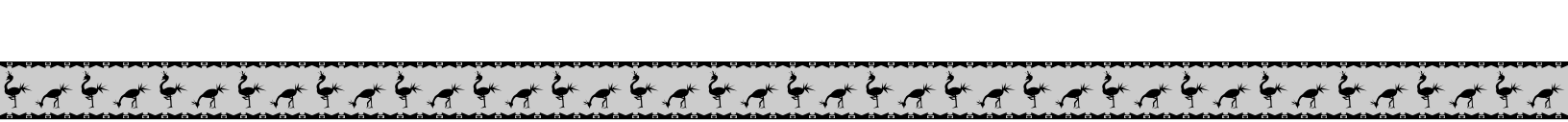
Please be advised the Board requires:

- a. That a Criminal Record Check be provided to the school. Any costs incurred for CRC fees will be reimbursed by the school.
- b. That an Offence Declaration be completed on an annual basis when the CRC is one or more years old. Any criminal offenses will be reviewed by the principal based on Policy 490, section 6 to determine impact on volunteering within Longview School.

As a volunteer, you are advised of the following:

1. The Principal (or designate) is the supervisor for volunteers.

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2. The Board's liability insurance covers all approved volunteers.
 3. Confidentiality is of utmost importance, and you are asked to read and sign the attached Confidentiality Form (Form 491-2).

Acknowledgement

I agree to provide volunteer service in accordance with the guidelines contained in the Longview School Volunteer Handbook.

Volunteer:

Name: (Print) _____

Date: _____

Signature _____

Witness:

Name: (Print) _____

Date: _____

Signature _____

Principal Approval

Principal Approval: _____

Date: _____

****The Principal or designate may deny or revoke permission for a volunteer to work in school(s) if the volunteer is deemed unsuitable for a volunteer position, is in breach of Board policies or behaves in a way that is contradictory to the Division mission, vision and/or principles.****

The Freedom of Information and Protection of Privacy Act (FOIP) sets controls and standards on how public bodies such as school boards collect, use and disclose personal information that is in their custody or under their control. The information you have provided on this form is being gathered for contact purposes and to determine your eligibility to serve as a volunteer supervisor/coach for the Division, and will not be used for any other purpose without your authorization. Only those Division employees requiring this information to perform their duties will have access to it.

If you have any questions about the collection, use of disclosure of information collected in this registration process or on any matters of access or privacy, please feel free to contact:

*FOIP Coordinator
Foothills School Division
(403) 652-6502*