

Prince of Peace Volunteer Orientation



Priorities:

A hundred years from now
it will not matter what my bank account was,
the sort of house I lived in,
or the kind of car I drove...
but the world may be different because
I was important in the life of a child.

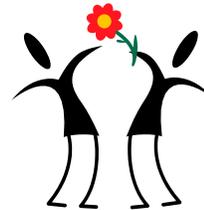
(From Follow Your Dream, Copyright 1996)

WELCOME TO THE VOLUNTEER PROGRAM

Prince of Peace School welcomes you as a participant in our volunteer program. Your interest in our students is appreciated and we hope the time you spend in our school will be fulfilling for you. We know from past experience that the support of volunteers in schools has been beneficial to students and teachers. Research has demonstrated that parent involvement in the educational process impacts positively on the attitude and conduct of their children in school. Many parents report additional benefits to their children and themselves as a direct result of their involvement. These include benefits such as enhanced student self-esteem, increased motivation to learn, and a more positive outlook towards learning by the student.

Staff at Prince of Peace also sees parent involvement through volunteerism as a positive endeavor. Parent/adult involvement allows staff to draw upon supplemental and often unique adult resources and expertise. Be assured that we are all richer because of your willingness to participate in this program. Volunteers are an important component of the smooth, effective running of our school.

The staff would like to thank you in advance for your time and effort. Your commitment to the school is greatly appreciated. Your dedication and involvement is an example of the wonderful partnership that exists between the home and school. Thank you for standing with us in the wondrous journey of faith and learning.



PROCEDURES AND POLICIES

The Calgary Catholic School District has established certain procedures relating to volunteers within the classroom. These procedures are in place to ensure the program runs smoothly for the students, staff, and volunteers.

- 1. Confidentiality of information is extremely important.**
As a volunteer, you are operating in a position of trust. In the course of performing your duties, you will become aware of information pertaining to individual students that is of a privileged nature. **All such information must be kept confidential.** If family, friends, or parents ask you about your work, feel free to talk about activities that you perform, but please refrain from sharing specific information about students, teachers, or the school. If you have a concern, discuss it with the teacher or the principal.
- 2. There may be circumstances where you will be assigned to work closely with one or more children. Please do not discuss any child's progress with their parent(s).** It is solely the responsibility of the teacher to report to the parent.
- 3. Your child will undoubtedly be proud of your participation. As a parent, you will also benefit from your understanding of the school program. We do, however, insist that you do not use your presence in the school as an opportunity for a parent-teacher conference.**

4. Children learn by watching others. Providing a patient, caring, role model helps the children to learn and value these qualities. It is important for the children to see adults being positive, caring, patient, and supportive. The result of this modeling is children who grow academically and spiritually by leaps and bounds. In almost all cases, bringing toddlers and preschoolers with you will not be feasible. Experience has shown that trying to divide your attention between the volunteer task and keeping an eye on the little ones does a disservice to both. **Please make other arrangements for siblings.**
5. As a school volunteer, you have the right to expect respect from students. If a child continues to be disruptive after one request for cooperation, seek assistance from the teacher. You are not expected to be responsible for the actions of the students or for disciplining them. **Discipline is the responsibility of the support staff, teachers or administrators.**
6. Volunteers should try to meet their commitment on a regular basis. This is important if teachers are depending on the volunteer's help when planning activities. We understand that sometimes it is impossible to come, however, please advise us as far in advance as possible so that we can make other arrangements. If you are not volunteering for a classroom activity, but a school event, please us know at the office by calling 403-500-2125.
7. The aim of the school staff is to build a caring Catholic community in which students and teachers work to ensure that each unique human being underlying philosophy, much as possible, in Catholic Christian



individual feels that he/she is an important, and made in the image of God. With this as our volunteers are expected to uphold and help, as building a school climate, which will reflect the commitment of the school.
8. All volunteers are expected to abide by the rules of the school. These rules regarding entrances, exits, fire drill, parking, disaster drills, etc. will be explained at the orientation.
9. The Calgary Catholic School District promotes a smoke free environment and all individuals working in the school building must comply with this policy. **There is no smoking on school property at anytime.**

VOLUNTEER TASKS

Homeroom Teacher Assistance

- Assist with math drills and tables
- Listen to students read, read to small groups, write dictated stories and tape stories
- Make learning charts for the classroom
- Prepare teaching materials
- Arrange classroom and school bulletin board displays
- Assist during physical education, computers and art
- Supervise classrooms for special events
- Supervise on field trips
- Work with small groups on problem solving or data analysis



Support Services

- Sort lost and found items
- Occasional supervision of students in the gym and the playground during lunch
- Occasional assistance in other classrooms
- Take paper to recycling centre

Library

- Repair damaged books
- Prepare, organize, distribute, and display materials
- Take inventory of books and clean audio-visual equipment in June
- Card books
- Assist with book fair

Clerical

- Type stories for students
- Photocopy
- Prepare materials
- Cut out pictures or cut out laminating

Other important jobs

- Assist with fundraisers
- Assist on fun food days
- And much more...



Volunteer Drivers

- Anyone transporting children on a field trip must complete a “Volunteer Automobile Driver Authorization” form. All volunteer drivers must have 5 years driving experience and have third party liability insurance of at least \$1,000,000.00. As well, a seat belt must be used for each child being transported in the vehicle. Kindergarten parents are reminded that children requiring the child restraint system (i.e. under the age of six or under 18 kg in weight) be transported by their parents only or with the services of private charter.

HELPFUL HINTS

- ❑ When you arrive at the school, please report to the office and sign in. There will be a sign in book and volunteer tags to wear so you can be identified as a volunteer. Coats can be stored in the staff room, however, please do not leave any valuables unattended in the building.
- ❑ Familiarize yourself with the rules and routines of the school and the classroom. Relax and take the opportunity to get to know your environment and routine. This may take some time. Do not hesitate to ask if you have any questions.
- ❑ The school staff with whom you will be working will explain the work routine. The music/art room is available for small group work, one-on-one, or cutting and pasting, etc.
- ❑ As a valued member of our team, you are welcome to use the staff room. Coffee and tea is available and is free to volunteers, however, please put any cups that you used into the dishwasher.

- Please use street parking and make sure that you do not park in front of the bus zones or pick-up zones.
- The school will provide all the materials for your activities. If you wish to bring special materials to school, please discuss this with the classroom teacher.

A FINAL WORD

Volunteers are valued members of our team. As you work with us during the coming year, we know that you will come to appreciate some of the best aspects about working with young children. Not only can we help them to learn, we can learn a great deal from them. Working with children is enjoyable and rewarding. Most of all, it is a great deal of fun. **Welcome to school, where smiles and laughter are an integral part of each day as we learn and celebrate together!**



A PRAYER FOR VOLUNTEERS



Lord, guide our steps as we work with each
Of the young learners at the school
So that we might follow in your path.

Grant us your wisdom and patience so that we can
Understand best how to help them learn.

Help us to remember how special all learners are
And that they are each made in your image.

Amen