

St. Gerard School

Volunteer Orientation

2018-2019

Opening Prayer

We gather here in God's name, united in our role as members of the school community. We try to imitate those who through faith and patience inherit what has been promised...We have this hope as an anchor for the soul, firm and secure. It enters the inner sanctuary behind the curtain, where Jesus, who went before us, has entered on our behalf.

Amen

Territorial Acknowledgement



We would like to acknowledge that this meeting is taking place on the traditional territories of the people of the Treaty 7 region in Southern Alberta.

Welcome

- In Jesus' spirit of service and faith, the staff and students of St. Gerard welcome active and visible parent involvement. Voluntarism enriches the learning environment of our children and the lives of those donating their time.
- We look forward to your continued interest, support and involvement in our school community.



The Calgary Catholic School District supports the role of parents as the primary educators of their children. Parents are encouraged to participate in their local school communities.

Opportunities exist in schools for parents to volunteer in a number of capacities.

RESPONSIBILITIES

St. Gerard **Administration** are committed to:

- ◆ facilitating
- ◆ monitoring
- ◆ evaluating
- ◆ and providing continuity for the success of the volunteer program.

St. Gerard **Staff** are committed to:

- ◆ welcoming volunteers
- ◆ providing materials
- ◆ informing them about their tasks
- ◆ encouraging their initiatives and celebrating their efforts.

St. Gerard **Volunteers** are committed to:

- ◆ respecting school rules and procedures
- ◆ performing assigned tasks to the best of their ability
- ◆ working cooperatively with all staff and seeking clarification when necessary.

PARENT VOLUNTEER TASKS

Volunteers are asked to give of their time:

- ◆ either in school, or
- ◆ at home, over a mutually agreed upon time period.

To meet the needs of St. Gerard and the whole spectrum of volunteer interests, we have structured activities in the following areas:

- ◆ CLASSROOM
- ◆ SCHOOL COUNCIL
- ◆ LUNCH PROGRAM
- ◆ SCHOOL DISPLAYS
- ◆ CLERICAL
- ◆ LIBRARY
- ◆ SPIRITUAL

It is important that you are realistic about the amount of time that you can offer the school and what you are unable to handle. Being at St. Gerard School should be a positive experience; however, this may not be possible if your commitments outweigh the amount of time or energy that you have available.

Volunteer Code of Ethics

CONFIDENTIALITY

A volunteer operates in a position of trust.

Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.

COMMUNICATION

Always direct other concerns to the classroom teacher.

It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative Team

Volunteer Code of Ethics

RESPECT FOR OTHERS

Children learn from watching you.

Practicing patience and understanding towards the children and staff helps learners value and apply these qualities.

DEPENDABILITY

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

ROLE

At all times a volunteer is there to support the needs of the teacher, students, or program.

Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

Volunteer Guidelines

Signing-In / Out

All doors are locked for the safety of all students and staff; please do not prop/block doors open.

All parents must enter and exit from the front door. Please do not ask students to let you in through the back or side doors. This includes late arrivals in the morning and end of day pick up times.

This is the only way for the staff to know where you are in the building in case of an emergency. Remember to sign-in and sign-out at the office.

It is very important that all adults in the building be identifiable by every student. Therefore, we ask that you wear your volunteer badge when volunteering.

Volunteer Guidelines

Siblings

Please make other arrangements for younger children. Experience has shown that trying to divide your attention between the volunteer task at hand and keeping an eye on the little ones does a disservice to both.

Volunteer Guidelines

Hygiene Procedures

We recommend that volunteers use the hand sanitizer found at the front counter when they sign in and again when they sign out.

Volunteers need to be aware of District “Hygiene Procedures for Blood and Other Body Fluids of All Persons”.

1. Wear gloves found in the main office and in first aid kits located in every classroom.
2. Alert administrator and/or teacher.
3. Attend to the injury or spill.
4. Wash hands before removing gloves and again after removing . Use liquid soap, if available.

Volunteer Guidelines

Safety

During a fire drill volunteers must follow the same procedures as staff, including leaving the building. Locate the closest exit by referring to the evacuation map by the door of each room. Make your way to either the school yard or the front of the school where attendance will be taken.

When you hear the word LOCKDOWN over the intercom system, you must:

1. Immediately go into the closest classroom or office.
2. Keep away from the door and windows.
3. Cover the window in the door with black paper or turn off the lights.
4. Ensure door is locked.
5. Ensure complete quiet.
6. Do not open door if someone knocks.
7. Remain in secured room until further directions are received.

Volunteer Guidelines

Field Trips

Younger children are not permitted to accompany a volunteer on a field trip.

Field trip volunteers driving students must complete a “Volunteer Automobile Driver Authorization Form”



The following signed documents must be returned to Mr. Harries.

The 2017-2018 Confidentiality Form.

The Annual Volunteer Acceptable Use Policy for Internet Usage.

For those of you driving students to games and/or field trips:

Volunteer driver Authorization



Thank You