

# St. Gerard School

Volunteer Orientation

2019-2020

# Welcome

In Jesus' spirit of service and faith, the staff and students of St. Gerard School 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.



St. Gerard School aspires to be a place of community for our students, staff and parents. St. Gerard is a place that encourages everyone to become disciples of Christ and responsible people within our community.

Volunteers are asked to engage in building a Catholic community of learners.

# Responsibilities

**School Administration** is committed to:

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

**School Staff** is committed to:

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

**School 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 Duties

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 School and the whole spectrum of volunteer interests, we have structured activities in the following areas:

- CLASSROOM
- CLERICAL
- SUPERVISION
- SCHOOL COUNCIL
- SPECIAL LUNCH PROGRAM
- LEARNING COMMONS
- SCHOOL DISPLAYS
- SPIRITUAL
- ATHLETICS
- FUNDRAISORS

It is important that you are realistic about the amount of time that you can offer the school and what you are able 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

## Parking

Volunteers are asked to park on the street on the north side.

Please watch for the “No Parking” areas along the street (i.e. bus zones).

Also, you may wish to leave valuables, such as a purse, locked in your vehicle as we have no place in the school to secure them.

# 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. The sign-in and sign-out is a legal document and is required for WCB purposes.

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

Familiarize yourself with the rules of the school and classroom.  
Relax and take the opportunity to get to know your environment and routine.

Do not hesitate to ask questions.

As a valued member of our team, you are welcome to use our staffroom when not in use. Coffee and tea is available, however, please place your cup into the dishwasher.

# 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 Handling Blood and Other Body Fluids of All Persons**”.

1. Wear gloves found in the main office and in first aid kits located in the gym, main office, staff room and science room.
2. Alert administrator and/or teacher.
3. Attend to the injury or spill.
4. Wash hands before removing gloves and again after removing gloves. 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 the school yard where attendance will be taken. Please check in with administrator or Ms. Trenke.

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. 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"



All volunteers must sign the following documents on an annual basis:

- Volunteer Application Form
- Volunteer Confidentiality Agreement
- Volunteer Acknowledgment Sheet (OH&S)
- The Annual Volunteer Acceptable Use Policy for Internet Usage.



Thank You