



1. We use kind words and actions.
2. We respect ourselves and others.
3. We respect our environment.
4. We do our best.

### Welcome

Welcome to our school! On behalf of all the students and teachers, thank you for volunteering to help us provide the best possible education for our students. Your presence in our school will provide all staff with valuable help. However you are needed, whether in the classroom, library, during special events or in other school programs, you can be sure your contributions are extremely valued.

This brochure was prepared to assist you in your role as a school volunteer and it will provide you with the guidance needed to ensure a successful experience. We hope you will feel rewarded by the appreciation of the students and staff. Thank you very much for your caring and support.

## Who We Are

### Mission Statement

At Winnipeg Beach School, we believe that all students have the right to feel valued, to enjoy school, and to receive a quality education that includes opportunities to experience success while developing a love for learning, in a safe, caring and respectful environment.

### Contact Us

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Office Hours: 8:00-4:00



### WINNIPEG BEACH SCHOOL

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WINNIPEG BEACH SCHOOL



WINNIPEG  
BEACH  
SCHOOL

*Volunteer Guide*

*“The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others.”*

- DeAnn Hollis

## **Volunteer Requirements**

### **1. Child Abuse Registry**

All volunteers working in our school or on school-sponsored activities will be required to complete a Child Abuse Registry Check form. The form is available from the school office. Once the form is completed, it is to be returned to the school and the school will verify the information and ensure the form is complete. The response from the Registry is returned to Evergreen School Division, and completed responses kept in the divisional office. Please note that the presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.

### **2. Criminal Records Check**

All volunteers will be required to complete a Criminal Records Check form. Applicants must complete forms at the local RCMP office. There is no fee for volunteers as long as they take a letter from the school, on school letterhead, indicating that they are volunteering for the school. The RCMP will provide an approximate date to the individual to pick up the Criminal Records Check. The form is then returned to the school by the volunteer. The school will then forward them to the Board Office to be entered in the database.

### **3. Pledge of Confidentiality**

All volunteers will be required to sign the Pledge of Confidentiality form. Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to the school situations with anyone other than staff with whom you are working. If parents, family, or friends ask you about your work tell them you enjoy your work and share information about the activities you perform rather than the specific information about students, teachers, or the school. Please do not discuss the progress of the children with whom you are working. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student's tutor, you should not become involved with his/her parents. It is the responsibility of the school to tell parents when a student is receiving tutorial aid. If a parent does contact you, simply refer the parents to the child's teacher.



### **Tips for Volunteering**

- Communication is important, please ask questions.
- If you are happy, unhappy or having difficulties with the assignment, please tell us.
- Personal belongings should be kept with you or check with the teacher for a safe place.
- You may use the staff washrooms and staff room.
- Be aware and ask about our school procedures regarding life threatening allergies.
- Avoid wearing strong smelling fragrances as we have students and staff who have sensitivities to chemicals and perfumes.
- Cell phones should be turned off and not used during volunteer time.
- Be warm and friendly, showing an interest in what the students are doing.
- When working with students, encourage them to do their own thinking, giving them plenty of time to answer.
- Maintain a sense of humor.
- If your child attends our school, do not use your time in the school to conference with teachers about your child.
- Our children and teachers look forward to you coming. If you know you will be away, please inform them in advance.
- Offer praise and encouragement and try to build a relationship with the students you are working with.