

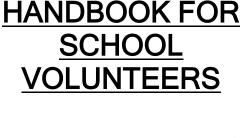
- \Diamond Agree to comply with the rules and follow the procedures outlined in the St. Joseph
- \Diamond Read this handbook
- \Diamond Complete the Volunteer Application
- Before you begin, you will be asked to: \Diamond Complete the Abuse Registry and Criminal Record checks

PROCEDURES AND POLICIES

You will be working under the supervision of a staff member, usually a classroom teacher. The staff will be responsible for identifying children who require the assistance of a volunteer, for analyzing and diagnosing learning needs of pupils and for choosing the methods and techniques to be used in helping children. You will want to work out your role with the staff member supervising you. Be sure to tell them what your interests are and where your talents lie.

THE VOLUNTEER IN THE SCHOOL





St. Joseph the Worker School







WHO IS A VOLUNTEER?

who support the efforts of staff. person, parent, or family and community member A school volunteer is a concerned and dedicated

YOU? **OT NAAM ABETNUJOV A DNIAB SEOD TAHW**

Worker community. something really worthwhile to the St. Joseph the receive the satisfaction of having contributed talents to helping the development of a child and It means that you will contribute your time and

PROGRAM GOALS

assist school staff in 3 major ways: and their mastery of subject matter. Volunteers develop their skills, their potential as individuals, bersonnel in helping young people more fully assist administrators, teachers, and other school dedicated parents and community members to The goal of the Volunteer Program is to enable

- Helping students through activities and \Diamond
- Helping teachers supervise during lunch \Diamond sienajeci materials
- Helping staff with extra-curricular activities, \Diamond times, tield trips, etc.
- Christmas and Spring concerts, etc. such as fundraisers, sports, socials,

TNAMATATS NOISSIM ST. JOSEPH THE WORKER SCHOOL

scyool community. on the mutual respect for all members of the learning and promote personal tultillment based child. We offer quality education, toster a love of academic, social and spiritual development of the support the tamily in its responsibility for the celebrate the unique gifts of each child and As a Christ-centred community of learners, we

.dtist and to lead a life rooted in Christian values and life-long learner, to become a community builder Our goal is to enable each student to become a

ΙΝΤΕΟΡυστιοΝ

relping to meet the needs of the students. you teel comfortable in the very important task of pri it is a beginning and a background to help information necessary to meet all of your needs, I his handbook cannot begin to contain all the the duties and responsibilities of the volunteer. otter volunteers specific intormation relating to I his Volunteer Handbook has been prepared to



By Cleo V. Swarat

And each agreed she would have failed if she had worked alone. For behind the parent stood the school, and behind the teacher stood the home!

And when at last their work was done, They were proud of what they had wrought. For the things they had worked into the child Could never be sold or bought!

The tools she used were books and music and a One was a parent With a guiding hand and gentle loving heart.

And they fashioned it with care. One was a teacher: the tools she used were books and music and art;

I dreamed I stood in a studio And watched two sculptors there, The clay they used was a young child's mind And they fashioned it with care.

<u>Unity</u>



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Procedures:

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not see.

USEFUL TIPS FOR VOLUNTEERS

- Recognize and show enthusiasm for the accomplishments of children.
- Listen with interest to what children have to
- say. Be sensitive and responsive to the feelings
- ot children.

excellent motivator.

- VI reat all children tairly and equally.
- Allow each child to work at his/her own
- pace. Encourage children to ask questions and make responses. "That's a good try" is an



It the tire alarm should sound while you are working with a student away from their regular instructional area, leave the school with the student by the nearest exit, and proceed to that student's class designated area.

Confidentiality is of the utmost importance.

reactions to school situations with anyone

other than staff with whom you are working.

your work, tell them you enjoy your work and share information about the activities you

about students, the teachers, or the school.

planners, etc., without first getting permission

from the teacher, as there may be private

student information that volunteers should

While working in the school as a volunteer,

we ask that you not use this time for parentteacher conferences. We suggest an

appointment be made at a time convenient to

both you and the teacher.

If parents, family, or friends ask you about

perform rather than specific information

Also, when working in the classrooms, please do not go into teachers' desks,

Please do not discuss student performance, teachers, school policies, or your own

- In case of a school lockdown, proceed to the nearest classroom or regular instructional area with the student, if you are working with one, shut the lights and hide. If possible, lock the door.
- If for some reason you are unable to appear as scheduled, please inform the school and ask the Administrative Assistant to pass the message along to the appropriate teacher(s).
- If any problems or difficulties arise, please discuss them with your staff supervisor first. If the issue continues to be a problem, then speak with your school principal.

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