

WOODLAWN SCHOOL VOLUNTEER HANDBOOK

MISSION

Woodlawn School is an environment where education and culture empowers our students to grow into caring, connected and contributing global citizens.



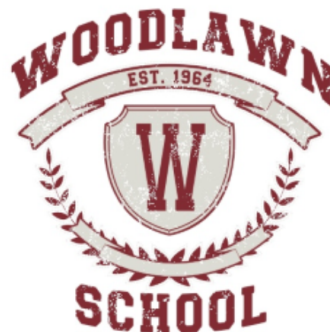
Woodlawn School is a great community. I enjoy participating as a parent volunteer, because I begin to feel like a part of the very community that my children are a part of for so much of their childhood. I value contributing to an environment where my children can learn and grow. I believe we can encourage and work alongside the teachers and staff in the development of our children. That's teamwork. That's community."

Pam Martens

Woodlawn Mom of Four

Woodlawn School
411 Henry St.
Steinbach, MB
R5G 0R1

Phone: 204-326-6110
Fax: 204-346-0605
Email: woodlawn@hsd.ca
Twitter: [@WoodlawnHSD](https://twitter.com/WoodlawnHSD)



Welcome from the Woodlawn School Staff

Dear Parents,

You, our parent volunteers, are an integral part of our school. You add so much to the educational and enrichment experiences that our children have at Woodlawn and we do appreciate you. This handbook has been created to give you some guidelines and suggestions about your participation. We hope that this information will build your confidence and give you some direction so that you feel as if your time spent here has been worthwhile. Remember that there are countless ways of contributing to our children's education, whether it be making phone calls, attending meetings or coming into the school.

Whatever you do, please know how much you are appreciated.

Woodlawn Staff

Goals of Volunteer Program

The goal of all schools is to provide the best education possible for the children of the community.

Through our volunteer program we aim to:

1. Provide volunteer help to the classroom teacher and the school, to better meet the needs of the individual students and the school population in general.
2. Enlist and strengthen the cooperation of parents in the education of their children. Help parents and volunteers become more familiar with the operation of schools and classrooms.
3. Foster strong, positive relationships between home and school.

What do Woodlawn Volunteers do?

Volunteers perform many different tasks at Woodlawn School.

Classroom support

Field trips-chaperones

Photocopying and stapling

Classroom cleanup

Reading programs

Working 1:1 with students or with small groups

Assisting teachers with teaching materials

Music Program

Musicals-make-up, sewing costumes, sort/mend costumes, pianist

Choir-supervise at Music Festivals



Physical Education Program

Terry Fox Run

Extra-curricular activities

Track and Field

June Picnic Day

School support

Fundraising

Gardening

Special events such as Winter Fun Day

Guest speakers

Library support

Parent Council

Volunteer Opportunities Coordinated by Parent Council:

Hot lunch program

Assist Public Health Nurse with supervision during immunizations

Staff Appreciation Week

Fundraising

June Picnic

Getting Started

Before starting your first volunteer task, we ask all volunteers to be aware of the following points.

- You must complete your Child Abuse Registry Check, Pledge of Confidentiality, and Volunteer Acknowledgement Form and return these forms to the office. The CAR check and the Pledge of Confidentiality will be good for a period of 4 years within Hanover School Division even if you switch schools. The division will send you an email notifying you when your forms are expiring and you can elect to redo them if still needed. The Volunteer Acknowledgement Form is filed for a period of one year only. A new volunteer handbook is given to you as a reminder each school year. The forms are available from your child's teacher. You must fill out the CAR at the school and your child's teacher must witness your ID and signature.

- Always sign in and out at the school office.
 - o It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.

- Always wear a "Volunteer" badge.

- As a courtesy to others, please turn off cell phones while in the school building.

- Always follow the correct fire safety procedures:
 - ° when in a classroom, follow the teacher out of the building and stay with the class;
 - ° when not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.

- Always follow the correct safety procedures during a lockdown:
 - ° comply immediately with instructions of staff members

- Please be advised that at any time when volunteering, even when on a field trip, smoking and alcohol consumption are not permitted.

Confidentiality

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. It can also harm the good reputation our Woodlawn volunteer parents have earned over the years.

To help, here are some sample issues that can arise.

"Wasn't it cute when John . . ." No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

When parents ask you questions . . . Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Don't ask! Don't tell! If parents do have concerns, encourage them to talk to the class teacher.

When you see or overhear something . . . As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the gym) stays at school. If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.

When students tell you about their family, pet, vacation, etc. . . .

As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

When you have a concern . . . If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately.

Tips For Working With Students

- Strive to give each child the best you can and know that other Woodlawn volunteers do the same when working with your child.
- Respect your co-workers and all school employees.
- If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.
- Don't distract teachers while they are teaching. If you have questions wait until there is an appropriate moment.
- Honor your commitments and be on time.
- Find ways to be positive and notice things that are working well.
- Encourage the children to do their best.
- Establish a high quality rapport with the children.
- Accept the children as they are.
- Give each child genuine deserved praise.
- Be fair.
- Never make a promise to a child that you cannot fulfill.
- Assume the role that the teacher has determined for you.
- Share observed progress of each child with the teacher only.
- Refer misbehaviour to the teacher.
- Use the child's name in conversation.
- Be consistent.
- Keep the confidence of the children.
- Be a good listener.
- Be comfortable with silence.
- Be aware of school and classroom rules and procedures.
- Remember your time and energy is helping to make Woodlawn a great place to learn.



**Woodlawn School Volunteer
Acknowledgement Form**

I have read this handbook, and understand my responsibilities as a school volunteer.

Please print name in full above and sign below.

Signature Date

This acknowledgement form will kept on file for the current school year. A new one must be completed each school year.

Thank you