

# **BROOKWOOD SCHOOL'S VOLUNTEER PROGRAM**

## **Welcome to Brookwood School's Volunteer Program**

We value your participation as a volunteer and are pleased that you have chosen to become involved in the education and development of the students here. Assisting on a volunteer basis benefits your own and other children and strengthens the ties between your school and the community.

This guide is to assist you in the school, however, if you have questions concerning your volunteering experience, please contact us. We hope your volunteer experience will be enjoyable and worthwhile.

A volunteer is an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, a vital link between the school and the community.

On behalf of all the staff and students, thank you for your interest, your concern and your assistance. We look forward to working with you during the 2016-2017 school year.

Mrs. Terry Caouette  
Mrs. Diane Lefebvre

### **Volunteers are able to:**

- ❖ Provide teachers with added instructional time by relieving

them of non-instructional tasks.

- ❖ Provide individual attention and assistance to more children.
- ❖ Enrich the school program with the human resources of the neighbourhood.
- ❖ Develop an understanding of the problems facing schools.

### **Administrator's responsibilities**

- ✓ Clarify the role of the volunteer in the school and in some cases to outline specific programs for volunteers.
- ✓ Follow Parkland School Division #70's Volunteer Administrative Procedure – with regards to the recruiting and screening of volunteers keeping in mind the safety and well being of students and staff.
- ✓ Plan for volunteer orientation or familiarization with the programs and school.
- ✓ Listen to the opinions and/or concerns of the volunteers.

### **Teacher's Responsibilities**

You can expect clearly explained duties and friendly support in your efforts to carry these out. A teacher's professional responsibilities to his/her students are:

- Diagnose a student's needs
- Prescribe an instructional program
- Select appropriate material
- Present or teach content

- Counsel students
- Evaluate student's progress

Check, and signing a Confidentiality Agreement.

Teachers operate under a strict Professional Code of Ethics and a Standard of Conduct imposed by their professional organization. The above duties are solely those of the teacher.

### **Volunteer Duties**

The classroom teacher will specify a volunteer's program. The duties may be routine or widely varied. They will be clearly defined, and may include:

### **Volunteer Responsibilities**

Much is expected of a volunteer. It is not an easy task you are undertaking. A volunteer can provide a friendly two-way link between the school and the community.

- ❖ Be aware that children come first
- ❖ Be dependable
- ❖ Be on time
- ❖ Be enthusiastic and encouraging
- ❖ Be willing to support and implement school goals and objectives
- ❖ Be willing to work with staff and others in the school
- ❖ Be willing to share ideas
- ❖ Be flexible - willing to change and try new ideas
- ❖ Be willing to discuss and talk out differences
- ❖ Be familiar with and adhere to Parkland School Division #70's Volunteer Policy by providing the necessary documentation and obtaining the principal's approval to volunteer in the school. This includes completing a Volunteer Registration Form, providing a Criminal Records

- ❖ Preparing of instructional material
- ❖ Assisting with library clerical work
- ❖ Accompanying children on field trips
- ❖ Listening to oral reading
- ❖ Drilling with arithmetic flashcards
- ❖ Playing reading or playing piano for singing groups
- ❖ Preparing bulletin displays of student work
- ❖ Helping with special supervising seat work
- ❖ Helping young children with clothing
- ❖ Collecting reference material from the library

### **Volunteer Guidelines**

#### **Field Trips:**

- Parents can only be assigned as volunteer supervisors if they plan to supervise on their own. This means that they will not be able to bring younger children along with them. It is imperative that if they are supervising students as a volunteer that their attention is on the children

they have been assigned to supervise, not looking after younger children they have brought with them.

- Parents are not permitted to ride the bus (even as non-volunteers) if they have a younger child with them. Only parent volunteer supervisors are permitted to ride the bus.
- Parents may be permitted, at the full discretion of the classroom teacher, to bring younger children if they drive themselves to the location of a fieldtrip. However, if they have a younger child with them they cannot be assigned as a volunteer student supervisor once they get there. As well, there are field trips at some grade levels that are closed due to participation numbers and as a result parents may not be invited to attend even if they drive. In these incidents the teacher will indicate this to parents.

### **Other Volunteer Opportunities:**

- Parents may volunteer in classrooms but will only be permitted to bring younger children with them at the discretion of the classroom teacher.
- Some teachers make selective decisions regarding parent volunteers and the appropriateness of the environment for their younger children. Once again, if they are working with students, their focus needs to be on their volunteer tasks. This

would extend to things like Library, Activity Days or Hands-on-Science volunteers as well. Exceptions to the rule include non-student related activities such as Tel-A-Pal, Book Fair and Hot Lunch.

### **Parking**

Volunteers are asked to park in the area designated as public parking. Please do not park in the handicap or staff parking stalls.

### **Coffee**

The school provides the coffee for volunteers. Cups are available in the staff room. We suggest that you enjoy your break at 10:30 a.m. when most of the staff has had their coffee.

### **Volunteer Log**

Please sign in and out of the Volunteer Log that is located at the front desk in the office. This serves 3 purposes. It notifies us that you are in the school should we need to contact you. Secondly, it allows us to maintain a record of our total volunteer hours and, finally, we want to include you in our volunteer recognition. Please wear a volunteer identification tag once you sign in. These identification tags are available in the office on the wall behind the Volunteer Log.

### **Absences**

In order to be effective, a volunteer must be dependable. Please call the

school and notify us should you be unable to work on an assigned day.

### **Guidelines for Volunteers**

Here are some simple Do's and Don'ts essential to successful working relationships:

#### **Do's**

- Be sensitive to individual teacher expectations
- Do keep school business confidential
- Do learn the rules and policies of the school
- Do discuss problems, concerns or criticisms with the School Administration
- Do avoid becoming involved in any school affairs that are not specifically a part of your program
- Do be positive and praise progress toward established goals
- Do try to take your breaks outside of regular recess time
- Do be respectful of the teacher's belongings (e.g. desk, student work)
- Do clarify instructions at recess or noon hour rather than interrupt classes.

#### **Don'ts**

- Don't attempt to discipline a child
- Don't question the child about his/her home life
- Don't evaluate or make judgments about the students or their instruction

- Don't discuss the children you work with outside of school
- Don't criticize the school or the teachers outside the school

### **What if a Program is not Successful?**

In spite of all the good intentions of the volunteers, the teachers, or the administration, not all volunteer programs are going to be successful. If you find that your assigned tasks are creating problems you cannot cope with, discuss the problem with the teacher you are helping. In all probability the problem can be resolved. If not, please see the principal. If it becomes apparent that the good of the child or the good of the school is not being served by a volunteer's service, the school through the principal has the responsibility of terminating a particular program.

### **Rewards of Volunteering**

- Satisfaction of seeing the happiness of a child discovering the taste of success
- Sense of fulfillment that comes from direct-service participation
- Opportunity to link the school more closely with the community
- Awareness and understanding of the problems faced by a school
- Awareness of the need for public support for education
- Knowledge that you are enhancing the education of all the involved students

- Sincere gratitude of all of us at Brookwood

## **HOW TO SURVIVE AS A VOLUNTEER**

Brookwood School staff strongly believes in the importance of parent involvement in education...particularly at our school. So we are 100 per cent behind all of you who have volunteered your time and talents this year. However, we know from experience that as a “rookie”, being a Brookwood volunteer can be a bit like going to Grade 1 for the first time! So to help you through the “orientation”, here’s a Survival Kit.

### **Survival Kit**

A. **Coffee Break** starts at 10:30 a.m.

B. **Bring a Favorite Cup from Home**

There’s nothing more gratifying than grabbing a familiar object after a harrowing morning over the photocopier! There is a label machine in the main office to mark your cup or mug.

C. **Dress Comfortably**

There is nothing more disconcerting than coloring with felt pens in a silk blouse! Dress for the task at hand.

D. **Mail Room**

The mail room is the room you have to walk through to get to the coffeepot in the staff room!

E. **Copiers**

The photocopier is in the duplicating room. If you do have a problem with the copier, please call one of the secretaries to assist you.

F. **Library Computers**

Please see Kathy Schoepp about operating the library system if you are working in the library.

G. **When to Arrive**

This is something you should arrange with the teacher to avoid disrupting classes. The bell goes at 8:35 a.m. and announcements are at 8:45 a.m.

H. **Fire Drill/Emergency Procedure**

In the event of a fire drill or sounding of the fire alarm, volunteers are asked to exit the building from the most easily accessible door. If you are working in a specific classroom, please assemble with that class outside. If you are engaged in more general duties like library, Hot Lunch, Tel-A-Pal, please assemble with the office staff and administration outside. We need to account for all the people in the building in such instances.

I. **Finally**

There is a volunteer sign-in book in the main office. All volunteers are asked to record their hours worked. Ultimately, you can look forward to being rewarded for your volunteer efforts at Brookwood with a special celebration put on by the staff and students before the school year ends. Don’t be afraid to ask! Brookwood is a friendly place to be

and work. Both the staff and fellow parents will point you in the right direction anytime you get lost or overwhelmed. But most of all ENJOY!!

### **Conclusion**

You have volunteered to work with the professional school staff and by doing so have indicated that you probably possess the most important and necessary characteristics of a volunteer -- a liking for children and an interest in children and their schooling. A child needs to be listened to. His ideas need to be accepted. He needs success. A volunteer can provide for all these needs.

## **Brookwood Staff**

Although there are always ongoing changes to our staff, at this point in time we have the following staff in place for 2016-2017.

### **Teaching Teams for 2016-2017**

Brookwood School will become a dual track school in September. We will have a mainstream K-4 Program, as well as, a K-4 Maranatha Christian Program. We are excited to welcome the teachers from the Maranatha Christian Program (MCP) to our staff.

- Early Education Teacher – Miss. Reid
- Mrs. Montgomery will be working as our Mindfulness Coach.

- Kindergarten - Mrs. Nider, Mrs. Forsyth, Mrs. Borkofsky, and Ms. Fraser MCP.
- Grade One – Mrs. Semeniuk, Mrs. Simmons, Ms. Dane, Mrs. Paulson, Mrs. Couch, Mrs. Shernaik MCP, and Mrs. Carrozza 1/2 MCP
- Grade Two – Ms. Schoepp, Mrs. Jensen, Mrs. Harrison, Mrs. Vasileff, Ms. Rachuk, and Mrs. Sandhu MCP
- Grade Three- Miss Denton/Mrs. McIntyre, Mrs. Ainslie-O'Connor, Miss Robinson, Mrs. Krivoshein, Mr. Robson, Miss. Jenny C MCP and Mrs. Ryan MCP.
- Grade Four - Ms. Phare, Mr. Sherington, Miss Fiala, Miss Ollenberg, Mr. Cote, Mr. MacKay, and Ms. Jamieson MCP.
- Mrs. Jeanes will be working in the role of Learning Coach in our school.
- Mrs. McIntyre will be working half time sharing the Inclusive Education Lead with Mrs. Lefebvre
- Miss. Stewart will continue as our music teacher.
- Mrs. McAllister will teach Kindergarten and some grade one Music classes, as well as, Health.
- Mrs. Weisenberger will be doing counselling support in

Our administrative team, Mrs. Caouette, principal, and Mrs. Lefebvre, assistant principal, are looking forward to an awesome year ahead at Brookwood.

