



School District #33 (Chilliwack)
"Partners in Learning"

Volunteer

Handbook



School District #33 (Chilliwack)
8430 Cassara Drive, Chilliwack, BC V2P 7K4

Tel: (604) 792-1321

Fax: (604) 792-9665

www.sd33.bc.ca

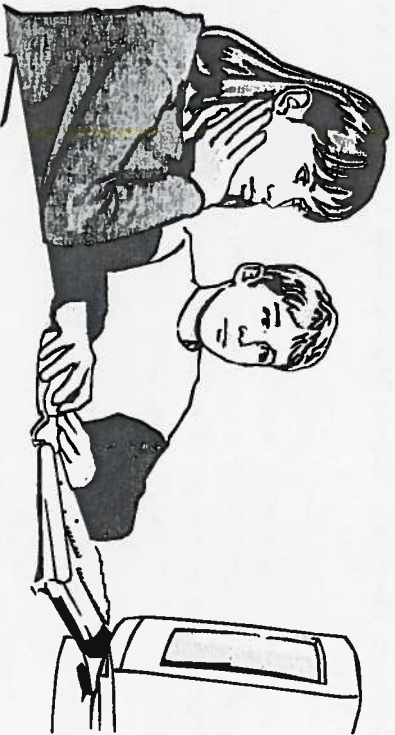
SUGGESTED ROLE OF A VOLUNTEER

Just as each student learns at different rates using different learning styles, each individual classroom has different needs and each teacher may have varying expectations. Keep in mind that whatever the task you are assigned, the role of instruction belongs to the teacher.

When a volunteer has a special talent or training, it can often be put to good use in the classroom or within the school's activities.

Some examples might be:

- playing the piano or other instruments
- acting
- singing
- writing
- drawing or painting
- a special craft or hobby
- storytelling



GENERAL INFORMATION

Volunteers will learn about:

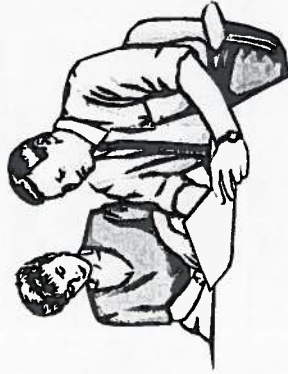
- telephone and intercom systems
- emergency procedures
- general rules/school code of conduct
- teacher preparation room (photocopier, mail, electric staplers, etc.)
- paper supply room
- gymnasium equipment and playgrounds
- canteen/kitchen
- office
- coffee and conference rooms (location and use)
- work areas
- lost and found
- staff room
- custodian's area
- library and computer labs
- extra curricular activities

✓ CHECKLIST

When you meet with your supervising teacher, plan to discuss:

- days and times to volunteer in the classroom
- emergency procedures
- procedures like meetings, telephone conversations, and notes
- daily discussion about assignments
- location and purpose of materials
- classroom rules such as discipline systems, reinforcement techniques and organizational plans
- where personal items may be kept
- how to notify the teacher if you plan to be absent

Remember ...



Be sure you understand the teacher's instructions. If there is any doubt, please ask for clarification.

A conference with the teacher, however short, at the beginning and end of each day will increase your effectiveness in the classroom.

STUDENT SAFETY & SECURITY

While welcoming volunteers to our schools, the Board is responsible for ensuring a safe and secure environment for all students.

Board policy states, "*the Chilliwack School Board requires all persons serving as volunteers in district schools or on school sponsored activities to submit to a District Criminal Records Search.*"

The form and procedures associated with the search are available from your school principal. While on duty, volunteers are asked to wear an identification tag.

CONFIDENTIALITY

As a volunteer you are operating in a position of trust. You will become aware of information pertaining to individual students that is of a privileged nature.

Any discussion of a student should be kept between you and the teacher involved and should be motivated only for the good of the student.

If you have a concern please direct your comments to the teacher or principal. Discipline is the responsibility of the teacher and school administration. The Board's student behaviour policy outlines expectations for students.