



Turtle River School Division

Volunteer Handbook



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| Board Informed: | Last Reviewed: | Last Revision: |
| September 12, 2023 | November 30, 2023 | November 30, 2023 |



Turtle River School Division - Administrative Procedure

Section A – General Administration

Welcome

Turtle River School Division recognizes that potential volunteers have a wide range of backgrounds and skills and are looking for an avenue to demonstrate this talent. The goal of the Volunteer Program is to match students and volunteers in a mutually acceptable combination. Turtle River School Division welcomes your assistance in helping to have each student find success.

Mission

Turtle River School Division's mission is to assist students to reach a high degree of self-actualization to become both self-sufficient and contributing members of society.

Benefits

Volunteering offers you:

- The knowledge you are making a difference in your community by helping children.
- The opportunity to use your skills and experience to assist children in a variety of activities.
- The chance to have fun!

Contact Information

Turtle River School Division Superintendent – Bev Szymesko 204 835-2067 Ext. 3

Volunteering

Turtle River School Division encourages parents and community members to volunteer in our schools and participate in activities, which support student learning. You will be asked to submit a Criminal Record Check and Child Abuse Registry before you begin volunteering. (These checks are a routine procedure taken by any organization to help ensure the safety of their students and staff.)

The following is a list of some ways you can help in the school:

- Reading with students who need extra help
- Practicing word flashcards with students
- Practicing basic facts flashcards
- Practicing counting skills
- Supervising students on class field trips
- Assisting with school plays/concerts (props, costumes, rehearsal, etc.)
- Coaching sports with a staff member
- Assisting with arts and crafts activities
- Collecting materials for projects

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Guidelines for Volunteers

1. Principals are responsible to provide an orientation meeting with the volunteers to welcome them, to explain school rules, emergency procedures, and the guidelines for volunteers, and to explain their tasks.
2. Upon arrival, volunteers are required to sign in at the office. Prior to leaving the school, please sign out at the office.
3. Volunteers must not share information about students, staff, or other volunteers. If a volunteer has a concern, please speak directly to the appropriate staff or school administrator.
4. Volunteers must keep any personal facts about a student, his/her family, or their problems confidential. (As per Oath of Confidentiality)
5. If a volunteer has a problem with a student, he/she must bring the concern to the student's teacher and to the school administrator.
6. If a volunteer has a problem with a staff member, he/she must bring the concern to that person, and speak with the administrator if necessary.
7. All volunteer work is completed under the specific direction and supervision of a teacher and should be completed according to his/her requests.
8. Volunteers are not to be put in a position to directly supervise students; they should always be supervised by a teacher.
9. Volunteers are expected to work cooperatively with all staff members.
10. School staff are responsible for informing volunteers about their tasks and to provide adequate on-the-job training for them.
11. Volunteers have the right to refuse a task if they feel that are not properly trained or qualified to do it.
12. Every teacher has the option to choose whether or not he/she has a volunteer in his/her classroom.
13. Volunteers who wish to speak to a teacher about their own child should make an appointment with the teacher for another time – not during volunteer hours.
14. Volunteers must follow all policies and procedures of Turtle River School Division.

Note: Volunteers in schools are not to be used to perform activities that are the responsibility of the teacher or other school employees. Their role is to support and supplement the work that is already occurring in the school.

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Oath of Confidentiality as a Volunteer of Turtle River School Division

I understand and agree that the following conditions shall apply to my position:

1. Any information, recorded or not, received or acquired in connection with my duties is considered confidential. Confidential information includes all records which in any way divulge information in regards to any and all employees and students of Turtle River School Division, their abilities, their comments, their beliefs, and/or their actions.
2. Any information given out or discovered about staff and students and the operations of Turtle River School Division and its schools shall be held in confidence by me.
3. I shall act in a professional manner in the performance of my duties as a volunteer in Turtle River School Division.

I agree to keep all information that I learn about the students with whom I work confidential. I understand that I may not discuss or disclose any information related to any student to anyone outside the school setting. I further understand that I may learn personal information about a student and /or his or her family that is private. I understand that it is my duty and responsibility to preserve and protect this privacy and confidentiality. I understand that this duty will extend after I am no longer volunteering in Turtle River School Division.

I also understand that information relating to persons who work for Turtle River School Division is also privileged and must be kept confidential.

By placing my signature below, I hereby indicate that I understand and agree to maintain the privacy of the students' school-related and personal information.

Location of Volunteer Work

Signature of Volunteer

Date

Signature of Witness

Date

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