

École Lacombe Upper Elementary Volunteer Program



WELCOME!

*École Lacombe Upper Elementary School is committed to
providing a quality education in a caring environment.*

We are pleased that you are willing to give of your time and expertise to work with the students at École Lacombe Upper Elementary School. If there's one impression we want to leave with you --- it is that the education of children is a joint effort.

"It takes a whole community to raise a child."

If you have questions concerning your volunteer experience, please let us know (782-7410). We hope your time with us is enjoyable and worthwhile.

Respectfully,

Sonja Dykstag
Principal

École Lacombe Upper Elementary Volunteer Program (continued)



Volunteer Procedures

- * Sign a form acknowledging you have read the Volunteer Program Code of Ethics and agree to abide with the code. *(Only needs to be signed once while your child attends École Lacombe Upper Elementary School.)*

Expectations for École Lacombe Upper Elementary

- * To support the volunteer in his/her efforts.
- * To be willing to answer any questions.
- * To help the volunteer with organization if he/she is experiencing difficulty.
- * To assist with requests for supplies.
- * To be understanding and listen to any problem the volunteer may be having.
- * To strive to make this the best experience possible for the volunteer.

Expectations for Volunteers

- * To be aware that the students come first.
- * To support and implement the school's goals and philosophy.
- * To be dependable and punctual: call a day or two ahead if you cannot make it for you scheduled day.
- * To be enthusiastic and encouraging.
- * To be willing to work with staff and others in the school.
- * To be willing to share ideas and be flexible enough to try new ideas.
- * It would be greatly appreciated if pre-school children were not brought to the classroom.

École Lacombe Upper Elementary Volunteer Program (continued)



Coffee

- * Please join us in the staff lounge. As a volunteer, you are a member of the École Lacombe Upper Elementary Team and are welcome to use the staff lounge. There are guest cups in the cupboard. Please help yourself.

Volunteer Code of Ethics

Please:

- * Respect the confidentiality of the teacher and the children and refrain from discussing them outside the school situation. If you have any questions or concerns, share them with the teacher.
- * Practice tolerance and understanding towards the children and teachers with whom you come into contact. Be sensitive to the teaching role. Strive for acceptance of all the children.
- * Be dependable. If you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend.

In-School Volunteer Program



I _____ have read the École Lacombe Upper Elementary Schools Policy on the Volunteer Program.

I agree to abide by this policy, will keep all information confidential and refrain from discussing information outside the school.

In addition, I have not been convicted of any offence under the Criminal Code of Canada, the Narcotic Control Act, the Food and Drug Act nor have I been the subject of an investigation, order, conviction or other process under the Child Welfare Act, nor have I been charged with or convicted of any offence the nature of which is an offence against another person. Any exceptions to the foregoing statements must be fully disclosed.

I hereby declare the contents of this application, as completed by me, to be accurate. This declaration has the same effect as if made under oath. Any misrepresentations made by me in completing this application may result in termination of my participation as a volunteer should such misrepresentations come to the attention of the School Division at any time after I have become a volunteer of the School Division.

Volunteer

Date