

## Expectations for École Lacombe Upper Elementary:

- ✓ To support the volunteer in his/her efforts.
- ✓ To answer any questions he/she may have.
- ✓ To help the volunteer with organization if he/she is experiencing difficulty
- ✓ To assist with requests for supplies.
- ✓ To understand and listen to any problem the volunteer may be having.
- ✓ To strive to make this a positive experience for the volunteer.

## Expectations for Volunteers:

- ✓ To be aware that the students come first.
- ✓ To hold all matters connected with the school in confidence.
- ✓ To support and implement the school's goals and philosophy.
- ✓ To observe all school policies and regulations and be aware that teachers have the ultimate responsibility in the classroom.
- ✓ To respect the professional role and judgments of the teachers and school administration.
- ✓ To be dependable and punctual—call a day or two ahead if you cannot make it for your scheduled day. This is important if teachers are depending on your help.
- ✓ 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 into the classroom.



École Lacombe Upper Elementary  
School

5414—50 Street

Lacombe, AB T4L 1G4

Phone..... (403) 782-7410

Fax.....(403) 782-7400

Principal.....*Craig Fullarton*

Assistant Principal/Counselor

.....*Vanessa Ouellette*



**Wolf Creek Public Schools**

*Creating Success For All Learners*

## Welcome Volunteers



*As a volunteer, you can  
look forward to an  
interesting and rewarding  
experience which will  
provide you with an  
opportunity to learn first  
hand about our school.*

## *We Value Our Volunteers!*

École Lacombe Upper Elementary School is committed to working together to provide a quality education in a caring environment.

We are pleased that you are willing to give 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 collaborative 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 rewarding.

#### **Duties of Parent Volunteers**

The volunteer's duties are performed under the direction of a teacher or administrator. The volunteer's duties may include:

- ✓ Giving instructional support
- ✓ Assisting with clerical tasks, audio-visual materials and special projects
- ✓ Contributing your special talents, such as offering information on a hobby or an area of special knowledge

## *We're Glad You're Here!*

As a École Lacombe Upper Elementary School volunteer, please:

- ✓ Report to the office upon your arrival and sign our guest book.
- ✓ Be sure you have completed a form acknowledging that you have read our Volunteer Program Code of Ethics. Volunteers sign this acknowledgement once during the time their child attends École Lacombe Upper Elementary.

#### **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!

#### **Opportunities:**

Watch the Panda Press newsletter for special volunteer opportunities such as:

Curling Program  
Healthy Living Fair  
Wonderful Wednesday  
Outdoor School  
Track & Field Day

## *Get Involved in School Council*

Alberta Education recognizes the right of parents to be involved in their children's education and for parents, community members and school staff to be involved in key decisions about the education of students. At ÉLUE, we have a very active and involved School Council and invite all parents and interested community members to be part of our team.

If you are committed to getting involved and willing to attend meetings, help out and share your ideas, then YOU are the person we're looking for!

#### **Volunteer code of Ethics**

- ✓ 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 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.

**Thank you for your support!**