

Welcome to Volunteering at Raft River Elementary School

We thank you!!

CONFIDENTIALITY A MUST!

You will become privy to knowledge about children's behaviour patterns and even academic development and staff member's personal lives. Please respect the child's and staff member's privacy by:

- not sharing privileged information in the community;
- if concerned, speaking only to the staff member who deals with the particular situation.

You may expect that your participation will be treated with the same confidentiality.

A volunteer is not a teacher or a support worker (SSW).

A volunteer:

- tries to interact with a staff member only during a break in the program
- asks questions if not sure
- leaves disciplining to staff members
- doesn't use the time in the school to discuss his/her own child's progress
- only uses the staff room for tasks when the teacher or staff member has made prior arrangements

If you would like to become a volunteer at our school, please contact the principal or any Raft River Elementary School teacher. All volunteers who work with other children are required to have a criminal record check. Please pick up a form from the office.

RESPONSIBILITIES

“It takes a whole village to raise a child.”

- Follow sign-in procedures
- Be reliable and punctual. Adhere to the time frame of your visit.
- Assist under staff direction. Follow their instructions closely.
- Try to 'grow with the job' – be receptive to orientation
- Offer constructive suggestions to staff where appropriate
- Be positive. Avoid comparing children's progress or behaviours.
- Remember that the principal or vice principal has the ultimate responsibility for all personnel, policy and programs in the school.

You are a role model for students and the school community. Please always maintain the highest standards of confidentiality and ethics.

VOLUNTEERING AT RAFT RIVER ELEMENTARY SCHOOL

We thank you for making a difference in our school. As a volunteer you can convey by your interest, attitude and sincerity that each student is a worthwhile person. Only when children feel good about themselves are they able to learn.

Volunteers may expect:

- To be under the direction of the staff. Changes may be requested by the supervising staff member.
- To be familiar with volunteer expectations and school rules and expectations
- To have use of the staff room during break times

WORKING TOGETHER FOR STUDENT SUCCESS

Some typical tasks:

- Assisting with classroom activities
- Reading to children
- Photocopying and preparing materials
- Supporting activities
- Sharing a talent or a hobby
- Assisting on a field trip
- Helping on 'theme' days
- Assisting with extra curricular programs (skating, sports, etc)
- Supporting school activities (i.e. Fundraising, school fairs, supervision, etc.)

CHAPERON HANDBOOK

BEHAVIOUR

Our school Code of Behaviour is in effect during all field trips. Students who behave inappropriately may be returned to the school under the supervision of an adult or at the expense of their parents or guardians.

EXPECTATIONS ON THE BUS

- Students are expected to remain seated at all times
- Snacking is not permitted without permission from the bus driver
- Windows may be opened only with permission of the driver
- Students are expected to converse quietly

EXPECTATIONS AT THE SITE

- Students are expected to remain in their assigned group at all times
- Students are expected to speak politely to adults at all times
- Students are expected not to interrupt during presentations
- Students are expected to sit quietly during a performance
- Students are expected to act respectfully during any performance (booing and whistling are usually not respectful unless specifically asked for by a performance)
- Students are expected to eat lunch or snack (if applicable) at the time determined by the teacher

USE OF THE WASHROOM

- Students should always have a 'buddy' when using a public washroom on all field trips.

ILLNESS OR ACCIDENT

- In the event that a student becomes sick or gets hurt, the chaperone should seek the help from a teacher

SOUVENIRS / SNACKS

- At some locations the students may be able to purchase items or snacks

The following attachment may be useful for organizing chaperones

RAFT RIVER ELEMENTARY SCHOOL CHAPERON HANDBOOK

Chaperon: _____

Trip To: _____
Date: _____
Departure time: _____
Return Time: _____

Itinerary

Time	Location	Activity

Students In Group

Students With Special Needs
