

# Volunteer Pamphlet



## Springfield Heights School

505 Sharron Bay, Winnipeg, MB R2G 0H8

Phone 204-663-5078 Fax 204-668-9285

<http://retsd.mb.ca/school/shs>

Principal : Mrs. T. Ziprick



Dear Volunteer,

Thank you for saying “Yes” to the Volunteer Program at Springfield Heights School. Our school has established a school volunteer program to assist us in getting as many people as possible involved in the education of the youth of our community.

This handbook provides general information regarding duties, roles and responsibilities for volunteers at Springfield Heights School. This is a basic guide to help you feel comfortable in the volunteer role at our school. The Principal, Vice Principal, and staff of Springfield Heights School will be able to provide you with information more specific to your unique role. In order to ensure that you have the most meaningful experience, the school is committed to providing information to you in this pamphlet.

Please use this booklet as a guide during your volunteering experience. If you should have questions that are not covered in this pamphlet, please see the Principal, Vice Principal or the teacher you are working with.

We sincerely appreciate the time and talent you contribute to Springfield Heights School. We know your involvement with us will greatly enhance our school program and we trust it will be a satisfying and inspirational experience for you as well.

On behalf of the Springfield Heights School staff and students, I welcome you and thank you for caring about your school.

Yours truly,

Mrs. Tanis Ziprick  
Principal

## **School Mission Statement**

At Springfield Heights School, we embrace diversity, and are dedicated to providing a purposeful, inclusive education for all children in a safe and respectful learning community.

## **Our Code of Conduct**

The Springfield Heights School Community believes that it is important to have open communication and a safe and caring environment. To this end we follow the River East Transcona School Division's Code of Conduct and it is our expectation that we will all:

- Be Safe
- Be Respectful
- Be Responsible

Our code applies to all members of the Springfield Heights Community. We use this code to teach and encourage positive behaviour.



## The Volunteer Program

Volunteers enhance our educational programs. As a volunteer, you are assisting the staff with providing the best possible educational experiences and environment for each child in the school.

## The Role of a Volunteer

Volunteers may be involved in a variety of activities such as:

- Working with students under the direction of SHS staff
- Assisting teachers in the classroom
- Helping to make special projects at home, to be sent in to school
- Helping with special events
- Fundraising activities
- Hot Lunch Program
- Field trip volunteer under the direction of SHS staff

## Volunteer Procedures

All volunteers are required to complete a Child Abuse Registry Check and a Pledge of Confidentiality. Upon completion and verification of your identification, the Child Abuse Registry will be submitted to the Provincial Child Abuse Registry. These forms are necessary to provide a safe and secure school environment and are a Divisional requirement. *All volunteers are expected to comply with the Pledge of Confidentiality guidelines.*

Most teachers will make their own arrangements for volunteers. Some teachers will set up a monthly sign up, while others will call periodically during the year. Additionally, the Parent Advisory Council (PAC) also collects names of parents/guardians who are interested in more general volunteering at the school. If you are interested in volunteering for PAC, please contact the school for more information.

**Volunteers are asked to sign in and out** at the office each time they work at the school. All volunteers will also be given a “Volunteer Badge” that we ask you to wear while in the school. For security reasons and in case of an emergency, such as a fire drill, it is important to know who is in the building.

### **During Recess and the Lunch Hour:**

Our User Pay Lunch Program is responsible for the hiring and training of supervisory staff that work daily from 11:45 a.m.-12:45 p.m. Volunteers are to be mindful that classroom volunteer opportunities, under the authority of the classroom teacher, are from 9:05 a.m. – 11:45 a.m. and 12:45-3:30 p.m. Volunteers are not supervising at any time on the playground, as divisionally paid staff and DHL P staff are responsible for that duty.

### **Helpful Hints for Volunteers**

1) The professional staff at the school are responsible for student instruction, safety and discipline. Volunteers supplement and support the program, but should **not**:

- Have access to confidential information
- Counsel or discipline students
- Discuss student progress or discipline issues with others

2) Effective ways to work with children:

- Be warm and friendly. Learn the children's names and show interest in what they are doing and telling you.
- Use positive and encouraging comments.
- Respect a child's privacy. If a child or a teacher reveals personal information, regard it as a confidence.
- Never touch or intervene physically with students.
- If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher or school.
- Believe the best of each student in the building, assuming his/her positive intent, regardless of student behaviour, academic level, social/emotional skills, gender or ethnicity.
- Value and support each student regardless of his/her gender identity, ethnicity or background.
- Please arrive a few minutes before school for instructions from the teacher.

3) Parents who are volunteering in the classrooms or those who are working directly with students are asked not to bring younger children to school with them. Parents who are volunteering on field trips are not permitted to bring younger siblings for safety and liability reasons. If you have children attending the school and would like to confer with their

teacher, try to avoid doing so spontaneously. By booking these times in advance, the conference can be more meaningful and comprehensive.

- 4) Fire Alarm: If a fire alarm sounds while you are working with a student away from their usual setting, take the student to the closest exit. Once outside, take the child to join the nearest class line and report to the teacher.
- 5) Parking: Sharron Bay is limited to 1 hour parking therefore volunteers are encouraged to park on Mark Pearce Ave. or Kingsford Ave. while volunteering in the school.
- 6) Personal Belongings: Please keep your personal belongings with you.
- 7) Phones: Volunteers are welcome to use the staff room phone when needed. Please turn off cell phones while you are volunteering.

**THANK YOU  
FOR TAKING THE TIME  
TO SUPPORT US!**

I have read the information included in this Volunteer Handbook and will support the practices outlined, above, each time I serve in a voluntary capacity at Springfield Heights School.

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Name (please print)

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Signature

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Date

(Please submit to the school office upon signing.)

