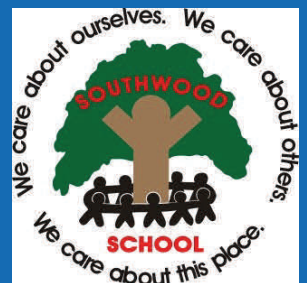


# Southwood School Parent Volunteer Handbook



Southwood School  
155 Barkman Avenue  
Steinbach, MB  
R5G 0P2  
204-326-3518



## Our Mission Statement

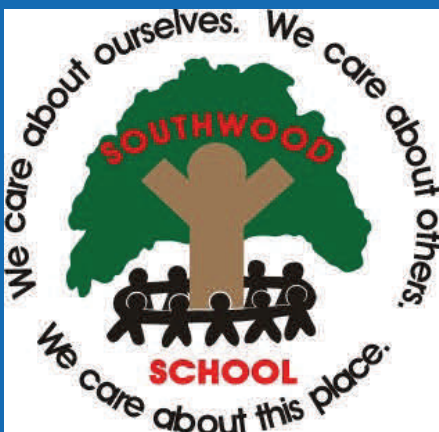
To challenge academic and social growth, in a safe and respectful environment.

## Our Motto

We care about ourselves.

We care about others.

We care about this place.



# Welcome to our Southwood volunteers!

**Thanks for helping out!**

Your contribution to our school is greatly appreciated. This handbook is a guide for you as you begin to work in our school. It is our hope that you will find your volunteer experience at Southwood School both enjoyable and rewarding. Thanks for your willingness to support our students and staff in this way.

## How Can Volunteers Help?

- \* By helping students who need extra support
- \* By helping with any special projects in the school.
- \* By doing projects with students, such as baking or art.
- \* By assisting with computer activities or assignments.
- \* By helping with field trips as a chaperone or group leader.
- \* By assisting the teacher in with classroom duties.
- \* By helping with crafts that require extra hands.
- \* By assisting with activity days such as the Terry Fox Run.
- \* By sharing your own craft, skill or some other expertise.
- \* By assisting the Parent Advisory Council.



# Getting Started

**As a volunteer, you need to be aware of the following points;**

You must complete your Child Abuse Registry Check and Pledge of Confidentiality forms (available at the office). You may begin volunteering as soon as these forms are completed and submitted to the office. Also, these forms serve for the duration of your child's attendance at Southwood.

Please sign in and out at the school office when you come to volunteer.

Wear a "Volunteer" badge when volunteering. These are available at the office.

Always follow the correct fire safety procedures. Stay with the class you are with or exit the building by yourself if you are working alone.

Always follow the correct safety procedures during a lockdown. Please comply to any instructions from staff members.

Finally, please be advised that at any time when volunteering, even when on a field trip, smoking and alcohol consumption are not permitted.

## Tips for Volunteers

Strive to give each child the best you can and know that other Southwood volunteers do the same when working with your child.

If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.

Don't distract teachers while they are teaching. If you have questions wait until there is an appropriate moment.

Establish a high quality rapport with the children. Accept the children as they are.

Give each child genuine deserved praise. Be fair.

Assume the role that the teacher has determined for you. Be on time each day.

Share observed progress of each child with the teacher only. Refer disciplinary problems to the teacher.

Use the child's name in conversation.

Keep the confidence of the children. Be a good listener.

Be aware of school and classroom rules and procedures.

Remember your time and energy is helping to make Southwood a great place to learn!

## Responsibilities of the Volunteer

1. To be an encourager and a role model for the students.
2. To respect the rights of each child without prejudice.
3. To regard classroom incidents and behaviors with confidentiality.
4. To treat each child as you would want your child treated by another volunteer.
5. To notify the teacher if you are not able to fulfill your obligation.

## Who Qualifies as a Volunteer?

Parents, Grandparents or any adult who wants to give some of their time to support our school.

## How does a volunteer get involved?

1. Respond to our invitation in Sept.
2. Contact the school anytime.
3. Get involved with the Parent Advisory Council (PAC)

## Our commitment to you

To give you clear instructions and expectations and to treat you with respect. We want you to feel welcome!



## The Importance of Confidentiality

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality, in the classrooms, hallways and also the staffroom. Breaching confidentiality can be hurtful to children, their families and the staff. To help, here are some sample issues that can arise.

**"Wasn't it cute when John . . ."** No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

**When parents ask you questions . . .** Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. If parents do have concerns, encourage them to talk to the class teacher.

**When you see or overhear something . . .** As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the gym) stays at school. If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.

**When students tell you about their family, pet, vacation, etc. . .** As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

**When you have a concern . . .** If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately.

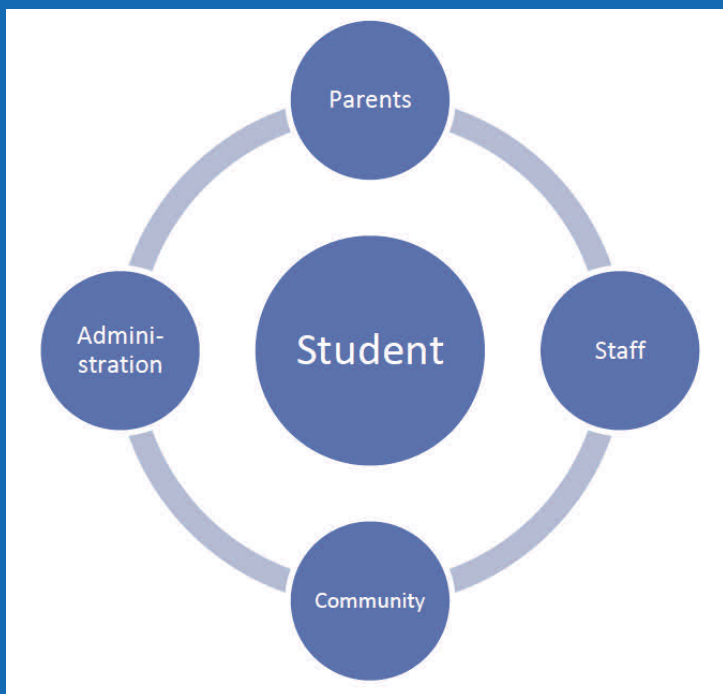
Volunteers make a big difference.

# Parent Advisory Council

## PAC

The Southwood School Parent Advisory Council (PAC) works with teachers and principals to provide important feedback to the school. This feedback helps with decision making and the implementation of plans that benefit our kids and our community. The PAC runs a variety of programs and fundraisers to support the students and improve our school.

Each fall, the PAC is looking for dedicated parents to work within or alongside our team to make Southwood a great place for kids to grow. Please let us know if you are interested in getting involved ! We would love to hear from you.



Working together

# Volunteer Opportunities at Southwood School

The list below indicates the many needs our school has for volunteers beyond your child's classroom either with the school or the Parent Advisory Council. Simply check off the areas that are of interest to you and return this form to your child's classroom teacher.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names and homeroom numbers of children in Southwood School:

---

---

## Volunteering for the School:

### Volunteering for numerous school services:

- Hearing Screening
- Gr. 4 Immunization program - volunteers needed 3 times/year
- Picture Day

### Working on Fundraising Projects - for school projects, events, special guests, playground items etc.

- Book Fair
- QSP Magazine Fundraiser—November
- Chocolate Sales Fundraiser—March

**See next page for opportunities for volunteering for the  
Parent Advisory Council**

**PLEASE RETURN TO YOUR CHILD'S TEACHER - ASAP**

Parent Advisory Council (PAC)  
Volunteer Opportunities

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names and homeroom numbers of children in Southwood School:

---

---

**Hot Lunch Volunteers**- helping to tally lunch orders from classrooms and placing order to supplier (approx time 1 hr from 9-10 am). Some positions may become available to volunteer over the lunch hour.

**Availability:**

Mondays 1 x month \_\_\_\_\_ 2 x month \_\_\_\_\_ 3x month \_\_\_\_\_

Wednesdays 1 x month \_\_\_\_\_ 2 x month \_\_\_\_\_ 3x month \_\_\_\_\_

Special Dates or other \_\_\_\_\_

**Volunteer for other "one time events"** for PAC initiated projects, eg. fundraisers, Teacher Appreciation Week, Picnic Day

Note: PAC is willing to accommodate your time commitments. Many of the PAC fundraising responsibilities do not have to be done during the school day.

Yes

No

**Fundraising Volunteers** - Could we call you to help with other events that require help such as fundraisers led by the PAC

Yes

No

**Serve on the Parent Advisory Council committee ( Meet one time per month)**

Yes

No

**PLEASE RETURN TO YOUR CHILD'S TEACHER - ASAP**