



VOLUNTEER HANDBOOK



Dear Volunteer,

Thank you for contributing your time and energy to our school and students! We hope your experience here will be pleasant and rewarding!

There are many opportunities to volunteer in our school. As volunteers, we wish to keep you informed of our daily procedures and guidelines, so please take the time to read through the handbook and fill out all pertinent forms.

If you are interested in volunteering, please follow the link below to complete our volunteer form.

Judicial Verification/Police Check

All volunteers must undergo a “Judicial Verification” or police check. **Once you have completed your volunteer form, you will receive an email with instructions on how to complete your Judicial Form, if needed.**

Only parents or guardians who have completed their volunteer form and have been approved by the school board will be allowed to volunteer. *The SWLSB oversees all Judicial Forms, and they can take some time to be processed and for us to receive the confirmation. Once we receive the confirmation that you have been approved, you will be added to our mailing list.*

Volunteering Communication

All communication for volunteering at Hillcrest Academy is done by email. Please enter a valid email below to be added to our volunteer list and add volunteering@hahsa.ca to your safe list.

If you have questions about volunteering at Hillcrest Academy, please email volunteering@hahsa.ca.

<https://form.jotform.com/261577184735265>

If you have any questions, please do not hesitate to email volunteering@hahsa.ca.

Once again, thank you for making a difference at Hillcrest Academy.

Sincerely,

Tania Marchitello - Principal
Christine Gosselin– Vice Principal



Identification and Sign-in Measures

The safety of our students is our number one priority. Therefore, you must always report to the office or your HAHSAs coordinator before you begin your volunteer activities.

- All volunteers must then sign in at the front office or where advised by your HAHSAs coordinator. Please make sure to sign out before leaving the school.
- All volunteers must wear a volunteer badge/t-shirt on school premises. When leaving, please return your pass to the coordinator.
- For the safety of **ALL** children, younger siblings are not permitted to accompany volunteers. Older siblings must obtain permission from the school to volunteer.

Confidentiality

Sometimes a student may say something to you; you may overhear private information about a child or observe something that concerns you. It is extremely important not to talk with other parents about what you may have heard or seen while volunteering. The school staff needs to have an opportunity to remedy the situation and contact the parents, if necessary, first. If something concerns you, please report it to the office. Volunteers who do not respect confidentiality expectations may not be asked back.

Volunteers may not discipline students. If a situation occurs at home or school involving your child or other children, please notify the concerned teachers, supervisors, or staff. Never approach someone else's child to address an issue that involves your child.

Code of Conduct

Please refer to HAHSAs's Standing Rules for complete details.

Role

Please remember the boundaries of your role as a volunteer, which is to help with tasks assigned by our school staff or HAHSa coordinator.

- For the safety of all children and to avoid interrupting important teaching time, volunteers are not to circulate in the school nor go into their child's classroom.
- Please do not circulate in the schoolyard or hallways during supervised student breaks.
- All volunteers must return to the main area (volunteer station) during recess and lunchtime.
- Please obtain permission from your HAHSa coordinator to use the staffroom and respect that this is a workspace for teachers during preparation periods. Potentially confidential information (medical information, etc.) can be posted in a staffroom, and it is expected that anything seen or overheard will not be repeated.
- If volunteering during school hours, please finish your duties and avoid loitering in the staff room or offices. Volunteers are not permitted to impede on staff's break times.
- Volunteers are required to treat each other, students and staff with politeness and respect at all times.
- Please use the washrooms designated for staff (located in the staff room, to your left when you walk in). Do not use the student washrooms at any time.
- Please bring your refillable water bottle, coffee, snacks, and lunch if needed unless advised otherwise. *Volunteers are not permitted to make coffee in the staffroom.*
- Volunteers cannot take pictures of their children or other children during their volunteering duties – unless requested to do so by a HAHSa coordinator.
- Volunteers cannot request for their children to be sent down to leave with them once their volunteer duties have ended. Detailed instructions regarding how to pick up your child after volunteering will be provided during the sign-up process. We kindly ask that you review and follow these instructions carefully.

While the temptation is there to sneak a peek at your child or drop by their class, volunteers must remember that they are volunteering for *the school*, not for their individual child/children. If you volunteer for an event, you may be asked to run a station or supervise an activity, not follow your child's class. Further, please resist the temptation to ask your child's teacher for an impromptu parent conference. They are very busy during the day, and this time takes away from other planned tasks.