



Wabamun School Volunteer Handbook

Vision

To provide the foundation for life-long learning.

Mission Statement

Our primary purpose at Wabamun School is to create a collaborative community of learners in a safe and caring environment.

School Motto

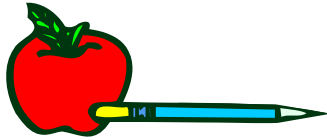
Always Positive, Always Learning

School Goals

1. To continue to provide high quality learning opportunities for all.
2. To continue to achieve excellence in learner outcomes.

Goals of the Volunteer Program

- To join and strengthen the cooperation of parents in the education of their children.
- To provide volunteer help to staff to better meet the needs of students.
- To develop and enhance an environment that encourages positive two-way communication between home and school.
- To enrich, enlarge and enhance experiences and program offerings for students.
- To provide children with greater learning opportunities



Volunteer Log

A volunteer logbook is located in the office and serves two purposes;

- ✓ Notifies us that you are in the school should we need to contact you
- ✓ To help maintain a record of the total hours of volunteer time to recognize your contributions to the success of our school.

Please sign the logbook and use a volunteer nametag each time you are volunteering in the school.

Parking

Please park at the west end of main parking lot.

Absences

People are depending on your help. Plans have been made to include you. Please call the school if you are unable to come in during a predetermined time.

Personal Belongings

Volunteers are welcome to hang their coats and other belongings in the staff room.

parkland school division no. 70

CODE OF CONDUCT

In Parkland School Division, all members of our school community are expected to promote and demonstrate respect, civility, and responsible citizenship. With these goals in mind, everyone must:

- ✓ demonstrate honesty and integrity.
- ✓ respect differences in people, their ideas and their opinions.
- ✓ acknowledge the right of everyone to be treated with dignity, at all times.
- ✓ take appropriate measures to help those in need.
- ✓ use non-violent means to resolve conflict.
- ✓ honor the role(s) of persons in positions of authority.
- ✓ show care and regard for school property and the property of others.
- ✓ comply with all applicable federal, provincial and municipal laws.

In Parkland School Division, we are all models for the kinds of citizens we desire to be. We teach and learn by example.

excellence in education

Parkland School Division Emergency Response Plan

Parkland School Division's first priority is the safety, security, and well being of our students and staff, and volunteers. While we hope our schools are never faced with an emergency situation, our goal is to be prepared to respond to an incident if one should occur. To that end we have taken numerous steps to better prepare our schools and school jurisdiction to deal effectively with emergency situations that could occur in or around a school during the school day.

One of the most significant steps has been the development of a comprehensive Division Emergency Response Plan. The Division Plan is complemented by individual plans tailored for each school site. Should an emergency arise these plans will be implemented. ***Please insure you have made yourself familiar with Wabamun School's Emergency Procedures when you are volunteering in the school.***

Reasons why people volunteer

1. To belong, to make a contribution for the betterment of the children and the school
2. To give of themselves and help others
3. To help their children
4. To be recognized for individual talents
5. To learn and grow
6. To be creative
7. To be influential and exercise leadership
8. To share in problem solving and decision making
9. To share experiences
10. To have fun – volunteering is enjoyable and rewarding



Volunteer Registration Form for Volunteers

Parkland School Division No. 70 appreciates the services of all its volunteers. In order to ensure the safety of Parkland School Division students, all volunteers in our schools need to be registered. A volunteer is someone who assists the school and/or students in curricular and /or extracurricular activities. It does not include Division employees from other schools, guest speakers, presenters, special visitors to the school, or school council members in their position as school council members. Please complete the form to enable our school to exercise control over who should or should not be involved with the children. The information collected on the form will be held in confidence as required by the Freedom of Information and Protection of Privacy Act.

A School Volunteer is a person who is willing to give their time and talents as a member of the educational team. School volunteers who enjoy helping others and have a few hours or so to devote. A volunteer is an extra pair of hands, an extra caring adult, a valuable special resource for classroom enrichment, a vital link between the school and the community. A volunteer may come in regularly or on a one-time basis.

Suggestions for Classroom Volunteers

Here are some suggestions, which will help to develop positive and successful working relationships:

Do's:

- Do keep school business confidential
- Do learn the rules and policies of the school
- Do ask questions
- Do keep children's safety in mind
- Do expect children to be respectful and cooperative
- Do discuss concerns with the principal
- Be positive and praise progress
- Be reliable as possible with your attendance
- ***Do be positive***

Don'ts:

- Don't attempt to discipline a child
- Don't question a child about his or her home life
- Don't evaluate or make judgments about the students or their instruction
- Don't discuss the children you work with outside of the school.



School Time Table

8:10 - 8:15	BUS ARRIVAL
8:30 - 8:35	O'Canada and Announcements
8:35 - 10:35	Classes in session
10:35 - 10:55	Recess
10:55 -12:15	Classes in session
12:15 -12:35	Lunch Recess
12:35-12:55	Lunch
1:00 - 3:00	Classes in session
3:00 - 3:10	After School Bus Supervision

8:35 - 9:20 Period 1

Wabamun School Staff

Mr. L. Worthington	Principal
Mrs. D. Harris	Secretary
Mrs. K. Saunders	Kindergarten
Mrs. A. Morrison	Gr. 1
Mr. D. Kucher	Gr.2/Gr. 3
Mr. T. Buckley	Gr.4/Gr.5
Miss J. Remillard	Gr. 6/7 Homeroom, Gr. 6-9 Social & LA
Mrs. L. Olsen	Gr.8/9 Homeroom, Gr. 6-9 Sci./Math
Mrs. D. Miller	Librarian/Educational Assistant
Mrs. R. Chase	Educational Assistant
Mrs. J. Holton	Counselor/Inclusive Education
Mrs. F. Bell	Educational Assistant
Mrs. B. Smith	Head Caretaker



If you have any further questions please contact Mr. Les
Worthington at 780-892-2271 or email
lworthington@psd70.ab.ca

