



VOLUNTEER HANDBOOK

2022-2023



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 a volunteer, 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. Our volunteer & judicial forms can be found at the link below. The judicial form (police check) is only valid for one year. If you wish to volunteer, we ask that you fill one out at the beginning of every school year. Please use the link below to download and print your forms. **Judicial forms are to be completed and sent directly to Jocelyn Thompson Ness by email at jthompson@swlauriersb.qc.ca or by mail (as indicated on the first page of the form).**

<https://form.jotform.com/222132652021237>

If you have any questions regarding volunteering, please visit www.hahsa.ca/volunteering. If you have any questions, please do not hesitate to email volunteering@hahsa.ca, and our head volunteer will be happy to answer your questions.

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

Sincerely,

Mary Lazaris - Principal
Jennifer Butler – Vice Principal
Renee Neratzas – HAHSA President



Identification and Sign-in Measures

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

- All volunteers must then sign in at the front office. Please make sure to sign out before leaving the school.
- All volunteers need to wear a volunteer pass on school premises. Please return your pass to the office when leaving.
- For the safety of **ALL** children, younger and older siblings are not permitted to accompany volunteers.

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.

Role

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

- Please do not circulate the hallways and respect your volunteer duties.
- Please do not circulate in the school yard during supervised student breaks.
- 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.
- If you would like to pick up your child after your volunteer duties, you must email the office of this request before your volunteer duties. The office will advise you at what location to pick up your child. It is your responsibility to advise your child and their teacher of the pick-up.
- Please obtain permission from the administration to use the staffroom and respect that this is a workspace for teachers during preparation periods. Information potentially confidential (medical information, etc.) can be posted in a staffroom, and it is expected that anything seen or overheard will not be repeated.
- 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 make sure to 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.

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.