

Dear Parents/Guardians;

The community of St. Gregory has become a vibrant and active environment due in part to the many parent volunteers that have graced our hallways and student-centered activities. We would like to ensure that all of our volunteers are welcomed and informed to the expectations and requirements that are necessary to safeguard your children while under the care and supervision of our many volunteers and to provide our volunteers with the tools and information necessary to more actively assist the school in their child's education.

As such we are providing the following information for our volunteers:

1. Special requirements to volunteer
2. How to survive as a parent volunteer
3. General school expectations of parent volunteers
4. Confidentiality of student performance /records

Yours in Catholic Education,

Mr. Tim Fafard – Principal

**Special Requirements:**

- Parent volunteers must provide the school an up to date Criminal Record Check. This can be completed at our local RCMP office located adjacent at our Town Offices. There is no charge levied as this is a volunteer position.
- All volunteers must register each time they arrive at school at the office and receive a Volunteer Tag that must be worn at all times.
- All volunteers must sign their confidentiality agreements and we must have a record of it in the office.
- Volunteers must have a prior discussion with the teacher acknowledging that they clearly understand the expectations of the school and the general rules of St. Gregory Catholic School

**Confidentiality Agreement  
St. Gregory Catholic School  
Parent Volunteer Program**

This policy ensures that information regarding student behaviour and performance be kept in confidence with the professional stakeholders at the school level. Teachers and all staff are bound by a Professional Code of Conduct which they hold as a vital component in the trust they build with each student and their parents.

Privileged information about a student's behaviour and performance should follow channel of communication guidelines set out by the Evergreen Catholic School Division. Any information gained should be first directed to the teacher and through them to one of the school's Administrators. Academic information about a student should only be transmitted to the parent of that child. This transmittal shall be made directly through their classroom teacher, the school Guidance Counselor, or a school Administrator.

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I, undersigned Parent Volunteer, do understand the significance and need for confidentiality regarding all information about a student's behaviour and performance. I agree to serve as a volunteer with these ethical principles in mind, to keep St. Gregory Catholic School as a place of learning that holds tolerance and understanding as critical factors for all students.

Name: (Please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## How to Survive As a Parent Volunteer

- a. **Coffee Break** – As a token of our appreciation coffee and tea are supplied free of charge and can be found in the staff room. Cups are supplied if you need to borrow one.
- b. **Dress comfortably** – There is nothing more disconcerting than helping out with a craft or handling food and staining your shirt. Dress for the task at hand.
- c. **Supplies** – there are extra felts, scissors, staplers, hole-punches, marking pens and other supplies located in our workroom. Feel free to use these for the day, or the teacher you are assisting may supply you with some of their own issued supplies. We simply ask that you help us to keep our work room neat and tidy.
- d. **Laminating**- Laminating will *not* be done by parent volunteers.
- e. **Photocopying** – You must receive some basic in-service in order to use the copier (preferably by the teacher you are assisting). Each teacher has a 4 digit code, and the large display unit on the machine is very user friendly.
- f. **Your workplace** – Many teachers may need you for those one-on-one duties with materials preparation, more than with individual student needs. Teachers may ask you to work on an assigned area so please be flexible as you may not always be in the classroom.
- g. **Finally – Don't Be Afraid to Ask Questions!!!** St. Gregory Staff appreciates all of your efforts, so do not hesitate to ask the simple questions if they arise. If you have particular questions about the volunteer program itself, please do not hesitate to ask Administration directly.

## **General School Expectations of Parent Volunteers**

- I. Follow the suggestions for how to be comfortable within the school settings found on the “How to Survive as a Parent Volunteer”.
- II. Be sure to be positive with the children, even when they sometimes will act less than kind or giving toward yourself or others. Even corrective measures can be framed positively. Students learn what is modeled for them. If you are sarcastic or dictatorial with your language, that is what students internalize. Treat less than desirable behavior as if it is has already improved.
- III. Avoid overly personal questions in regards to students. They will be uncomfortable if you are asking more than the simple questions about their interests and background. Do not place yourself in a one-on-one situation in or out of the school. Do not work with students inside a classroom or general area one-on-one behind closed door; for your own protection. Do not show forward open affection to students in school, physical contact, even if they are close friends of the family. Observations by others can be easily misinterpreted.
- IV. Do not deviate from the staff direction for your responsibilities. All field trips need to follow stated itinerary, and if deviations result in accidents, participants are legally liable for irresponsible deviation from an approved plan. We should follow the same guideline within the school, as your notion of ‘doing the little extras’ could put yourself or a student in unexpected ‘harm’s way’.
- V. Occupational Health and Safety guidelines are a reality in our school ‘workplace’. All accidents regarding students or staff must be reported in writing on an incident report. If you witness the cause of an injury to any staff or students, report it immediately to administration, rather than follow usual lines of communication.
- VI. Please sign in, and out, at the office as volunteers must be accounted for during fire drills and lockdown drills. During a fire drill in school, go out the assigned door with the group you are working with, then report personally to the office secretary. For lockdown drills, there will be an announcement “This is a lockdown”, in which case you close the door of the room you are in, all should have locked knobs, and move away from the doors and windows, staying low and together with others in the room.
- VII. While supervising a classroom, please be clear of the rules of the classroom and student expectations.
- VIII. While supervising play areas, please speak to the home room teacher about they play areas, the rules of conduct allowed, and the process of punishment/consequences for actions. Do Not assume that you can or should discipline children on the playground area. Leave the discipline to the supervising teacher/aide on the play area.

- IX. No parent should speak to a child, other than their own, when their own child has been involved in a dispute, disagreement or fight. The supervising/home room teacher or administration will follow the discipline process and assign appropriate consequences for actions taken by the students.
- X. Washrooms – Do not enter student washrooms while students are in the washroom. Please ask a teacher to assist if entering the washroom becomes emergent. Never enter a washroom of the opposite sex. Seek an adult of the opposite sex. Seek an adult of the opposite sex to assist you, if this becomes necessary. Volunteers may use the staff washrooms for their own personal use.

## **CONFIDENTIALITY OF STUDENT PERFORMANCE/RECORDS**

- I. As are all public service departments in Alberta, educational institutions are governed by the 'Freedom of Information and Protection of Privacy', known also by the acronym FOIPP. As such, there are some guideline that staff and volunteers MUST follow to protect the individual privacy of our clientele, the students and families of St. Gregory Catholic School:
  - All student marks, records, and personal information are confidential between the school and the family of each student. Do not share academic information, observations or personal information with others outside of school
  - All observation made that may be of emergent nature concerning the safety of a student should be reported FIRST to school administration, or closest designated staff before any communication outside of the school.
  
- II. When in doubt about sharing of communication, please consider 'direct lines of communication' your 'best bet' strategy. If you are working for the Hot Lunch Program, report any issue first to Mrs. Ludwig, and she may report to Mr. Fafard. If you are working in a classroom, or on a field trip, report any issue to the lead teacher directly first, they will report it to administration. Our staff follows the same Evergreen Division Policy guidelines, they report to staff in direct reference first, and then may choose to report this further to school administration.
  
- III. All staff and students sign an appropriate use guideline for the use of technology at school. Some volunteers may have access to the network for fundraising or event summary purposes. All volunteers who are to use the network within the school, must sign an appropriate use agreement, and follow its guidelines.