



RIVER VALLEY SCHOOL

1 310 Centre Street North, Bag# 6 Sundre, Alberta
T0M 1X0

September 5, 2017

Volunteer Agreement

Thank you for volunteering your time at River Valley! River Valley School believes that volunteers are a valuable part of the school community and can enhance the educational opportunities for children. Volunteering in a school can be a very rewarding experience; volunteering is also an important commitment. Please read over this **Volunteer's Code of Ethics** and the **Guidelines for Parent Volunteers**. As a River Valley School volunteer you will be asked to adhere to these guidelines for the well-being of the children in the school.

Volunteer Code of Ethics

1. **Respect the Confidentiality** of the teacher and children, and refrain from discussing them outside the school situation. If you have any questions or concerns, please share them with the teacher.
2. **Practice Tolerance and Understanding** towards the children and teachers with whom you come into contact with. Be sensitive to the teaching role. Strive for acceptance of all children. Help the children to learn their own independence, guiding them rather than doing it for them.
3. **Be Dependable** if you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you cannot assist at the time you have volunteered for, please let the teacher know ahead of time so that they can change their plans.
4. **Accept Guidance and Direction** from the teacher. Remember that you are there to help the student and teacher. If you need to speak with the teacher regarding your student, make an appointment so that you are not interrupting the students or making it difficult for the class to proceed with their work.

Guidelines for Parent Volunteers

- Be aware of the school rules and procedures, as well as classroom expectations. Ask the teacher if you are unsure.
- Listen carefully to the teacher's instructions so you are better able to help children
- Assist in a manner that allows children to work quietly and without distraction
- Encourage friendliness and cooperation among children
- Encourage children to do things for themselves
- Respect a child's right to sometimes work alone

- Talk to the children about what they are doing and help them understand and learn from the experience
- Try to be gentle in manner and tone. Move and speak quietly, to create a proper working atmosphere
- Expect children to make mistakes and have accidents. Encourage them to be careful, to clean up after spills, etc., but avoid scolding
- Never compare a child to someone else; praise them for their own accomplishments
- Check the student's work as they are completing the assigned task to be sure the child understands and is following instructions
- Praise a child when he/she accomplishes something important to him/her, but make sure the praise is for good work according to that child's standards – empty praise is as valuable as none at all
- Learn to accept a child for who they are
- Model honesty and respect for others
- Treat students equally and fairly. Remember you are there to assist, not check on your child
- When you are given a task, do it carefully and accurately

Teachers at River Valley School want you to have an enjoyable and productive experience volunteering at the school. We will strive to ensure that volunteers clearly know what is expected of them and that they are treated in a respectful manner by school staff.

I have read the **Volunteer's Code of Ethics** and the **Guidelines for Parent Volunteers** and affirm that I will adhere to them while volunteering at River Valley School.

Parent Name (please Print):

Date:

Parent Signature:

Teacher Signature:



2 – 21 School Volunteers

Exhibit I

OATH OF CONFIDENTIALITY

I, _____
(Name of Volunteer Taking Oath)

do solemnly swear (affirm) that I will **NOT** communicate to any person any information obtained in the course of doing volunteer work with Chinook's Edge School Division No. 73.

SWORN (AFFIRMED) before me at the

_____ of _____

in the Province of Alberta

this _____ day of _____ A.D. 20_____.

(Witness)

(Signature of Person Taking Oath)



RCMP - Alberta

Re: Criminal Record Check for Volunteering

(Name – please print)

Will be an (unpaid) volunteer with Chinook's Edge School Division No. 73. He/she will require a Criminal Record Check including the Vulnerable Sector Check prior to volunteering for our school division.

If you require further information, please do not hesitate to call me at (403) 227-7070.

Thank you,

A handwritten signature in blue ink that reads "R. Hoppins". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Ray Hoppins
Associate Superintendent - People Services