

### Disclosure

If you believe that a child may not be safe (the child is experiencing physical, sexual and/or emotional abuse and/or neglect), you are legally required to report it to your local child and family services.

### Inappropriate Behaviour/Discipline Procedures

Volunteers work under the supervision of school staff. Disciplining students is not the role of the volunteer. If at any time while you are volunteering in the school or on a school activity/trip and you hear offensive comments or observe inappropriate behavior; you are required by Division policy to intervene. Intervention includes discussing the incident with the classroom teacher or administrator of the school immediately. Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.

Bill 28, as set out by Manitoba Education and as relates to Safe Schools Act, indicates that when a person becomes aware that a pupil may have engaged in unacceptable conduct at school or at a prescribed school-approved activity, they must report the matter to the school principal as soon as reasonably possible. Unacceptable conduct is defined as abusing another pupil (physically, sexually, psychologically, verbally, in writing or otherwise), or repeated or deliberate bullying of another pupil that is of a serious nature.

We ask that as volunteers you model respect and consideration for everyone in the building or school activity.

### Tips for Volunteering

- Communication is important; please ask questions. If you are having difficulties, please let us know.
- Personal belongings should be kept with you or check with staff for a safe storage place.
- You may use the staff washrooms and staff room.
- Parking is available in visitor parking spots or on nearby streets.
- Coffee is free for our volunteers. Please use a guest mug and return cleaned mug to the cupboard.
- Be aware and ask about school procedures regarding life threatening allergies.
- Please avoid wearing strong smelling fragrances, as we have students and staff who have fragrance sensitivities.
- Cell phones should be turned off and not used while volunteering.
- Be warm and friendly; show a caring and supportive interest in what the students are doing.
- When working with students, encourage them to do their own thinking, giving them plenty of time to answer.
- Maintain a sense of humour.
- If your child is attending our school, please do not use recess or break times to conference with teachers about your child.
- Our children and teachers are looking forward to your coming. If you know you will be away, please inform in advance or as soon as possible.

19 Centennial Avenue  
Selkirk, Manitoba  
R1A 0C8

Tel: 204- 482-3265 Fax: 204-785-2209  
E-mail: centennial-sch@lssd.ca  
Website <https://www.lssd.ca/schools/cts>



# Centennial School

## Volunteer Information 2023-2024



## Welcome to Centennial School!

On behalf of all the students and their teachers, thank you for volunteering to help us provide the best possible learning experiences for our students. In whatever way you choose to help, whether in the classroom, library, during special events or in other school programs, you can be sure your contribution is needed and valued.

This brochure was prepared to provide assistance for your role as a school volunteer and to provide you with the guidance for making your volunteer experience successful. We hope you will feel rewarded by the appreciation of the students and staff. Thank you very much for your caring and support.

## *Mission Statement*

*The staff and parents of Centennial School are committed to creating a safe and stimulating learning environment devoted to the academic, social, physical and emotional development of the whole child. We will guide our students to develop into respectful, responsible and caring individuals.*

*With gratitude in our hearts for your contributions to our learning community, thank you for your time and your energy, your kindness and your generosity. If you want to touch the past, touch a rock. If you want to touch the present, touch a flower. If you want to touch the future, touch a life. Author Unknown*

### **Volunteer Opportunities**

- Breakfast/snack
- Working one on one or with small groups of students
- In the Library
- Preparation (includes bulletin boards, arts and crafts prep etc.)
- PAC (Parent Advisory Council)
- Field Trips
- School Events

**School Hours:** 8:50 a.m. -3:30 p.m. Monday to Friday  
Wellness Breaks: 10:40-11:10 a.m. and 12:50-1:45 p.m.

### **Sign in/out Procedures**

Please sign in at the office and please remember to sign out when you leave.

### **Volunteer Requirements**

As a volunteer at Centennial School, you are required to complete the following:

1. Criminal Records Check (letter to take to RCMP office)
2. Child Abuse Registry Check (form to be completed and returned to school)
3. Pledge Of Confidentiality (form in package)
4. Volunteer Orientation with the principal
5. Respect in School online course  
[https://mbcd-school.respectgroupinc.com/koala\\_final/](https://mbcd-school.respectgroupinc.com/koala_final/)
6. Accessibility online training  
[http://www.accessibilityincanada.com/acs/lssd/](http://www.accessibilityincanada.com/acs/lssd/code 00700)  
code 00700
7. Volunteer Orientation Confirmation Form

### **Child Abuse Registry – No fee for volunteers**

All volunteers working in our school or on school-sponsored activities are required to complete a Child Abuse Registry Check form. The form is available from the school office. Once the form is completed, please return to the school and the school will verify the information. This form will be submitted to the Board Office and then sent to the Provincial Child Abuse Registry. The response from the Registry is returned to Lord Selkirk School

Division, and completed responses kept in the Divisional Office. Please note that presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.

### **Criminal Records Check – No fee for volunteers (school letter)**

School volunteers are required to complete a Criminal Records Check at the local RCMP office and return the completed check to the school. The school will forward the completed check to the Board Office to be entered in the database. Criminal Records Checks will need to be re-done when volunteers change schools.

### **Pledge of Confidentiality**

All volunteers are required to sign the LSSD Pledge of Confidentiality. Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school policies, or your own reactions to school situations with anyone other than staff with whom you are working. If parents, family, or friends ask you about your work tell them you enjoy your work and share information about the activities you perform rather than specific information about students, teachers, or the school. Please do not discuss the progress of the children with whom you are working. Reporting to parents is the responsibility of the teachers.

### **General Volunteer Orientation**

All volunteers will receive an orientation from the principal.

### **Coaches or Overnight Volunteers**

Coaches and overnight volunteers at school-sponsored activities must be supervised by a teacher-liaison. As a volunteer in this capacity, you are acting in the best interest of all the children, as a parent would. The teaching staff will manage behavior or discipline issues. It is your responsibility to report to the teacher any unacceptable verbal, physical or bullying behavior. All overnight volunteers will be provided a comprehensive orientation prior to the activity/trip and sign a confirmation form after receiving the fieldtrip-specific orientation.

### **Volunteer Confirmation Form**

This form is to be signed after the volunteer orientation has taken place for general volunteers.

### **Smoking and Use of Tobacco Policy**

Smoking, vaping and use of tobacco products are not allowed on Division property, including school grounds. This policy also applies to volunteers participating in school activities such as field trips, sports days or Division sponsored activities.

### **Workplace Violence Policy**

Everyone is responsible for creating a safe working environment free from violence. Volunteers are responsible for working together and bringing issues to the attention of the principal.

### **School Safety**

The school doors are locked between 9:00 a.m. and 3:30 p.m. Please ring the bell for entrance and sign in/out in the office. Please become familiar with the following emergency procedures:

- **Fire Alarm** If a fire alarm sounds while you are working with a student away from his/her usual setting, leave through the closest exit\*. Once outside, take the student to join his/her class and teacher behind the school.
- **Code Homeroom** Remain in location & continue working.
- **Lockdown, Hold and Secure, and Evacuation**  
‘Lockdown’ is a silent lock and hide procedure. ‘Hold and Secure’ is work as usual with no one leaving or exiting the building. ‘Evacuation’ is an evacuation to Daerwood gym. ‘Shelter in Place’ also means stay in the school.
- **Medical** When dealing with blood or other bodily fluids, wear gloves, which are available in the office. Send someone for a trained staff member. Wash hands before removing gloves and wash again after removing gloves.