

Evergreen Volunteers

EXPECTATIONS OF CBE VOLUNTEERS

You are required to:

- Receive direction from and be accountable to the teacher in charge
- Maintain confidentiality in all matters relating to your role
- Be a positive role models for students
- Report poor student behaviour to the teacher in charge and allow the teacher to deal with the situation, rather than disciplining students yourself.
- Have appropriate qualifications for the activity
- Dress appropriately for your duties and present a positive image to the community at large
- Refrain from smoking while on school property or on a field trip
- Refrain from bringing children with you who are not students enrolled at the school
- Comply with all applicable CBE policies and regulations and school rules

ROUTINES

Parking: Most school parking lots are full and we must have spaces for CBE employees who visit our building during the day (specialists, facilities people, etc.). Please park on the street near the school.

Check In: Please report to the main office when you arrive to volunteer. Expect to be asked to sign in and wear visible identification.

Valuables: Avoid bringing valuables into the school unless absolutely necessary. Keep wallets/purses with you. The CBE is not responsible for lost or stolen personal property.

Younger Siblings: When you are volunteering in the school or on a field trip, please do not bring toddlers or younger siblings with you so that your attention can be fully on the students and the task at hand.

Washrooms: You should only use washrooms designated for adults or staff members.

Emergency Procedures: Evergreen School has a plan to deal with emergency situations. In the event of an emergency, the teacher in charge and/or school administration will provide further direction to you. You are expected to participate fully in fire drills or other safety- related training conducted during the school day.

Those who can... do

Those who can do more... volunteer

By volunteering at Evergreen School, you help contribute and shape the school culture for our young students.