



Mater Boni Consilii Academy

To Educate. To Form. To Serve.

Volunteer Policy

1.0 INTRODUCTION

Mater Boni Consilii Academy is a membership-run school that relies on parental involvement and support. We are blessed with many devoted volunteers, and could not exist without them. MBCA encourages all families of enrolled students to actively participate in the school's activities.

2.0 DEFINITIONS

A **parent volunteer** is a parent or guardian who currently has a child enrolled in and attending MBCA or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.

A **community volunteer** is a member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task that supports the classroom, school, or Board-sponsored activity.

When not specifically stated, the word **volunteer** refers to both parent and community volunteers. Co-op students are not defined as volunteers.

3.0 PROCEDURES FOR SELECTION

3.1 The Head of School, in consultation with staff will identify situations where volunteer support would enhance the learning environment for students in the school.

3.2 Invitations may also be issued to the parents and community to respond to identified volunteer needs in the school. Volunteers are welcome to come forward at any time to offer their services as appropriate.

3.3 Potential volunteers will complete the Volunteer Questionnaire. All questionnaires will contain the following acknowledgement:

If chosen as a volunteer, I agree to abide by the policies and procedures of Mater Boni Consilii Academy and to respect the confidentiality of student and teacher records. I realize I will be required to submit a criminal reference check and a minimum of two reference checks.

3.4 Volunteers are expected to model Christian values and standards.

Specifically, they will demonstrate the following qualities:

- a genuine interest in children (***caring***)
- a commitment to a specific schedule (***reliability***)
- an ability to maintain confidentiality and respect the rights of staff and students (***confidentiality***)
- provide a current criminal reference check (***safety***)

4.0 DUTIES OF THE HEAD OF SCHOOL

The Head of School will:

- 4.1 approve all volunteers in the school, after ensuring that the established selection criteria (1.5) has been met
- 4.2 ensure that all volunteers receive a copy of the policies and procedures of Mater Boni Consilii Academy
- 4.3 ensure that all volunteers who support the school program have a positive impact in both the school and the community
- 4.4 address concerns immediately when it is apparent that a volunteer no longer meets the criteria established and described in section 6.0.
- 4.5 ensure that volunteers are appropriately supervised and establish an appropriate probationary period

5.0 DUTIES OF THE TEACHER

The teacher will:

- 5.1 confirm with the Head of School that the volunteer has been approved
- 5.2 provide a welcoming atmosphere for the volunteer who is assisting the teacher
- 5.3 meet with the volunteer to clearly outline the tasks to be performed
- 5.4 provide training in any necessary skills
- 5.5 ensure that tasks are planned and materials prepared in advance so that the volunteer's time is not wasted
- 5.6 address any problems with the volunteer that may arise
- 5.7 inform the Head of School of any unusual conflicts or events arising from the use of volunteers

6.0 DUTIES OF VOLUNTEERS

The volunteer will:

- 6.1 respect the procedures and routines established in the school
- 6.2 record arrival in the log book at the office
- 6.3 provide reasonable notice for anticipated absences
- 6.4 communicate with the teacher about assigned tasks
- 6.5 report immediately any discipline problems to the teacher or the Head of School
- 6.6 defer to the teacher in areas of student management and student work

6.7 inform the Head of School/teacher of any unusual events or conflicts