



**Prince of Peace Lutheran School**  
**Volunteer Handbook**  
**2013-2014**

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## Welcome, Prince of Peace Volunteer!

On behalf of the entire Prince of Peace Lutheran School community, I want to thank you for your interest in being a volunteer at our school. As a “Leader in Me School”, we know that true leaders seek win-win relationships, and volunteerism truly is a win-win! Students benefit as the quality of the program improves with more people involved. Teachers benefit as they receive assistance in delivering a high quality program. It’s also our prayer that you, the volunteers, will be blessed as you use your gifts of time and talents to enhance our program and impact the lives of children in meaningful ways.

This Handbook has been developed to give you important information that will make your volunteer experience as enriching as possible. Of course, no document will be able to answer every possible question, so if you find information missing or have questions that are not addressed, please do not hesitate to talk to anyone in the office. We are here to help you be the best volunteers you can be.

Again, thank you for being a critical part of our school!

Todd Hennig  
Principal



# FOUNDATIONS

## Our Identity

Our identity as a Lutheran school flows from our relationships.

1. First and foremost, our identity as a school flows from our relationship with the triune God and His Word. God's Word shapes our identity.
2. Second, our identity flows from our relationship with the Lutheran Church. As Lutherans, we have a heritage which values missions, discipleship, and excellent education in its schools. We focus clearly on Jesus Christ and the power of His Word in our lives.
3. Third, our identity flows from our relationship with Prince of Peace Lutheran Church and Campus. Prince of Peace is a unique place that provides opportunities to be involved in multi-generational relationships.
4. Finally, our identity flows from our relationship with Rocky View Schools. This school division works hard to provide an exceptional education that meets the needs of families. Its support of schools like ours which provide choice for parents is very much appreciated. Being a Rocky View School means we are highly committed to visionary educational approaches that meet the needs of our students in the 21<sup>st</sup> Century context, and are involved in an ambitious professional learning plan that equips teachers to accomplish this vision.

## Vision Statement

All members of our school community will be valued and celebrated as God's created masterpieces and be engaged in meaningful and challenging experiences that will

- lead them into a growing, authentic relationship with Jesus Christ,
- help them become critical, creative and discerning thinkers, and
- prepare them for lives of servant-leadership to their families, communities and the world.

## Mission Statement

We engage everyone in our school community through God's Word and meaningful, challenging experiences; encourage them to have a growing, active relationship with Jesus Christ and one another; and prepare them to understand, adapt and successfully contribute to our changing global community while being anchored in God's unchanging truths.



## How Volunteers Fit Into Our Mission and Vision

All those who work in our school, both paid staff and volunteers, are expected to align themselves with our identity, vision and mission. This means that we value every member of our school community as a true masterpiece of God, we work together and use our gifts to help students excel, and we always treat others and situations with grace and in ways that are consistent with biblical values and truth.

## Leader in Me

We are a “Leader in Me” school, which means that we teach all of our students 7 leadership principles/habits, and we seek to provide all students opportunities for exercising leadership. This program is school wide and it would be helpful for you to become familiar with the program.

### What is Leadership at Prince of Peace?

Leadership = Wisdom + Courage + Service

Leadership is having the wisdom to know what is right and true, having the courage to stand on the truth and do what is right even when it is difficult or unpopular, and using my unique, God-given gifts to help and serve others.

### What are the 7 Leadership Principles we Teach?

#### *Habit 1: Be Proactive*

I am responsible and take initiative. I choose my actions, attitudes and moods. I do not blame others for my own bad choices. I do the right thing without being asked, even when no one is looking.

#### *Habit 2: Begin with the End in Mind*

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school’s mission and vision, and look for ways to be a good citizen.



### *Habit 3: Put First Things First*

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

### *Habit 4: Think Win-Win*

*I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives so that we have our needs met.*

### *Habit 5: Seek First to Understand, Then to be Understood*

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interruption. I am confident in voicing my ideas. I look people in the eyes when talking.

### *Habit 6: Synergize*

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

### *Habit 7: Sharpen the Saw\**

I take care of my body by eating right, exercising, and getting sleep. I spend time with my family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others, and I rest my spirit through worship and prayer.

*\*Sharpen the saw is a metaphor. Imagine a man cutting wood with a dull saw, and not taking the time to sharpen it. Or imagine someone being so busy driving, she doesn't take time to stop for gas. We have to take the time to sharpen our saws, to refuel, so that we can stay on track with our lives.*

## GENERAL INFORMATION

### Staff List 2013-14

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
Abdallah, Karen	Library
Anderson, Lee	Secretary
Anhorn, Stephanie	Preschool Assistant
Basile, Patricia	Receptionist
Billing, Navdeep	Bus Driver
Burwash, Blake	Grade 4.1 Teacher
Delamont, Kendall	Grade 4.2 Teacher
Desbiens, Lynn	Learning Support Assistant
Donovan, Jan	Grade 5.1 Teacher
Elsogheir, Sami	Custodian
Enders, Kathy	Grade 7-9 Christian Studies Teacher
Gellatly, Bob	Tech Support
Gibbon, Renee	Child Development Advisor
Gorham, Patricia	Grade 1.2 Teacher
Grande, Jan	Learning Support Assistant
Haberstock, Keith	Pastor
Hanks-Craine, Karen	Secretary/Book Keeper
Hennig, Todd	Principal
Hewines, Lois	Bus Driver
Kurtz, Donna	Church/Preschool Secretary
Lawson, Julie	Grade 7-9 Science and Choir Teacher
Martin,Carolynn	Preschool Assistant
Miller, Wayne	Kindergarten Teacher
Morton-Renyk, Tammy	Learning Support Assistant/Transportation Coordinator
Nwaerendu, Heather	Grade 1.1 Teacher
Neis, Shawna	Assistant Principal/Grade 3.2 Teacher
Pankratz, Kathryn	Learning Support Assistant
Parent, Ashley	Bus Driver
Peacock, Chad	Bus Driver
Persaud, Lori	Learning Support Assistant
Rainey, Rachel	Learning Support Assistant
Relkov, Charlotte	Grade 2.1 Teacher
Renyk, J.R.	Bus Driver
Robak, Siegrid	Preschool Teacher
Sabirsh, Candy	Learning Support Assistant



Senger, Stephanie	Learning Support Assistant
Simmonds, Sherri	Learning Support Teacher
Skrynyk, Bobbi	Learning Support Assistant
Sulatyski, Colleen	Grade 7-9 Humanities Teacher
Szucs, Martin	Grade 6 Teacher
Walker, Shelly	Grade 2.2 Teacher
Walz, Cherie	Grade 3.2 Teacher
Ward, Deona	Grade 3.1 Teacher
Watson, Stephanie	Music Teacher
Wright, Meaghan	Grade 5.2 Teacher
Zimmer, Darryl	Grade 7-9 Math & PE Teacher
Yanofsky, Melanie	Lead Learning Support Teacher

### **School Council Executive 2013-14**

Al Bittle	Chair
Clifton Thornton	Vice-Chair
Janet Snelgrove	Treasurer
Adrianna Danard	Secretary
Tracey Giles	Hot Lunch
Lorri Jones	Fund Raising

# Facility Map



## Hours

Staff Devotions: Monday, Tuesday, Thursday and Friday 7:55 am to 8:15 am

Chapel: Wednesdays 8:40 am and 12:50 pm

### **KINDERGARTEN BELL TIMES**

AM Kindergarten 8:30 - 11:25 with Recess

PM Kindergarten 12:15 - 3:10 with Recess

### **ELEMENTARY BELL TIMES**

*First Bell - Get Ready* 8:25

Homeroom Opening & Devotion 8:30

Morning Blocks 8:40 - 10:10

*Recess* 10:10 - 10:25

Morning Blocks 10:25 - 11:50

Lunch 11:50 - 12:10

*Lunch Recess* 12:10 - 12:40

Afternoon Block 12:45 - 3:05

Closing Routine, Prayer & Dismissal 3:05 - 3:10

### **JUNIOR HIGH BELL TIMES**

*First Bell - Get Ready* 8:25

Block 1 8:40 - 9:25

Block 2 9:25 - 10:10

*Break* 10:10 - 10:20

Block 3 10:20 - 11:05

Block 4 11:05 - 11:50

*Lunch* 11:50 - 12:10

*Lunch Break* 12:10 - 12:40

Block 5 12:40 - 1:30

Block 6 1:30 - 2:15

Block 7 2:15 - 3:10



## **Signing In/Out**

All volunteers and visitors to the school are required to sign in and sign out of the office. Volunteers will be given a lanyard with a card identifying you as an official volunteer.

## **Emergency Procedures**

**Fire Drills:** In the case of a fire drill, please exit the building with the students and other staff, and meet the office staff at the front of the building, by the drop off loop.

**Lock Down Drills:** In the case of a Lock Down, if you are in a secure room, stay there and follow the directions of staff (closing all blinds and keeping all people out of view of windows/doors). If you are not in a secure room, find the safest place outside of view and stay there until the Lock Down is called off.

**Unfamiliar People:** If you see someone who is unfamiliar in the school, please refer that person to the office, or tell a staff member.

In any situation, all students are everyone's responsibility, and we ask volunteers to help or notify a staff member if anyone is in need. Note: any discipline situations should be referred to a staff member.

## **Confidentiality**

As a volunteer, it is possible that you will overhear or be given information about individual student performance, health or behaviour. All such information must be kept in the strictest confidence. If you are asked about any students, please refer the request to the classroom teacher.

## **Photocopy Code**

There is a code for volunteers to make copies on the photocopier machine. The code is available in the office.



## Required Criminal Records and Vulnerable Sector Checks

Rocky View Schools has passed a policy (Policy GBDC) which requires all volunteers to submit annual record checks. Here is the wording of the policy pertaining to volunteers:

*Definition of Volunteer:*

*A volunteer supports a classroom, school, or system-wide program under the ultimate responsibility and supervision the principal at the school level. A volunteer is an optional support and agrees to undertake a designated task compliant with current legislative requirements.*

*3. All RVS volunteers, as part of a classroom, school or system-wide program are required to submit a criminal record and vulnerable sector check.*

*4. A presenter or visitor is not subject to a criminal record and vulnerable sector check unless required by the principal.*

*5. All volunteer record checks are considered valid for one calendar year and renewed annually via statutory declaration for a total of 5 years.*

*6. All information is retained confidentially, and complies with the FOIP Act.*

Please see the office to get a letter indicating that you are a volunteer of the school. This will help you get the checks at a reduced rate. You must apply for the checks at your local police detachment:

Residents of Calgary: Calgary Police Services

Residents of Chestermere: RCMP Chestermere

Residents of Rocky View County: RCMP Strathmore

## Lines of Support and Accountability

As a volunteer, your job will be supporting one or more specific staff members. You may be supporting a classroom teacher, or a support staff member (in the office or library). Whichever staff member you are supporting is your direct source of support and accountability. In other words, this is your go-to person in the school when it comes to your volunteer role. If additional support is needed, school administration is always available to help.

## **Different Roles/Opportunities**

There are many opportunities to volunteer at Prince of Peace. Here are a few:

### Regular Volunteers:

Classroom Helpers  
Reading with Children  
Managing Home Reading  
Assistance in the Library  
Assistance in the Office  
Hot Lunch Helpers  
Outdoor Supervision Assistants  
Lunch Time Supervisors

### Occasional Volunteers:

Field Trip Assistance  
Classroom Special Event Assistance  
Fund Raising Events

## **Student Discipline**

If you witness any student behaviour that is concerning, please report it to a staff member immediately. Please do not involve yourself in correcting a student, unless that student or someone else is getting hurt or is in danger. Student safety is everyone's responsibility, but addressing student behaviour must be left to staff members.

## **Communication**

Communication is the cornerstone of successful teamwork. Please communicate intentionally and openly with the staff members you are supporting. If you need more guidance, please ask. If you are not able to meet a commitment you have made, please notify the staff member you are supporting as well.

## **Concerns**

If you have any concerns about something at the school, please address those concerns to the person most closely involved. If after you have talked openly with the person you still have unresolved concerns, you can seek the assistance of school administration. We as a school want to address all concerns, so we appreciate it when people are open with us and come with an attitude of team and respect.



## **Insurance and Liability**

Volunteers are covered under Rocky View Schools liability coverage while acting as volunteers at school under the direction of school staff. There is also an accident policy that may kick in if the volunteer is injured while volunteering at the school under the direction of school staff.

## **Legal Duty to Report Abuse**

Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited, or needs protection due to specific circumstances outline in the Child, Youth and Family Enhancement Act of Alberta, is legally responsible under that act to report the matter immediately and directly to a child protection social worker by telephone or personal visit. The duty to report applies to everyone – including volunteers. You do not need permission to make this call, but we do ask that if you are concerned about the welfare of any student in the school, that you also notify school administration immediately. Child Services Number: 403-297-2995

## **Recognition**

We value all volunteers and hold an annual volunteer recognition event in the spring. We look forward to honouring you!

## **Resignation**

We appreciate all those who are able to help our school as volunteers, and we understand when circumstances change. If you find a need to pull out from your volunteering responsibilities, or desire to shift how you spend your time in the school, please let us know. Talk to the staff members you are working with and to administration, and do not feel guilty about the conversation. If there are situations that have made you uncomfortable that have led to your desire to resign, we want to know about that too, so we can do what we can to improve as a school and ensure that you can leave your role feeling good about your time here.

*I thank my God every time I remember you. In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the first day until now, being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus.*

*Philippians 1:3-6*

