



RR#1, Cochrane, AB
Telephone: 403-932-5443
Fax: 403-932-5448

Mr. G. McClure, Principal

Parent Volunteer Agreement

Dear Parent(s),

Thank you for taking the time to volunteer at Westbrook School. Your assistance is greatly appreciated by students, staff, and administration. The roles and responsibilities of a school volunteer are as follows:

- To sign in at the office and wear the parent volunteer badge provided by the school secretary.
- **Respect confidentiality.** This is extremely important as it falls under the FOIP (Freedom of Information and Privacy) legislation set out by the Alberta Government. It applies to both the students and the staff of the school.
- **Respect the staff room area.** As we now have all our classrooms in use, the staff room will be used as a class room for small group or “one on one” instruction during class time. A “**staff room in use**” sign will be placed on the door if it is in use for instruction or confidential meetings. If the sign is not in place, parents’ volunteering in the school that day are always welcome to join us for coffee and snacks at recess.
- Assist the teacher with classroom work and other general work assigned and understand the nature of your assignment clearly. Please remember that as professional educators, teachers may use volunteers in different ways. We ask you to be flexible in this area.
- If you have problems, questions or concerns discuss them with the teacher first. Use the procedures set out in Westbrook’s Communicating with the School Policy, if you have questions as a volunteer that the teacher cannot answer.
- In case of an unavoidable absence, call the school secretary so that the teacher is aware and alternative plans can be made.

Once again, thank you for your support of Westbrook students.

Mr. G. McClure
Principal

I have read the above information and agree to adhere to the above roles and responsibilities of a Westbrook School parent volunteer.

(Print Name)

(Signature)

(Date)

