



THE CHEDOKE CHRONICLE

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**Hamilton-
Wentworth District
School Board**

**Friday,
September 14,
2018**

MRS. P. MOCHRIE, PRINCIPAL
MRS. L. MILLEN, CO-PRINCIPAL
MS. L. ROMANO, SUPERINTENDENT

MS. R. ZINKEWICH, OFFICE ADMINISTRATOR
MRS. B. WOODS, OFFICE ASSISTANT

See our Calendar on our Website for Upcoming Events!

Dear Chedoke Community,

VOLUNTEERING AT CHEDOKE!!

Please find enclosed the *Guidelines* from the Volunteer Handbook for the HWDSB.

If you are interested in Volunteering at Chedoke School, please refer to the requirements needed.

We welcome new Volunteers and welcome back our Volunteers already on file with us!

The office will support you in any way we can! Please read below:

How Do I Volunteer?

Let a school principal know that you want to volunteer. Principals are responsible for finding volunteers who meet the needs of their students. To find volunteers, principals consider the skills, knowledge and backgrounds of applicants. HWDSB listens to and responds to students interests whenever possible.

What Do I Need To Do To Volunteer?

Talk with the principal about your interests and expertise.

Complete a mandatory Vulnerable Sector Screening before you begin volunteering through Hamilton Police Services.

How To Complete a Vulnerable Sector Screening:

1. Complete the PDF form found on the Hamilton Police Service website:
<http://www.hamiltonpolice.on.ca/HPS/Services/Records/ Criminal+Record+Check.htm>
2. Bring the completed form to Records Business Centre at 155 King William Street in Hamilton
3. Or complete online at: www.policesolutions.ca/checks/services/hamilton

- After receiving your police clearance, show the original to the principal to review. Keep the original document, which is valid for three years.
- Each year, your school principal will ask you to complete an Offence Declaration form to declare any Criminal Code convictions since the last Vulnerable Sector screen.
- Provide two references that you permit the school to contact.
- Once accepted, complete an orientation training session.

Volunteer Roles and Responsibilities:

As a Volunteer, I:	As a Volunteer, I am NOT:
<ul style="list-style-type: none"> • Provide new opportunities, teach new skills and build knowledge for students in HWDSB • Strengthen relationships with the school community and students • Maintain confidence of students' personal information that is shared while working with students • Work with school staff to ensure that my work respects staff Collective Agreements • Act as an HWDSB representative by following Board policies, and codes for dress and behaviour • Report incidents of misbehaviour and bullying to staff advisor or school principal • Work with my principal who may assign further duties 	<p>Responsible for: Discipline of students Evaluation of students Identification/diagnosis of student learning strengths and difficulties</p> <ul style="list-style-type: none"> • Able to be the sole supervisor for some Physical Education/Sports Athletics and need to work with a Staff Advisor. For example: A Staff Advisor must be present for Hamilton-Wentworth Interscholastic Athletic Council (HWIAC), Southern Ontario Secondary Schools Association (SOSSA), Ontario Federation of School Athletic Associations (OFSAA) competitions • A Staff Advisor will accompany and be responsible for teams when participating in out-of-town or overnight competitions

Should any issues arise that cannot be resolved, the Principal holds the responsibility to find a more suitable placement or notify the volunteer of their dismissal.

Can I Drive Students As A Volunteer?

Driving students is not an expectation of volunteering. Driving students is considered on a case by case basis.

Should driving students be required, the school will provide a Volunteer Driver Form, which indicates agreement to drive students. The principal provides final approval. A driver must:

- Be 18 years of age or older
- Hold a valid Ontario Class G License
- Meet HWDSB's required insurance amount

For more information, please consult your school principal.

If I have an accident, am I covered under HWDSB insurance?

Volunteer drivers are not covered under HWDSB's Fleet Automobile insurance. If you are in an accident while driving students, you should contact your personal insurance company.

HWDSB's negligence insurance will apply to volunteers participating in a school-sponsored activity. This insurance does not include a loss-of-income provision if an injured volunteer loses time at work.

Volunteers are not provided with Workers' Safety Insurance Board (WSIB) or accident insurance through HWDSB.

HWDSB's liability insurance will protect volunteers supervising students for in school or co-curricular activities



A Wonderful Meet the Teacher Night!

Our Book Fair raised over \$3200.00 to enhance our
Library Materials for our students!
Way to go Chedoke! And thank you Chedoke Community!



Practice Bomb Threat and Firedrills Dates



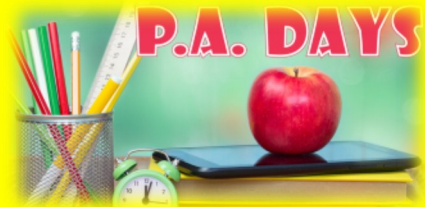
Practice Fire Drills (3) begin
September 18th at 10:30am



Practice Bomb Threat and
Practice Lock Down will take place
October 4th at 8:45am with Police
presence on site and in the
Neighbourhood.



School Council—September 26th—6:00pm



REMINDER—NO SCHOOL

P.A. Day September 21, 2018

IMPORTANT DATES:

October 30th	Progress Report Cards sent home
November 1st and 2nd P.A. Day -	Student Progress Communication Meetings with Parents/Parent Interview Day
February 12, 2019	Term 1 Report Cards sent home
June 26, 2019 T	Term 2 Report Cards sent home

Priscilla Mochrie
Principal

Lindy Millen
Co-Principal