



**Calgary Board  
of Education**

**Citadel Park School**



## **Volunteer Handbook**

**2015-2016**

Welcome to the Parent volunteer program at Citadel Park School! We would like to thank you for committing your time, expertise and enthusiasm in making this a successful opportunity for you, our students and staff. Your role, whatever it is that you do, benefits all children in the school.

### **School Council Representative Message**

Dear Volunteers,

We are looking forward to another great year of volunteering at Citadel Park School. Welcome to all new volunteers and returning volunteers who generously give their time each year. Your assistance helps to enrich the schools program for our children, without volunteers the school wouldn't be able to have as many fun days with our kids! Thank you for your time! If you have any questions please contact me at [citadelparkschoolvolunteers@gmail.com](mailto:citadelparkschoolvolunteers@gmail.com)

Sincerely,

Tania Katay

Volunteer Coordinator

## **Who is a Volunteer in the Calgary Board of Education?**

The CBE recognize the value and encourage the use of volunteers in school, which is defined as a person who assists schools and/or students in either curricular or extracurricular activities. All volunteers must have a specific purpose and be sponsored by the teacher, the principal or the Calgary Board of Education.

## **What do I need to do to volunteer at school?**

All volunteers must have a current volunteer security clearance specifically for the Calgary Board of Education, valid for five years, in place. For more information about obtaining a clearance please refer to our website: <http://www.cbe.ab.ca/get-involved/volunteer/Pages/volunteer.aspx>

Volunteers must disclose any criminal records. If the applicant has a criminal record, the principal will review the application for suitability.

You will also need to have completed the CBE volunteer registration form each school year. This is available at the school office.

In addition to the security clearance, it is the principal's responsibility to determine the suitability and deployment of a volunteer and you will not be assigned to a teacher without a teacher's consent.

## **What can I do to help?**

There are many meaningful and enjoyable ways that you can serve in schools. Here are just a few examples:

- In the school library with shelving books and other tasks
- With the classroom teacher (listening to students read, working with individual students or small groups, etc.)
- With duties such as preparing instructional material such as laminating, cutting, sorting, organizing and preparing supplies
- Supervising field trips (supervision of students)
- Assisting School Council with fundraising organization, special events such as fun lunch and sports day, casino, etc. Please note that you do not have to have the same clearances to volunteer at the casino, just when you are in direct contact with children.

## **Expectations of CBE Volunteers**

### **VOLUNTEER CODE OF ETHICS**

Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured. Any information collected, used, generated, and stored by the Calgary Board of Education including student,

instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties. Failure of a volunteer to follow the policies of CBE and/or the school can result in termination of a volunteer's position.

You are required to:

- Receive direction from and be accountable to the teacher in charge
- Maintain confidentiality in all matters related to your role; do not discuss children, parents or professionals. If you have concerns, please address them with school administration
- Be a positive role model for students; please do not initiate discussions of your child's progress during your volunteer time with the teacher
- Report any behaviour issues to the teacher in charge; do not deal with them yourself
- Have appropriate qualifications for your activity; ask for assistance if you are unsure what you are being asked to do including using specific equipment
- Dress appropriately for your duties and present a positive image
- Refrain from smoking on the school property or on a field trip
- Refrain from bringing children with you who are not students enrolled at the school
- Comply with all CBE policies and regulations
- Read Occupational Health and Safety handout (at the end of this handbook) and be compliant to its regulations regarding workplace safety

## **What do I do when I get there?**

### **Where do I park?**

Parking is available along Citadel Drive and in the gravel lot beside the school. Please do not park in the staff lot.

### **Check In?**

Please report to the main office when you arrive and sign in. Thank you for wearing a visitor nametag.

### **What do I need to bring? Where do I put my personal items?**

Anything you need to complete any tasks will be provided by the school. You do need to bring a pair of indoor shoes on days where the weather is inclement.

You may store your coats in the room you are volunteering in or hang them in the staffroom. We suggest that you keep your valuables with you at all times as we do not have a lock-up area to secure personal items. The school cannot be responsible for lost or stolen items.

## **Coffee?**

We welcome you to come to the staff room for coffee, tea or water. Please help yourself to the coffee pods and tea bags located in the white canisters on the counter. Please feel free to use any mug in the cupboard.

## **What do I do if something comes up and I cannot make it?**

You are a very important person to the students and staff. They depend on seeing you at your appointed time. If you must be absent or late, please notify the school by phoning 403-777-8063 or email your teacher with as much notice as possible as the teacher will have already planned the day with you in mind.

## **What do I do if there is an emergency in the school?**

Every school has an emergency plan that is outlined in the Occupational Health and Safety handout. In the event of an emergency, please look to your teacher for direction. You are expected to participate in any fire drills, evacuation or lockdown practices that may occur.

## **Will I be able to work with my own child?**

In most cases you will be working with many different children; however on occasion you may work with your child. Your time as a volunteer benefits all children, including your own. Thank you for allowing learning to continue without undue attention to your child.

## **Who is responsible for discipline?**

The teacher is responsible for maintaining classroom control even when volunteers are working with children in the room. Don't try to handle difficult situations yourself. Refer the matter immediately to the supervising teacher.

## **To summarize.....We value volunteers who:**

- are prompt, consistent and reliable,
- are positive, patient and kind
- remember the importance of confidentiality
- smile demonstrating warmth and acceptance
- are comfortable with silence. Children appreciate a good listener rather than a talker.

Thank you for your willingness to assist us in our work!

If you have any questions, concerns or suggestions, please contact the Principal, Mr. Faunt. For further information, please consult the Calgary Board of Education Administrative Regulation 5003– VOLUNTEERS

<http://www.cbe.ab.ca/get-involved/volunteer/Pages/volunteer.aspx>



## **Acknowledgement:**

**I, \_\_\_\_\_, have read the above and agree to adhere to the guidelines for volunteering at Citadel Park School.**

**Name:**

**Child's teacher:**

**Please sign the above and return to the office. Thank you.**