cbe.ab.ca

Belvedere Parkway
Volunteer Handbook

School Year
2026-2027

Remember, if you ever need a helping hand,
you'll find one at the end of your arm…
as you grow older you will discover that you
have two hands.
One for helping yourself, the other for helping
others.
-- Audrey Hepburn

Calgary Board of Education

Contents

The Importance of Volunteering 3
Who is Responsible for the Volunteer Program? 3
Goals Of The Volunteer School Program At Belvedere Parkway School 3
Recognition 3
Information for Volunteers in the Calgary Board Of Education 4
Volunteer Security Clearance Process 4
Volunteer Registration 4
Volunteer Commitment 5
Volunteer Code of Ethics 6
What Benefits Are There For Volunteers? 6
Volunteer Assignments 7
Helpful Hints for a Volunteer 7
Volunteer Procedures 7
Emergency Response Plan 8

The Importance of Volunteering

There are as many reasons to volunteer, as there are volunteers in our school. Your role, wherever you work, directly benefits your child and all the children in the school. Time spent in school allows parents a chance to familiarize themselves with general routines, maintain lines of communication with teachers and administration and to have an active role in quality learning.

For a child, knowing that his/her parent is a volunteer usually leads to a sense of well-being. The bridge that is constructed between home and school through volunteering provides an important link; seeing family members working with the teacher in an atmosphere of mutual respect, will likely try to develop a similar relationship.

Who is Responsible for the Volunteer Program?

The use of volunteers in schools is endorsed by the Calgary Board of Education. All volunteers in Belvedere Parkway School are requested by teachers, support staff and/or administration, and are guided by a teacher or support staff member.

Goals of the Volunteer School Program at Belvedere Parkway School

- To enhance the education and well-being of students by increasing the adult to student ratio.
- To assist teachers with non-instructional tasks.
- To improve community awareness and communication between the school and community.
- To utilize the various human resources in the community.
- To provide personal growth opportunities to parents and community members.

Recognition

Belvedere Parkway is grateful for the hundreds of hours contributed yearly by our volunteers. We recognize your work in a variety of ways ranging from personal thank yous when you are signing in, acknowledgement in newsletters to the annual volunteer tea. But we believe that the greatest reward for you will be seeing students benefit from your time and effort. Thank you for volunteering – you make a real difference in helping BelPark to accomplish its mission.

Information for Volunteers in the Calgary Board Of Education

Who is a CBE Volunteer? How Are CBE Volunteers Screened?
In the CBE a volunteer is defined as a person who assists schools and/or students in either curricular or extra-curricular activities. All volunteer positions must have a specified purpose and must be supported by the teacher, the Principal or the Calgary Board of Education.

As a CBE volunteer, you are placed in a position of trust with students, staff, or property of the Calgary Board of Education. Therefore, reasonable background checks must be completed prior to utilizing your services. In the CBE, all adult volunteers require a valid security clearance. This includes teachers volunteering at other schools, police officers, firefighters and immigrants to Canada. There are no exceptions.

Note that guest speakers or presenters, visitors to the school, and parents assisting their own child **only** on field trips are not considered to be volunteers and therefore do not require a security clearance.

Students are not required to have a security clearance to volunteer at another school because they must be directly supervised at all times and cannot be off-site with another school, such as at a camp. Student drivers must also obtain a security clearance.

In addition to the requirement for a security clearance, school principals may also choose to interview you, check references, or organize volunteer orientation sessions at which the school's expectations of volunteers are reviewed. It is the responsibility of the principal to determine the suitability and deployment of a volunteer and you will not be assigned to a teacher without the teacher's consent.

Volunteer Security Clearance Process

- Let the office know you are going to be applying for volunteer clearance
- Go into School Engage via MyCBE platform
- Complete a CBE Volunteer Registration Form
- Once you receive your clearance document from CPS you will need to share it with the school. This can be done through School Engage, in-person or by email
- If you are experiencing any difficulties please connect with the office for help

Volunteer Registration

You must complete the CBE Volunteer Registration Form when you begin volunteering and **annually** thereafter via MyCBE Account. By completing the form, you agree to abide by the

conditions that protect the safety, confidentiality and working environment of schools. You also make a signed declaration with regard to criminal charges.

CONCERNS

You should bring any questions or concerns about your role to the teacher in charge or to the school's administration. Every effort will be made to respond in a timely and appropriate manner.

EXPECTATIONS OF CBE VOLUNTEERS

You are required to:

- Receive direction from and be accountable to the teacher in charge
- Maintain confidentiality in all matters relating to your role
- Be a positive role model for students
- Report poor student behavior to the teacher in charge
- Have appropriate qualifications for the activity
- Dress appropriately for your duties and present a positive image to the community at large
- Refrain from smoking or using your cellphone while on school property or on a field trip
- Refrain from bringing children with you who are not students enrolled at the school
- Comply with all applicable CBE policies and regulations and school rules

If these conditions are not met, your volunteer position may be terminated.

ROUTINES

Check In: Please report to the main office when you arrive to volunteer. Expect to be asked to sign in and wear visible identification.

Cell Phones: Please do not use your cell phones while in the classroom or in the hallways.

Valuables: Avoid bringing valuables into the school unless absolutely necessary. Keep wallets/purses with you. The CBE is not responsible for lost or stolen personal property.

Washrooms: You should only use washrooms designated for adults or staff members.

Emergency Procedures: Every school has a plan to deal with emergency situations. You are encouraged to ask about specific protocols in the event of a lockdown, evacuation, or bomb threat. In the event of an emergency, the teacher in charge and/or school administration will provide further direction to you. You are expected to participate fully in fire drills or other safety related training conducted during the school day.

Volunteer Commitment

As a volunteer, your level of commitment is determined by you, your interests and priorities. Your help is appreciated on an occasional or a regular basis. If you have made a commitment and find that you are unable to come in, please try to inform the school or the teacher of your

child's class ahead of time. The teacher is in charge ofoversees organizing that class' volunteer schedule and will likely arrange for a substitute to take your place. Volunteers for office help should contact the Administrative Assistant.

The amount and type of help that is requested of you in your child's classroom will vary from year to year depending on the identification of needs. Do remember that there are many areas in which you can help on a school-wide basis.

Volunteer Code of Ethics

As a volunteer in Belvedere Parkway School, you are asked to follow the Code of Ethics listed below:

1. Please be discreet and do not publicly discuss children, parents or professionals. If you have concerns, discuss them with the staff involved or administration.

2. Please remember you are working under the guidance of a teacher or staff member. Respect the professional role and judgment of the people you are working with.

3. Please ask for clarification of instructions or procedures you may be asked to carry out if you have any doubts.

4. Please do not initiate discussions of your child's progress during your volunteer time with the teacher.

5. Please remember you have committed yourself to a specific day and time to volunteer. If you are unable to meet your commitment at any time, let the appropriate staff member know.

6. Please become familiar with school policies and procedures. Fire drills occur regularly six times a year, and fire exit routes are located in each classroom.

7. Please refer any discipline problems to the teacher in charge. A volunteer should expect common courtesy from all students.

What benefits are there for Volunteers?

- Satisfaction in using your own talents and abilities
- A greater understanding of what the school is doing
- Knowing that your valuable assistance enriches school life for students and teachers alike
- An opportunity to learn skills that may be used in the workplace

Volunteer Assignments

Regular Classroom Help: This could include a wide variety of activities including assisting children one-on-one, listening to children read, making charts, helping out with special art activities, etc.

Field Trips: Volunteers are always needed to help supervise off-campus activities.

Resource People: Resource volunteers give presentations to students in areas where they have special knowledge or expertise.

Special School Activities: Many school-wide activities, such as Sports Day, Book Fair Days and Evening, etc. are possible only because of the extra help provided by volunteers. This may include some after- hours activities such as our Casino Volunteers, Book Fairs and BelPark Family Fun Night.

Workroom: Volunteers are required to help with photocopying, etc.

Learning Commons: Volunteers are required to assist with a variety of library duties.

Grandparents: This could include a wide variety of activities such as listening to children read, helping children write stories, mentoring, etc.

Helpful Hints for a Volunteer

- Offer to do things you can handle – the teacher will welcome your suggestions. If your supervising teacher has not had a volunteer helper before, he or she will be learning how best to use your assistance as you are learning how best to help.

- Ask for assistance in difficult situations; e.g. a problem with equipment, instructions, or students. Should a problem occur with a student, consult the supervising teacher immediately.

- A brief conference with the staff member at the beginning and end of each day's assignment will increase the effectiveness of your efforts.

Volunteer Procedures

1. Sign In: A visitor sign-in book can be found in the office in a basket beneath the side in books. You are requested to sign in and wear a visitor tag at all times. When you leave, please return your visitor tag.

2. Coats: May be hung in the staffroom or taken to the classroom where you are working. Please do not leave your purse unattended.

3. Coffee: Please help yourself to coffee in the Staffroom when you arrive. Volunteers are invited to join the staff in the staffroom for recess breaks, etc. Coffee mugs for volunteers are in the cupboard directly above the sink. Tea bags and other supplies are also available. Volunteers are invited to share “treats” brought in by the staff.

4. Parking: Feel free to park in the South Parking Lot in either the middle section or close to the fence. The locations closest to the school are paid for by staff members. The North Parking Lot stalls are also paid for by staff members.

5. Smoking: In accordance with school board policies, smoking is prohibited within the school building and on the property.

Emergency Response Plan

All schools within the Calgary Board of Education are required to have protocols in place in the event of fire, an emergency situation in the community, internal threat, or a bomb threat. Each of these potential situations calls for different actions on the part of staff in order to organize for maximum safety and security of children. All schools have an Emergency Response Plan and have very strict guidelines which must be followed.

In the event of an actual emergency, it is essential that staff and children respond immediately and with knowledge about what to do. Bowness High School is our designated evacuation location should we need to move there in a real emergency after checking attendance on the field. We have emergency black folders located in various areas of Belvedere Parkway School (each classroom, common areas, and the main office). These folders contain class lists, emergency parent contact information, medical information and emergency procedures. It is important that parents inform the office of address, phone number changes, custody agreements or medical concerns regarding your child.

In the event of an Emergency Response, parents please be advised that your support to refrain from entering the building will ensure maximum safety for your child. A member of the Emergency Response Team will provide necessary information to you when it is possible to do so. School administration and staff will be taking direction from the police.

Thank you for your understanding as we endeavor to create as safe an environment for your child(ren) as possible.

We hope you enjoy your volunteer time at Belvedere Parkway School this year. You will find the staff approachable and accommodating.

We hope that by working together as a team, we will give our children the best education we can provide. Research shows that your presence in the school enriches the students' learning experience – more than you know! We will all benefit and grow.

Thank you and have fun volunteering!