



Volunteer Ethics and Guidelines

1. Prospective volunteers must complete a CBE [Annual Volunteer Registration Form](#) each year and submit it to the school office. By completing this form volunteers agree to abide by the conditions that protect the safety, confidentiality and working environment of schools. School administrators will verify your identity and register you in our volunteer database. At this point, you may be provided with a volunteer letter enabling you to obtain a police information check from the Calgary Police Service (CPS).
2. Volunteers must have a valid police information check. To obtain one, follow the steps in [Volunteer](#) on the CBE website. The police check is valid for five years from the date of issue.
3. Volunteers should be familiar with the school's policies and procedures. Please refer to the school's website.
4. Volunteers must sign in using the volunteer binder located in the main office. Please sign yourself out when you are leaving the school.
5. Volunteers must wear a name tag to identify themselves to the students and staff while in the school. Tags will be located in the main office. If your name is not there, please inform the office staff.
6. Volunteers are encouraged to bring indoor shoes to wear while at the school.
7. Please use the closet in the nurse's room for your coats. Feel free to use the adult washrooms located in the main office. Volunteer mugs are available in the staff room.
8. Volunteers work in the school at the invitation of the professional staff and receive direction from and are accountable to the teacher in charge in the completion of their non-instructional duties.
9. It is the Volunteer's responsibility to understand instructions and ask for clarification if in doubt.
10. The Volunteer should refer any student discipline problems to the teacher in charge.
11. Volunteers are required to be a positive role model for students and maintain confidentiality in all matters related to their role.
12. Once a Volunteer has agreed on the time commitment, efforts should be made to attend. Please notify the teacher in charge in advance if you are not able to honour your commitment.
13. Parking is available along Bonaventure Drive past the bus stop. Please do not park in the Staff Parking Lot or in the School Bus Zone on Lake Bonavista Drive.
14. Every school has a plan to deal with emergency situations. In the event of an emergency situation the teacher in charge and/or school administration will provide further direction.
15. Volunteers are expected to participate actively in fire drills or other safety related training conducted during the school day.
16. Please feel free to contact the School Council's Volunteer Coordinator(s), at ecolesamvolunteer@gmail.com or the School Principal at 403-777-6890 ext. 0 if you have any concerns or suggestions to enhance our volunteer program.