



Glamorgan School

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Glamorgan School Volunteer Handbook



Purpose of Volunteering

All volunteer positions must have a specific purpose and must be sponsored by the teacher, principal or the Calgary Board of Education (Administrative Regulation 5003 – Volunteers).

It is important to note that the presence of younger siblings when parents are volunteering is distracting and has the potential to disrupt the learning environment. Therefore, volunteers are asked to make alternative arrangements for their younger siblings and/or other dependents when volunteering at school.

School Procedures

1. Sign In

Volunteers are required to check in with office staff prior to signing into the Volunteer book. Please wear your volunteer tag while volunteering.

2. Security Clearance

All Calgary Board of Education volunteers are required to fill out Police Clearance forms once every 5 years.

3. Lockdown Protocol and School Emergency Planning

Lockdown Protocol and School Emergency Planning are posted by the sign in book and in each room of the school for your reference.

4. Coats and Purses

Please leave valuables at home. Coats can be hung up in the staffroom.

5. Coffee

Volunteers are welcome to coffee or tea from the staffroom.

6. Attendance

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, notify the teacher, school and/or volunteer coordinator as far in advance as possible.

7. Student Behaviour

If concerns arise during the course of your volunteer time, please bring the issue to the attention of supervising staff member, rather than trying to address problematic behaviour yourself.

Volunteer Ethics

A volunteer is **necessarily discreet**. It is essential that volunteers never discuss publicly children, parents, or professionals. If you feel you must discuss a concern, contact the classroom teacher or an administrator.

The volunteer should respect the professional role and judgement of the teacher.

- Discipline problems should be referred to the teacher in charge
- Volunteers should not use their volunteer time as an opportunity to consult teachers on their own child's progress
- Once a volunteer has agreed on the time of commitment, efforts should be made to attend
- The designated person should be informed of any necessary absences
- The volunteers work in the school at the invitation of the teacher or staff member and are under their guidance

It is expected that the volunteer not come as an evaluator. The volunteer can provide warmth and encouragement to the students. In return, the volunteer receives respect, appreciation and a sense of satisfaction from making a significant contribution. A volunteer can expect common courtesy from all students and staff.

Volunteers, individually or in groups, will be governed by such regulations as are determined by school Principals. Policy 6031 - regarding the Safe and Secure Learning Environments, Policy 4038 - Harassment, Sexual Harassment and Discrimination, Policy 5002 – Responsibilities of Parents, being aware of school program, policies and actively support expectations, and Policy 5003 - Volunteers.

Alberta Teachers' Association Policy on Volunteers

The Alberta Teacher's Association supports volunteer involvement in schools. Their revised (1985) policy describes the volunteer's role:

"to assist the quality of teacher-student interaction by removing clerical, technical, and supervisory barriers to this interaction". The policy emphasizes that, "non-professional tasks may be delegated to volunteer/aides. At times, volunteer/aides may take a role in the instructional component of education but...do so under the direction of the teacher."