# Volunteer Orientation for Parents & Guardians

Escuela Canyon Meadows School
2026-2027

School Council

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# We Value Our Volunteers!!

Many programs at Escuela Canyon Meadows would be unable to run without the assistance of volunteers.

For example: **Book Fairs, Field trips, Special Lunch – Healthy Hunger, Learning Meadows Garden, Pop Corn Day**

**Benefits of Volunteering:**

- helping to develop a child's understanding and skills
- sharing an interest or area of expertise
- showing students you are interested in and value their education

# Benefits to Students

- Students receive more individual attention, support and encouragement. This helps them to overcome obstacles, increase motivation and develop self-confidence.

# Safety First

- Upon arriving at the school to volunteer, please sign in using the volunteer book in the office.
- Always wear your volunteer badge when working in the school. Please pick your badge when you sign in at the office.
- Please sign out when you are leaving the school and always remember to return your volunteer badge. ☺

# Safety First

- Fire drills

If the fire alarm rings while you are working with a student, please **exit the building immediately using the closest exit.**

Deliver the student to his/her classroom teacher outside.

- Evacuation

If there is a need to evacuate to an alternate site, we would go to:

Dr. E.P. Scarlett High School

# Safety

## Lockdown

If you hear: "Lockdown, Lockdown, Lockdown – secure your classrooms immediately.", you should…

- Please take any students you may be working with and go into the closest classroom. Sit in the area under the green lockdown sign. Listen to any instructions from the classroom teacher. **MAINTAIN SILENCE.**
- Please do not use any telephones unless there is a severely injured student or staff member – then call 911.
- Wait for the following announcement:

"The lockdown is over, please remain in your location until evacuated by the police." Do not leave the classroom.

# Did you know?

- Volunteers must comply with Calgary Board of Education policies, regulations and any school rules.
- Volunteers cannot share with anyone who is not a school employee any information about a student they are working with – we want to maintain a high degree of confidentiality please!

# Confidentiality is critical!

- We want to treat our families with the utmost care and respect.
- You may witness unexpected behaviours or have children share personal information. Please discuss these situations with the classroom teacher or school administration.

# Be Mindful and Be Present

- Volunteers are requested to have cell phones turned to "vibrate" mode while in the school. Please move out of the classroom if cell phone calls need to be sent or received.
- While in the classroom, please allow teachers to use their time for teaching and teacher preparation; conferences and meetings with teachers may be scheduled before or after school.

# Volunteering at School

- Parents and guardians can register as volunteers through the SchoolEngage tab in their MyCBE account.
- As part of the registration process, all volunteers must review the POPA (Protection of Privacy Act) requirements and sign to indicate their agreement with the conditions outlined in the form.

# Volunteering at School

To volunteer at a CBE school:

- you must have a current police clearance (valid for 5 years).
- you must be registered with the school each school year before participating in volunteer activities.

The Annual Volunteer Registration Form is valid for the current school year only. All volunteers, including returning volunteers, **must complete a new registration form each school year** before participating in volunteer activities.

- Check our school website to volunteer with us:

https://canyonmeadows.cbe.ab.ca/volunteer

# Volunteering at School

For Community Members:

- Community members who do not have a child registered with CBE must complete their volunteer registration in person at the school where they wish to volunteer.
- This process allows school staff to verify that volunteers have reviewed and acknowledged their privacy obligations under Alberta's Protection of Privacy Act (POPA).

# Volunteering at School

Please follow the steps below to become a school volunteer:

- Log in to MyCBE, then SchoolEngage.
- Fill out the "Volunteer Registration 2026-2027" form.
- Make sure your photo ID is clear and readable and is in the form of a selfie.
- CBE will provide a link/info for the Police Information Check.
- Go **online** to the Calgary Police Service's Police Information Check webpage and submit the required information.
- When you receive the results from the Police Information Check, upload the results through SchoolEngage.
- Please inform the school when you have uploaded your results.

# Thank you so much!

- We appreciate the gift of your time and want to use it wisely.
- Please let us know if there is something we can do to help make your volunteer experience better.




Lilien Perera Pérez, Principal

Cecilia Gutiérrez, Assistant Principal

# ¿Preguntas? Questions?

