



Calgary Board
of Education

Copperfield School



2025 – 2026 Copperfield Volunteer Package

“Copperfield has Heart”



When Volunteering:

Parking: Please use on-street parking as our parking lot is reserved for our staff and other CBE personnel.

Staff Room: Please help yourself to coffee or tea in the staff room. We have a Keurig Machine.

Valuables: Please do not leave your purse or valuables unattended.

Smoking: Smoking is not permitted in Calgary Board of Education schools.

Signing In and Name Tags: Volunteers are asked to sign in at the office and pick up a Volunteer name tag to be worn while in the school. Please leave your name tag at the school for future use. Any questions please contact the school office.

Fire Drills: Fire drills are held several times through the school year. A map is posted in each room to guide you to the appropriate exit door. Every person in the building must exit the building during a fire drill.

Volunteer Ethics

- Volunteers are expected to be discreet regarding all matters connected with the school. It is essential that volunteers never discuss publicly children, parents or staff members.
- Volunteer time should not be used to discuss your own child's behavior or progress. Appointments can be made with the teacher regarding these matters.
- Volunteers are asked to comply with all policies and regulations while working in the school and be aware that teachers are ultimately responsible for all matters in the classroom.

- Volunteers should try to meet their commitment on a regular basis. If you are unable to attend on a particular day, please contact the Room Parent/teacher.
- Volunteers are asked to discuss any concerns that may arise with the office staff or administrative team.

As a volunteer, we would like to advise you of the following conditions:

1. 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 honored.
2. Any information collected, used, generated, and stored by the Calgary Board of Education including students, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties. All information pertaining to volunteers will reside in the school.
3. You may not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. You must notify the principal of any new criminal charges at the time the charge is made.
5. The teaching and administration staff are responsible for student learning and discipline.
6. School administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
7. You as a volunteer can assist greatly in enhancing students learning by working positively and cooperatively with the school team.
8. Any failure to comply with these conditions or Calgary Board of Education policies may result in termination of your position as a volunteer.

Goals of Volunteering

- To provide needed help for individual and groups of children
- To enrich the experiences of children and the school program by tapping into the talents and resources of the whole community
- To assist teachers in the many tasks of everyday school life allowing them time to provide for more individualized instruction
- To assist the office and library with time consuming clerical tasks necessary for the smooth operation of the school
- To broaden community understanding and enhance support for public education
- To provide a sense of satisfaction to the volunteer for their contribution to the learning of the Copperfield School environment.

We Love Volunteers

The Calgary Board of Education recognizes the value and encourages the use of volunteers in the schools.

Volunteers provide support to schools and students either as resource persons or in supportive services.

Volunteers who act as a resource person are individuals who have a relevant area of experience and expertise; who are involved in an activity on a short term basis to enhance the education program; and whose visits are planned, supervised and evaluated by a certified teacher.

A volunteer may not be assigned to assist a teacher without the teacher's consent.

Volunteers work under the direction of the teacher.

Volunteers who provide support services assist teachers or groups of teachers directly or indirectly in achieving educational objectives by providing non-instructional services.

Volunteers must comply with the Calgary Board of Education policies and any school rules.

A volunteer position with the Calgary Board of Education is conditional on satisfactory receipt and evaluation of their security clearance, even if the volunteer position has started before the security clearance is completed.

It is against CBE policy for volunteers to bring a younger child to the classroom or on a field trip. That child would not be covered under CBE insurance.

Helpful Hints

You are a very important person to our students and staff. They really count on seeing you at your appointed time. If you must be absent, notify the teacher or school as far in advance as possible.

Understand and accept the students in terms of their own backgrounds, values, manners, vocabulary and aspirations. They may be very different from you, and your children.

Please do not inquire into a child's personal life. If you feel there is a concern, please speak to the administration or the child's teacher.

Volunteer service should be rewarding and your relationships with the school staff and students should be a happy one. If you are not sure how to do a job feel free to ask any school staff.

Be cheerful in your work. A smile to a child means warmth and acceptance.

Copperfield has heart. Thank you for helping us keep the beat.

